



**Darke County General Health District**  
300 Garst Avenue  
Greenville, Ohio 45331  
Phone 937-548-4196 Fax 937-548-9654

## **Frequently Asked Questions**

### **What is a temporary food service operation?**

A temporary food service operation is defined as any place that prepares and/or serves food, for a charge or required donation, for a period of not longer than 5 consecutive days.

### **When do I need a temporary food service operation license?**

If you sell food or beverages in Darke County, you are required by Ohio law to apply for and obtain a license from the Darke County General Health District.

### **How much does a temporary license cost?**

The **2015** fee for a temporary food service license is **\$24 per day**, not to exceed 5 consecutive days. In the case of the Darke County Fair, temporary licenses may be obtained for the length of the fair according to Ohio law. A person or organization may apply for up to ten (10) temporary licenses per year.

### **What do I need to submit to the Darke County General Health District?**

To be approved for a license, you must submit **the application, facility layout and letter of intent, and the license fee 14 days before the event takes place**. The District may contact you with questions, comments, recommendations, or concerns.

### **What happens after submittal of application?**

The District may contact you with questions, comments, recommendations, or concerns. An inspection will be conducted on the day and location of the event. You are not required to wait for the Health District inspection prior to beginning to prepare and serve food. However, you may only serve food for the time period specified in your application.

Note: This packet is designed to be a guide highlighting many important issues when conducting a FSO/RFE. However, the information contained within this packet does not contain all of the rules. This packet is a short summary of the Ohio Uniform Food Safety Code, Chapter 3717-01 of the Ohio Administrative Code, which is available on our website. All rules in this Chapter will be enforced.

# TEMPORARY FOOD SERVICE/RETAIL FOOD ESTABLISHMENT GUIDELINES

1. The operator of a temporary food service operation shall apply to the board of health for a license a minimum of two weeks prior to the operation.
2. A drawing of the layout of the operation is needed before the license can be issued. Based upon the situation, the need for floors, walls, and ceilings shall be determined by the health department.

## 3. ACCEPTED HAND-WASHING FACILITIES FOR TEMPORARY OPERATIONS

a) Soap & Paper Towels

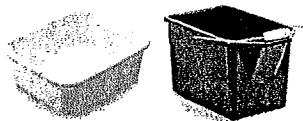


b) Container of warm water with spigot



**\*\*Note:** Coffee equipment produces water at temperatures that will burn hands. We suggest making hot water with coffee pot and mixing it with cold water and placing in container with spigot. Temperature of water should be at least 110°F.

c) Basin to catch water



Hand washing must be done at the start of the operation before handling food, and then throughout the day, especially...

After...

Using the restroom  
Coughing or sneezing  
Eating or drinking

Smoking  
Handling money  
Handling raw foods

## 4. FOOD SOURCE

a) All foods must be prepared at the event. You may **NOT** prepare food at home then transfer to the event.

- b) All foods must be obtained from sources that comply with applicable laws relating to food safety.
- c) All foods must be prepared on site, and not brought from home, with the exclusion of Cottage Foods (home baked items, jam, jellies, candy or fruit butters). They must be properly labeled. (See Attachment)
- d) Do not use leftover perishable food items.

## 5. FOOD PREPARATION & HANDLING

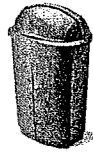
- a) Thawing – 4 acceptable ways to thaw foods
    - 1) Refrigeration
    - 2) Cooking
    - 3) Microwave
    - 4) Running water
  - b) No bare hand contact with ready to eat foods. Use suitable utensils such as deli paper, spatulas, tongs, single-use gloves, or dispensing equipment.
  - c) No jewelry shall be worn on hands or wrists
  - d) Keep fingernails trimmed and maintained.
  - e) Unless wearing gloves, fingernail polish and artificial nails may not be worn.
  - f) Hair restraints shall be worn in the form of ball caps or hair nets.
  - g) Utensils must be stored:
    - 1) Handle upright
    - 2) Clean and dry
    - 3) In running water
    - 4) In a container of water that is maintained at least 135° F
  - h) Food must be prepared on tables that are smooth and easily cleanable.
  - i) Provide a metal stem thermometer for checking hot and cold food temperatures.
- NOTE: Meat thermometers only check hot temperatures; need a thermometer to check hot and cold.
- j) No eating of food, smoking, or chewing of tobacco is permitted in food prep areas.
  - k) Use of pesticides is prohibited during preparation and serving.

## 6. HOLDING FOOD – HOT AND COLD

- a) COLD (below 41° F) – Store all raw foods in a separate cooler (ex. Raw hamburger patties on ice in one cooler and lettuce and cheese in a separate cooler.) Cut melons, cut tomatoes, and cut lettuce must be kept below 41° F.  
\*\*Ice used as a cooling medium cannot be used for human consumption!
- b) HOT (above 135° F)-Roasters and crock pots maybe used.

## 7. FOOD STORAGE

- a) All food products and utensils must be stored a minimum of 6 inches off the ground.
- b) Keep all food products and utensils covered and protected from dust, insects, etc.



## 8. GARBAGE

All garbage shall be stored in durable containers with lids.

## 9. UTENSIL WASHING FOR TEMPORARY OPERATIONS



Soap & Water



Warm Clear Water



Sanitizer & Water



1. Wash (At least 110°F)



2. Rinse



3. Sanitize

The following are approved sanitizers:

Chlorine 50-100 ppm at 75°F

Quaternary ammonia 200 ppm at 75° F

\*\*You must have the appropriate test kit to check sanitizer concentration.

**The two keys to food safety are:**

**Proper hand-washing and handling**

**Proper temperatures**

Enclosed are temperature guidelines, hand-washing techniques, and a checklist.

Please note all inspection reports are public record, which the public is entitled to review and the Health District must disclose upon request. Inspection reports will be available on the Health District's website in the near future.

If you have any questions please feel free to call the Darke County General Health District—Environmental Division at 937-548-4196 (press 2 for the environmental division) Monday through Friday, 8:00 am to 4:00 pm.

## **Temperature Guide**

### **KEEP FOOD OUT OF THE DANGER ZONE**

**41° F - 135° F**

Holding and cooking temperatures, both hot and cold, must be monitored with a metal-stem thermometer. **Your thermometer should be capable of checking both hot and cold temperatures.**

### **KEEP COLD FOODS 41° F OR BELOW**

### **KEEP HOT FOODS 135° F OR HIGHER**

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### **COOK FOODS TO THE FOLLOWING:**

**POULTRY > 165° F**

**BEEF & PORK > 155° F**

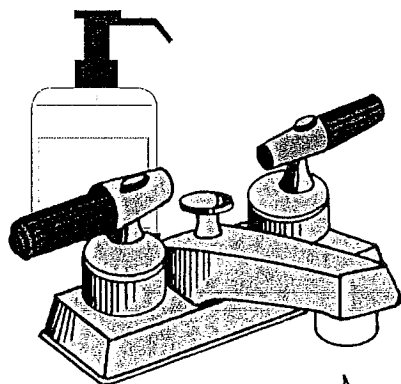
**FISH AND EGGS >145° F**

**COMMERCIALY PROCESSED READY TO EAT FOODS**

**FRUITS AND VEGETABLES >135° F**

# WASH HANDS OFTEN!

It's the best way to stop the spread of disease!



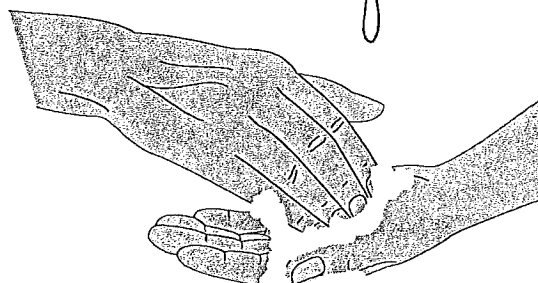
**Wash your hands for 20 seconds with hot soapy water!**

Before:

- ④ Your shift begins
- ④ Handling Food
- ④ Putting on clean gloves

After:

- ④ Using the toilet
- ④ Handling raw foods
- ④ Taking a break/smoking
- ④ Coughing, sneezing, eating, drinking
- ④ Cleaning/taking out trash
- ④ As often as necessary to remove soil and contamination



300 Garst Avenue  
Greenville, OH 45331  
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## **Cottage Foods**

A "Cottage Food Production Operation" is defined in Chapter 3715 of the Ohio Revised Code to mean a person who, ***in the person's home***, produces food items that are not potentially hazardous foods, including bakery products, jams, jellies, candy, and fruit butter. These foods must be labeled properly or they will be considered misbranded or adulterated.

"Home" means the primary residence occupied by the residence's owner, on the condition that the residence contains only one stove or oven used for cooking, which may be a double oven, designed for common residence usage and not for commercial usage, and that the stove or oven be operated in an ordinary kitchen within the residence.

### **What Foods are not Allowed to be Manufactured for Sale or Distribution by a Cottage Food Production Operation?**

A "Cottage Food Production Operation" is not permitted to process acidified foods, low-acid canned foods, or potentially hazardous foods. *Low acid food* means any food with a finished equilibrium pH greater than 4.6 and a water activity greater than 0.85. *Acidified food* means a low acid food to which acids or acid foods are added (Ex. Beans, cucumbers, cabbage, puddings, etc.). *Potentially hazardous food* means it requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms (Ex. Raw or cooked animal products, cooked vegetables, garlic in oil, cheese cakes, pumpkin pies, custard pies, cream pies, etc.)

### **What are the Requirements for the Labeling of Cottage Food Products?**

Yes: A "Cottage Food Production Operation" is required to label all of their food products and include the following information on the label of each unit of food product offered or distributed for sale: The name and address of the business of the "Cottage Food Production Operation"; The name of the food product;

1. The ingredients of the food product, in descending order of predominance by weight;
2. The net weight or net volume of the food product;
3. The following statement in ten-point type: ***"This Product is Home Produced."***

Note: If a nutritional claim is made (i.e. low fat, salt free, etc.) federal labeling requirements must be met.

### **What Does the Statement "This Product is Home Produced" Mean?**

The statement means that the food product was produced in a private home that is not subject to inspection by a food regulatory authority.

### **Where may a Cottage Food Production Operations Sell their Food Products?**

Cottage Food Products that are properly identified and labeled may be sold directly to the consumer from the site where the products are produced; sold through grocery stores, farm markets, farmers markets, etc.; sold and/or used in preparing food in a restaurant.

### **Does A Cottage Food Production Operation Need to Acquire a License to Process and Package Food Products?**

No: A "Cottage Food Production Operation" is exempt from inspection and licensing by the Ohio Department of Agriculture. However, all food products, including those produced and packaged by a "Cottage Food Production Operation", are subject to food sampling conducted by the Ohio Department of Agriculture to determine if a food product is misbranded or adulterated.

### **Questions? ODA Division of Food Safety**

Phone: 614-728-6250 or 1-800-282-1955 (toll-free within Ohio only)

BASIC COMPONENTS FOR LABELING REQUIREMENTS

Ingredient Statement-Ingredients (with sub-ingredients) listed by common or usual name in descending order of predominance by weight. Ref. CFR 21, Part 101.4

Statement of Responsibility-  
Name of Business, Street  
Address, City, State, Zip Code.  
Street address may be omitted if  
listed in telephone directory. Ref.  
CFR 21, Part 101.5

Product Identity

Ref. CFR 21, Part 101.3

**CHOCOLATE CHIP/MILK CHOCOLATE CHUNK COOKIES**

**INGREDIENTS:** Enriched flour (Bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid.), brown sugar, semi-sweet chocolate chips (Semi-sweet chocolate [Sugar, chocolate liquor, cocoa butter], soya lecithin, pure vanilla), vegetable shortening (partially hydrogenated soybean and cottonseed oil, mono- and diglycerides, artificial butter flavor, beta carotene [pro vitamin A-added for color]), milk chocolate chunks (sugar, cocoa butter, milk, chocolate liquor, soy lecithin, vanillin), eggs, milk, baking powder, vanilla extract, salt and baking soda.



**This Product is Home Produced**

Agriculture Cookie Co.  
8995 E Main St. Reynoldsburg, OH 43068

NET WT. 8 oz. (226g)

Net quantity of contents- Dual declaration:  
Customary inch/pound system of measure and the  
SI metric. Ref. CFR 21, Part 101.105

Cottage Food Production - Statement  
required when food product is produced in a  
private home not subject to inspection.  
ORC 3715.023



**TEMPORARY FOOD SERVICE CHECKLIST**  
(Please remove and submit to Health Department with application)

Operator: \_\_\_\_\_ Phone \_\_\_\_\_

Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event:

\_\_\_\_\_

Menu: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST**

3 dishwashing containers \_\_\_\_\_

Sanitizer and Test Strips \_\_\_\_\_

All food and utensils stored 6 inches off the ground/floor \_\_\_\_\_

Dish Soap \_\_\_\_\_

Metal Stem Thermometer(for hot & cold temperatures) \_\_\_\_\_

Hand-washing Setup (warm water and catch basin) \_\_\_\_\_

Hand Soap \_\_\_\_\_

Paper Towels \_\_\_\_\_

Trashcan with lid \_\_\_\_\_

Equipment approved (i.e. Crock pots, roasters, etc.) \_\_\_\_\_

Disposable Gloves \_\_\_\_\_

Hair Restraints (i.e., nets, ball caps, etc.) \_\_\_\_\_

Wipe-down cloths in a bucket of sanitizer/water \_\_\_\_\_

## **Letter of Intent**

Please list all pertinent information in the spaces provided below.

1. List all foods to be prepared and served. All foods must be prepared on site. No home cooked foods are permitted.

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2. List all sources of the foods listed above. All foods sold must be from an approved/inspected source.

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3. List all types of hot holding equipment.

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4. List all types of cold holding equipment.

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5. Type of hand-washing set-up available. (Hand sink or hot water container/catch basin.)

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6. List other equipment and utensils.

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7. List any support facilities. (Additional storage, etc.)

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## **Temporary Food Service Operation/Temporary Retail Food Establishment**

### **Facility Layout and Equipment Specification Approval**

(Please remove and submit to Health Department with application)

#### Facility Layout

In the space provided below, sketch a drawing of the proposed layout and placement of cooking equipment, hot holding equipment, cold holding equipment, hand-washing, utensil washing set-up, and waste collection container location. (Please label all items)

Items to remember: Metal stem thermometer, (for refrigerator or hot foods), sanitizer, sanitizer test strips, hand-soap, paper towels, 3-tubs for washing utensils (wash, rinse, sanitize), hand wash set-up, etc.

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**Application for a License to Conduct a Temporary:** (check only one)**Instruction:**

1. Complete the applicable section. (Make any corrections if necessary.)

2. Sign and date the application.

3. Make a check or money order payable to: **DARKE COUNTY HEALTH DEPT.**4. Return check and signed application to: **DARKE COUNTY GENERAL HEALTH DISTRICT****300 GARST AVENUE****GREENVILLE, OH 45331**☐ **Food Service Operation**☐ **Retail Food Establishment**

Before the license application can be processed the application must be completed and the indicated fee submitted.

Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary food facility:			
Location of event:			
Address of event			
City	State	Zip	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold _____ _____ _____ _____			

<i>I herby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

**Licensors to complete below**

Valid date(s):	License fee:
Application approved for license as required by Chapter 3717 of the Ohio Revised Code.	
By	Date
Audit no.	License no.