



**DCGHD 2022 Temporary Packet**  
300 Garst Avenue, Greenville, Ohio 45331  
(937)548-4196 Fax: (937)548-9654  
[www.darkecountyhealth.org](http://www.darkecountyhealth.org)



**Frequently Asked Questions**

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

A temporary food service operation is defined as any place, location, or separate area where food intended to be served in individual portions is prepared or served for a charge or required donation for no more 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 **2022 fee** for a temporary food service license is **\$31.45 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.

**When do I need to apply for a temporary permit through the Health Department?**

The operator of a temporary food service operation shall apply for a license a **14 days** prior to the operation date.

**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 on your application.

**How many temporary permits can I apply for within a year?**

The same person may not be issued more than 10 temporary licenses per food licensing year (March 2022- February 2023).

**Do I need to display my license?**

Yes, according to OAC 3707-21-02 (H), a food service license shall be displayed at all times of operation for the public to view.

**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.**



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**Temporary Facts & Guidelines**

**1. Food Sources**

- a. All food products shall be from an approved source. An approved source is a processor that is inspected by a federal food safety regulatory agency, the Ohio Department of Agriculture, a local health department, or an Ohio cottage food production operation.
  - i. Please see attached information on cottage foods.

**2. Food Preparation & Handling**

- a. **All foods shall be prepared on-site** and not at home to be brought to the event. There is **EXCLUSION** for cottage foods that are properly labeled. Please see attachment on cottage food regulations.
- b. There shall be **no bare hand contact** with ready to eat (RTE) foods. Please use suitable utensils such as deli paper, tongs, spatulas, single-use gloves, or dispensing equipment.
- c. During preparation, unpackaged food shall be **protected from environmental sources of contamination**. Having a tent over operation and covering food.
- d. **No jewelry** shall be worn on hands or wrist with exception of a wedding band.
- e. **Fingernails** shall be kept trimmed and maintained. **Fingernail polish or artificial nails** may NOT be worn unless wearing intact gloves when working with exposed food.
- f. **Hair restraints** such as a hairnet or hat shall be worn.
- g. Food shall be prepared on **tables** that are **smoothing and easily cleanable**.
- h. **Cutting boards** shall be in good repair without deep scores and discoloration.
- i. **Single use articles** shall be stored inverted or covered.
- j. **Utensils** shall be stored with handle upright.
- k. **No eating, smoking, chewing tabaco, or vaping** in food prep areas.
- l. Use of **pesticides** is prohibited during preparation and serving.
- m. Surfaces and utensils used for food preparation shall be washed, rinsed, and sanitized at least every **4 hours**.
  - i. Cloths used for wiping shall be discarded if single use or stored back into the appropriate solutions.

**3. Thawing**

- a. The **4 acceptable ways to thaw** food are:
  - i. Under refrigeration that maintains the food 41°F or less



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- ii. Completely submerged under running water at a water temperature of 70°F or below with a sufficient water velocity to agitate and float off loose particles in overflow in approved prep sink.
- iii. As part of the cooking process
- iv. In a microwave if cooked directly afterwards

#### 4. Cooking

- a. All the **necessary cooking equipment** shall be provided to cook all menu items listed.
- b. **Cooking equipment** shall be maintained in good repair. No duct tape.
- c. Workers shall know the **appropriate temperatures** they should cook their food to. Please refer to attached Temperature Guide Sheet for temperature requirements.
- d. A **thermometer** shall be provided and accurate (calibrated) to take temperatures.

#### 5. Cooling

- a. Cooling of cooked time temperature controlled for safety food shall be cooled:
  - i. Within 2 hours from 135°F to 70°F, AND
  - ii. Within a total of 6 hours from 135°F to 41°F or less

#### 6. Holding

##### a. Hot Holding

- i. After foods are properly cooked to correct cooking temperature, they shall be hot held at 135°F or hotter.
  - 1. Again, a thermometer shall be provided to take temperature periodically.

##### b. Cold Holding

- i. After foods are prepped they shall be cooled and maintained at 41°F or below prior to serving to the public.
  - 1. A food thermometer shall be provided to take a temperature of the cold product to make sure it is maintaining appropriate temperature.
  - 2. A thermometer shall be stored in each cold holding unit to monitor air temperature. Cold holding units shall be 41°F or below

#### 7. Storage

- a. Food, equipment, utensil, linens, single-service articles, and single-use articles shall be stored:
  - i. **6 inches** off the floor/ground to protect from contamination.
  - ii. In a **clean, dry location**.
  - iii. Where they are **not exposed to splash, dust, or other contamination**.

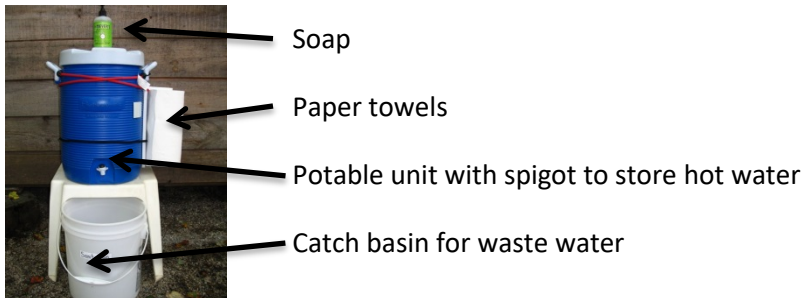


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## 8. Handwashing

- a. At least 1 handwashing sink (temporary handwashing set up) or a number of handwashing sinks necessary to the operation shall be provided.
- b. A handwashing sink (temporary handwashing set up) shall provide water of 100°F or hotter.
- c. A handwashing sign shall be located above handwashing sink (temporary handwashing set up). Please see attached sign.
- d. A handwashing sink (temporary handwashing set up) shall be accessible at all times, used for no other purpose, and in an area where it will not contaminate food areas by splashing.
- e. Hands shall be washed often. Refer to attached handwashing sign for handwashing requirements.
- f. The handwashing sink shall be supplied with paper towels and handwashing soap.
- g. Hand sanitizer may not be used in replacement of handwashing.
- h. Example of temporary handwashing set up (just missing handwashing sign)



## 9. Warewashing

- a. 1 three compartment sink with 2 drain boards or a temporary three compartment sink shall be provided.
  - i. The **1<sup>st</sup> sink** is the **Wash solution**. This should contain dish soap & clean water.
    1. The wash solution shall be 110°F or higher.
  - ii. The **2<sup>nd</sup> sink** is the **Rinse solution**. This should contain just water.
  - iii. The **3<sup>rd</sup> sink** is the **Sanitize solution**. This should contain an approved sanitizer & water.
    1. Sanitizers shall be EPA registered chlorine or quaternary ammonium compound solutions. Examples include bleach, sani-tablets, etc.
    2. A **test kit** shall be provided to accurately measure the strength of the sanitizing solution in parts per million (ppm). The strength depends on solution being used and temporary of water. Follow manufacturer's label guidelines.
      - a. Example bleach shall be 50-99ppm at 100-119°F OR 100ppm at 55-99°F
- b. Utensils and equipment shall be air dried after cleaned. NO cloth drying.



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- c. If drain boards are not provided then an area to store dirty dishes shall be before wash solution & an area to allow dishes to dry shall be after the sanitizer solution.
  - i. Areas shall be smooth and easily cleaned and kept clean.
- d. Example of a temporary warewashing set up

This set-up does not show the solutions  
in each container or the test strips



## 10. Waste

- a. A covered waste receptacle or durable container with a lid shall be provided to store trash.
- b. Waste water from handwashing and warewashing shall be disposed of properly.
- c. Grease, if used shall be disposed of properly

## 11. Water Source

- a. Water used for cooking, handwashing, cleaning, and warewashing shall be from an approved source.
  - i. Examples of **approved sources** include: municipal city water, commercially packaged potable water, an EPA approved public water source, and water from a private well IF a water sample was taken by the Darke County General Health District to be tested for total coliform within the last year on the condition it passed. A copy of the water sample shall be submitted for approval. To schedule a water sample please call 937-548-4196 extension 209. Our samples are typically taken Thursday afternoons and the results are typically received Monday morning.
  - ii. If water is taken from a municipal water source, it shall be stored and transported in an approved potable water container (ex. 5 gallon thermos, plastic potable water container). Please note you may not wash and re-use a single use article like a milk jug.
- b. If a **potable water hose** connects a temporary sink to an approved water source, the hose shall have either an **ASSE 1012 or ASSE 1024 backflow** prevention device connected to it.

## 12. Physical Facilities

- a. Surface finishes of walls, ceiling, and floors shall be smooth, easily cleanable and non-absorbent. If you are located on soft ground, a sub floor shall be provided that is smooth, easily cleanable, and non-absorbent.
- b. Lighting shall be shatter proof or shielded



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- c. All equipment shall be approved by the Health Department . Residential equipment may be approved for temporary operations **ONLY**.
- d. CONTACT YOUR LOCAL FIRE DEPARTMENT for regulations on fire extinguishers, smoke detectors, etc.

### 13. Support Facilities

- a. Supporting storage, food preparation areas, etc. shall be provided for approval.

### 14. Employee Health

- a. A food employee shall report the information in a manner that allows the PIC to reduce the risk of foodborne disease through transmission if the food employee or conditional employee (by not allowing the employee to work):
  - i. Has any of the following **symptoms**:
    1. Vomiting
    2. Diarrhea
    3. Jaundice
    4. Sore throat with fever
    5. Lesions (containing pus or an infected wound that is open or draining)
  - ii. Has an **illness** diagnosed by a health care provider due to:
    1. Campylobacter
    2. Cryptosporidium
    3. Cyclospora
    4. Entamoeba histolytica
    5. Escherichia coli \*
    6. Giardia
    7. Hepatitis A \*
    8. Norovirus \*
    9. Salmonella ssp.
    10. Salmonella Typhi \*
    11. Shigella \*
    12. Vibrio cholerae
    13. Yersinia

### 15. Clean-up guidance for vomit/ fecal accidents in food service operations

- a. Segregate the area within a 25 foot radius of accident so it can be properly cleaned & disinfected
- b. Wear disposable gloves while cleaning. A mask and apron is also recommended.
- c. Wipe up the matter with towels & dispose into a plastic garbage bag.
- d. Use an EPA registered disinfectant effective against Norovirus following label instructions OR CDC recommends 1000-5000 ppm or 2.5-12.5 fluid ounces of household bleach (5.25%) per gallon of water.
- e. Apply the disinfectant or bleach solution and allow it to remain wet in the affected area for at least 10 minutes. Allow to air dry. Dispose any leftover solution once accident is cleaned up.
- f. Discard gloves, mask, and cover gown in plastic bag.
- g. Take measures to dispose of and/or clean disinfectant the tools and equipment used to clean.
- h. Properly wash hands.
- i. Discard any food that may have been exposed.



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- j. Food contact surfaces that have been disinfected must be washed, rinsed, and sanitized prior to use to remove disinfectant residue and prevent contamination of food.
- k. Discard all garbage bags in the dumpster or waste receptacle area. If it contains blood, refer to Ohio EPA guidelines for disposal of infectious waste.
- l. Minimize the risk of disease transmission through prompt removal of ill employees, customers and others from areas of food preparation, service, and storage.



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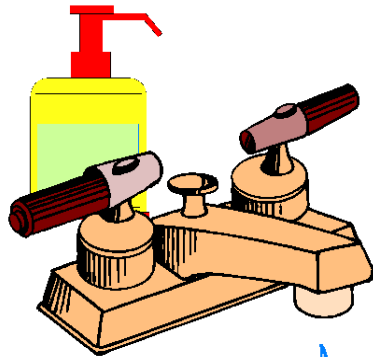


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# WASH HANDS OFTEN!

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



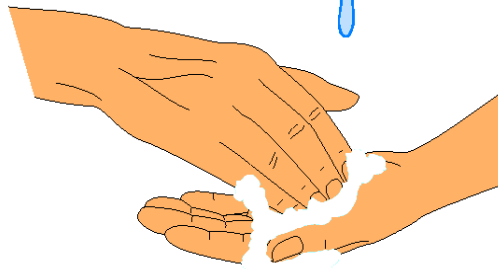
**Wash your hands for 20 seconds with hot soapy water!**

**Before:**

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

**After:**

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



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## **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**

**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



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**Operator Temporary Check List**

- \_\_\_\_\_ Approved equipment
- \_\_\_\_\_ Handwashing set up
- \_\_\_\_\_ Handwashing sign
- \_\_\_\_\_ Paper towels
- \_\_\_\_\_ Hand soap
- \_\_\_\_\_ Approved cold/hot water
- \_\_\_\_\_ Warewashing set up
- \_\_\_\_\_ Dish soap
- \_\_\_\_\_ Sanitizer
- \_\_\_\_\_ Test Strips
- \_\_\_\_\_ Metal stem thermometer (can read cold & hot temperatures or have one of each)
- \_\_\_\_\_ Thermometer for cold holding units
- \_\_\_\_\_ All food and utensils 6 inches off the floor/ ground
- \_\_\_\_\_ Trash can with lid
- \_\_\_\_\_ Single-use gloves, deli tissue, tongs, and/ or spatulas
- \_\_\_\_\_ Hair restraints
- \_\_\_\_\_ Temperature handout for employees
- \_\_\_\_\_ Clean up procedures available in case of a vomiting or diarrhea accident
- \_\_\_\_\_ Health policy information available for all staff and volunteers to review and sign
- \_\_\_\_\_ Tent over operation, if applicable
- \_\_\_\_\_ Labels on cottage foods, if applicable



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Submit this form  
with application

Please complete all questions and sections provided below.

1. Complete table below.

Menu Item	Source	Cooking Equipment Used to prepare item (if applicable)	Hot/ Cold Holding Equipment

2. How will bare hand contact be prevented?

- Deli Tissue
- Single- Use Gloves
- Tongs
- Spatulas
- Dispensing Equipment
- Other \_\_\_\_\_

3. Explain type of handwashing sink to be used.

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4. Explain type of warewashing sink to be used.

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5. List water source(s) to be used for handwashing, cooking, cleaning, and warewashing sink?

- Municipal Water. Please name \_\_\_\_\_
- Well Water. (a copy of last water sample with passing results taken within the last year shall be provided)
- Jugs of commercially packaged, potable water



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Submit this form  
with application

6. How will you obtain hot water for handwashing and warewashing?

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7. How will waste water be disposed of properly?

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8. What type of sanitizer will be used and at what ppm will you test for with your test kit?

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9. How often will in use utensils and food contact surfaces be washed, rinsed, and sanitized?

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10. List any other type of equipment and utensils to be used.

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11. List any support facilities (additional storage, dumpster area, grease collection site, dump station, etc.)

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12. What time will you begin setting up? \_\_\_\_\_

13. What time will you begin cooking food? \_\_\_\_\_

14. **If your event is more than one day:**

a. Explain how you will keep your food protected and at appropriate holding temperature overnight. Food storage shall remain at the operation and not taken home.

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b. What will you do with leftover cooked product at the end of the day? (do not reuse at the operation)

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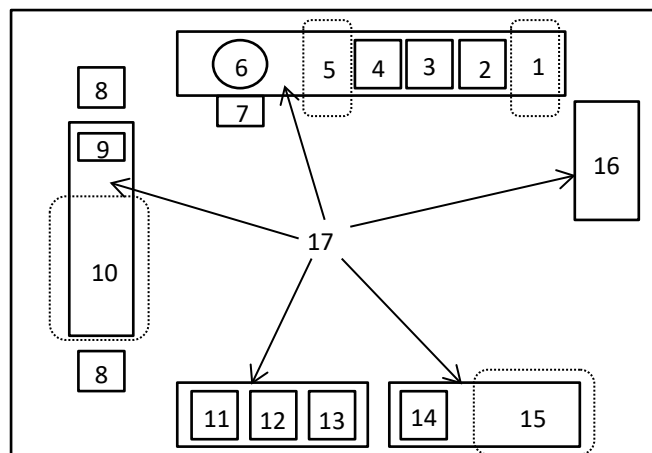
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### Facility Layout

In the space provide below, sketch a drawing of the proposed layout and placement of cooking equipment, hot holding equipment, cold holding equipment, handwashing set up, warewashing set up, trash can, and any other support facilities. (please label all items on the plan)

#### Example

1. Air drying area
2. Sanitize
3. Rinse
4. Wash
5. Dirty dish area
6. Handwashing
7. Catch basin
8. Trash can (covered)



9. Coffee pot to create hot water
10. Food preparation area
11. Roaster of shredded chicken
12. Roaster of shredded potatoes
13. Individually, pre-packaged applesauce cups and chips
14. Individually packaged condiments
15. Check out area
16. Extra storage space
17. Tables

**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**

- Food Service Operation**  
 **Retail Food Establishment**

**300 GARST AVENUE  
 GREENVILLE, OH 45331**

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): Serving To Public Time:	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold			
_____			
_____			
_____			

*I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:*

Signature	Date
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**Licensors to complete below**

Valid date(s):	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.