

# Sidney-Shelby County Health Department

## Temporary Food Service Operation/Retail Food Establishment Plan Review Packet

### Remember these Seven Steps for Food Safety:

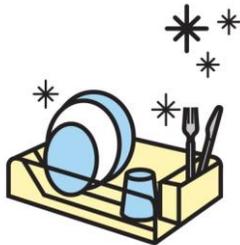


**#1: Don't allow workers who are sick.**



**#2: A handwashing set-up is required:**

Must have hand soap, flowing warm water, a catch basin, and paper towels



**#3: Equipment to wash utensils is required:**

A three compartment sink or 3 tubs filled with water for wash, rinse, sanitize. Also, bring dish soap and sanitizer (such as regular, unscented bleach)

**#4: Cook food to the right temperature. Keep cold foods cold and hot foods hot.**

Cook  $\geq 145^{\circ}\text{F}$  eggs, intact meats

Cook  $\geq 155^{\circ}\text{F}$  pooled eggs, ground meats

Cook  $\geq 165^{\circ}\text{F}$  poultry, meats with stuffing

Required reheating temperature  $\geq 165^{\circ}\text{F}$

( $41^{\circ}\text{F}$  or below or  $135^{\circ}\text{F}$  and above)

Food must be cooked at site; not at home.

*A food thermometer is required*



**#5: Don't contaminate!**



- Use plastic gloves, dispensers, spoons, tongs, and deli papers, when handling ready to eat foods.
- Separate foods that need further cooking such as uncooked meat and poultry from ready to eat foods such as cheese and salads; store in separate coolers if possible.
- Keep hair restrained using a hat or hair net, to keep loose hair out of food

**#6: Dispose of waste properly**



Have a trash can available.  
Locate a sewer drain for liquid wastes.

**#7: If outdoors, overhead protection is required.**



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The above information is an overview;  
this packet contains additional information that will help  
you have a successful operation.

Rev 1/2025



# Board of Health Sidney-Shelby County

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## Frequently Asked Questions

### **What is a “temporary food service operation/retail food establishment”?**

A temporary food service operation/retail food establishment (FSO/RFE) is defined as any place that prepares and/or serves food for a charge or required donation for a period of not longer than five (5) consecutive days. Agricultural fair licenses can be longer if the license is for a Shelby County resident or organization.

### **When do I need a temporary FSO/RFE license?**

If you sell food or beverages in Shelby County, you are required by Ohio law to apply for and obtain a license from the Sidney-Shelby County Health Department. (Exceptions do exist, so please contact the Health Department to find out if a license is not needed in your case.)

### **How much does a temporary FSO/RFE license cost?**

The fee for a temporary FSO/RFE license is currently \$40 per day, not to exceed five (5) consecutive days. In the case of the Shelby County Fair, temporary licenses may be obtained for the length of the fair, as long as the licensee is a resident of Shelby County or the licensed organization is based in Shelby County. A person or organization may apply for up to ten (10) temporary licenses per year.

### **What do I need to submit to the Sidney-Shelby County Health Department to receive a temporary FSO/RFE license?**

To be approved for a license, you must fill out and submit the enclosed application, the “Temporary Food Service /Retail Food Establishment Layout and Letter of Intent”, and the required fee.

### **When do I have to submit the application materials and fee?**

The enclosed application, layout and letter of intent, and fee **should be received at least fourteen (14) days prior to the event.** This allows time for processing and review of the application and license. A Health Department environmental health specialist may contact you with questions, comments, recommendations, or concerns. You will be informed if your application is disapproved so changes can be made, if possible. **An application to operate a temporary food service/food establishment will not be accepted if the completed application is not received at the Health Department by 12:00 pm on the normal non-holiday work day prior to the day of the event. Once the application and fee are submitted, there are NO REFUNDS.**

### **What happens once my application is approved?**

Once your application has been approved, the Health Department will set up a time to meet with you at the temporary event to conduct an inspection. If the operation is found to be in compliance with the submitted application and supporting documents, you will be granted a license to operate. This license must be posted in plain view of the public. Please note that all attempts will be made to inspect the operation as near the beginning of the operational period as possible. If notified that your application has been approved, you are not required to wait for the Health Department inspection prior to beginning to prepare and serve food.

### **What happens if my application is disapproved?**

If your application is disapproved, due to an incomplete application, improper food sources, or any other reason, you will not be granted a license to operate a temporary FSO/RFE. If you decide to sell food without a license, you will be violating Ohio law and the Health Department will take the appropriate legal action.

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 applicable rules for FSO/RFEs. This packet is a short summary of the Ohio Uniform Food Safety Code, Chapter 3717-01 of the Ohio Administrative Code, which is available through our website. Any and all rules found in this Chapter are applicable to temporary FSO/RFEs and will be enforced.



## **TEMPORARY FOOD SERVICE OPERATION/RETAIL FOOD ESTABLISHMENT REQUIREMENTS CHECKLIST**

### **Food:**

- \_\_\_\_ (1) **All food must be obtained from sources that comply with Ohio laws and regulations. All food preparation must occur on site. You may not prepare food at home or at another unlicensed location.** The only exceptions are foods produced under a Home Bakery license, properly labeled sorghum, tree syrup, honey, apple syrup, and apple butter from an exempt processor, eggs from a small egg producer, and cottage food products. These are jams, jellies, candy (not containing fresh fruit), maple sugar, fruit butters/chutneys, tea (dry), coffee (dry), pizzelles, herbs (dry), waffle cones, seasoning and soup mixes (dry), doughnuts (baked, unfilled), cereal/nut snack mixes (dry), baking mixes in a jar (dry), granola and granola bars (dry), popcorn (includes flavored), and bakery foods (cookies, cakes, etc) that are non-perishable. **Foods improperly obtained or prepared according to the above requirements may be subject to embargo or destruction by the licensior.**
- \_\_\_\_ (2) Raw fruits and vegetables must be obtained pre-washed and packaged or be thoroughly rinsed with clean water prior to preparation or use. Running water must be used for this purpose (not the hand-wash station) and caught in a catch basin for proper disposal.
- \_\_\_\_ (3) If at all possible, provide mechanical refrigeration, equipped with a thermometer, for all perishable foods. If ice must be used, be sure to store all foods in such a way as to prevent possible contamination from the ice. Any ice used in drinks must be used for drinks only. Coolers used to store foods and ice must be plastic and easily cleanable. Styrofoam coolers are not suitable because they are porous and rough.
- \_\_\_\_ (4) **Keep all perishable foods at 41°F or below or 135°F and above, including during transport. A metal stem thermometer reading from 0°F to 210°F is required for monitoring temperatures.** These can be purchased at any place that sells kitchen supplies. Make sure the metal stem of the thermometer is sanitized before and after it is used to check food temperatures to prevent cross-contamination. This can be done with an alcohol prep pad or a sanitizing solution made with a sanitizer approved by the EPA for use on food contact surfaces (eg. unscented bleach).
- \_\_\_\_ (5) Keep all foods covered to protect them from contamination, and away from ware washing and hand washing areas. Food prep areas should be located near the back of the operation, away from the public. All condiments (mustard, ketchup, onions, relish, etc.) should be supplied in squeeze, pour or pump type dispensers, single-service packets, or in a covered container. Store all food at least 6 inches off the ground or floor.
- \_\_\_\_ (6) Display all tableware so that only the handles are available to touch by the public. This prevents hand contamination of the mouth contact part of the utensil. Straws should be pre-wrapped or obtained from an approved dispenser.
- \_\_\_\_ (7) **There is to be no bare hands contact with ready-to-eat foods,** including bread, buns, salads and sandwich toppings. Non-latex gloves, dispensers, spoons, tongs, deli papers or wrappers are all suitable

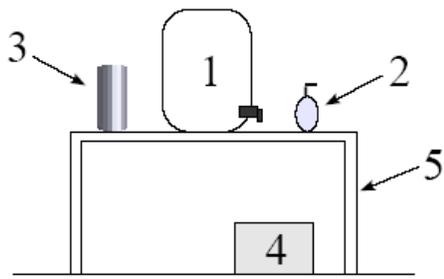
to prevent contact. If worn, gloves must be changed between different tasks (such as handling money and making sandwiches or handling raw meats and making sandwiches). **Hands must be washed prior to putting on clean gloves.**

- \_\_\_\_(8) Keep all raw animal foods (e.g. raw chicken, raw beef, raw fish) separated from ready-to-eat foods (e.g. buns, cheese, salads) to prevent cross-contamination. This also includes keeping the utensils and equipment used with these foods separated from one another.
- \_\_\_\_(9) Raw animal foods must be cooked in all parts, to the temperatures on the following chart:  
**145°F for 15 seconds- eggs, fish, whole pork, beef**  
**155°F for 17 seconds-any ground meat, pooled eggs, injected meats, or tenderized meats**  
**165°F for 1 second-poultry, any stuffed meat or pasta**  
All food cooked in a microwave must reach an internal temperature of 165°F for 15 seconds.
- \_\_\_\_(10) Thaw foods in a refrigerator, as part of the cooking process itself, or in a microwave if the food is cooked immediately thereafter. Do not thaw foods by sitting them out at room temperature. Cool foods from 135°F to 70°F within 2 hours, then from 70°F to 41°F within 4 hours. Cool in shallow pans, in an ice bath while stirring, and/or by slicing into smaller pieces. Any reheated foods must be reheated to at least 165°F for 15 seconds within 2 hours, and then held at 135°F or higher.

**Foods found to be subject to improper cooking, holding, reheating, or cooling times/temperatures must be discarded.**

**Workers:**

- \_\_\_\_(1) There is to be a person(s)-in-charge (PIC) present at all times during the operation of the FSO/RFE. The PIC must have all needed knowledge of the necessary food safety rules during the hours they are working. The PIC is responsible for ensuring all workers are following food safety rules and foods are being handled in a safe and sanitary manner as outlined in this checklist and the Ohio Uniform Food Safety Code. A copy of this code can be obtained & picked up at the Shelby County Health Dept. (there is a printing fee) or downloaded off the internet. They must know what foods they are selling have the most common allergens in them (fish, shellfish, peanuts, tree nuts, eggs, milk, wheat, soy, sesame) and must notify consumers, through written notification, of the presence of a major food allergen as an ingredient in unpackaged food items that are served or sold to the consumer. **Failure to comply with these regulations, which in the opinion of the inspecting sanitarian presents a danger to public health, may lead to the license not being granted, its suspension, or its revocation.**
- \_\_\_\_(2) Any person with a disease communicable through food or has symptoms such as vomiting, diarrhea, jaundice, or sore throat with fever must be excluded from the temporary FSO/RFE. This includes a person with open sores, cuts, or boils that are not properly covered. Any bandage, finger cot, or finger stall on the wrist, hand, or finger must be covered with a single-use glove when handling food.
- \_\_\_\_(3) Use of tobacco in any form is forbidden when preparing or selling food. Eating food while preparing or selling food is also forbidden. A drink in a clean, covered container is allowable as long as no contamination results to the worker's hands, the container, exposed food and equipment. Use of a straw is preferred.
- \_\_\_\_(4) **Handwashing facilities must be provided and used.** Soap, warm, running water and paper towels are required. Any container or sink used for handwashing must be used for this purpose only. Hands must be washed immediately prior to handling food, clean plates, cups, utensils, equipment, etc., before putting on clean gloves, and after any activity which may contaminate the hands, such as going to the restroom, eating, using a handkerchief/disposable tissue, or handling money. Running water needs can be met by using a cooler with a spigot. "Push button" spigots are not permitted. Fill the clean cooler with warm water (~100°F) and cover. Dispense water through spigot and catch all wastewater in a bucket and dispose of properly. Hand sanitizers do not take the place of proper handwashing.



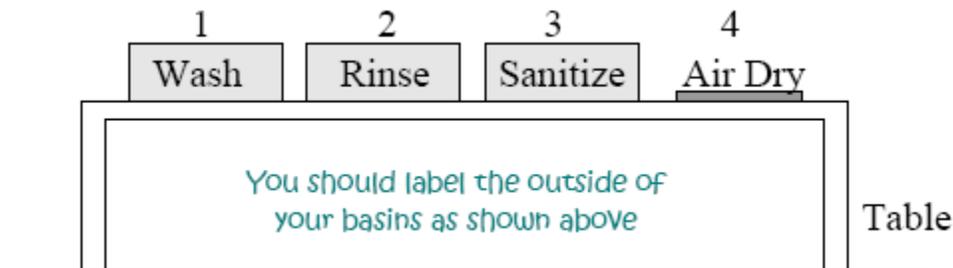
- 1 Flowing warm water cooler
- 2 Soap (liquid or bar)
- 3 Paper towels
- 4 Catch basin for waste water
- 5 Table

Courtesy: Miami County Health Department

- \_\_\_ (5) No pets, young children or anyone not necessary to the operation/establishment should be allowed inside the operation/establishment.
- \_\_\_ (6) Store personal belongings in a separate place from the food stand.
- \_\_\_ (7) The hair of all food preparers must be effectively restrained. Tying long hair back or wearing baseball caps, hats, hair nets or kerchiefs are good examples. This does not include those who wait and serve food or work the counter.
- \_\_\_ (8) Clothing must be clean. If a food preparer is wearing fingernail polish, artificial nails or wearing any hand jewelry, including watches and bracelets, beyond a plain band ring, a glove will be required.

**Equipment, utensils, and facilities:**

- \_\_\_ (1) Supply plenty of extra cleaned and sanitized tongs, forks, spatulas, etc. This enables workers to have clean utensils immediately if one is dropped. If the event is held for a short time, enough cleaned and sanitized utensils may be brought to keep the operation supplied during the hours of operation. Replace or wash, rinse, and sanitize any utensils and other food contact surfaces used with time/temperature controlled for safety foods (formerly known as potentially hazardous foods) at least every 4 hours of use. Store all utensils at least 6 inches off the ground or floor.
- \_\_\_ (2) If a 3-compartment sink is available at the site, it must be used for utensil and equipment washing. If this is not feasible, 3 plastic tubs or buckets can be used for this purpose. Ensure the containers are large enough to immerse the largest item needing cleaned. Set-up for washing, rinsing and sanitizing is as follows: 1st tub-hot, sudsy water; 2nd tub-warm, clear water; 3rd tub- warm, sanitizing solution. Wash the items in the first tub, rinse in the second tub, and then immerse the items in the sanitizing solution for at least one minute. Utensils and equipment must be air-dried. Combining 1-tablespoon of unscented bleach with each gallon of water used can make a sanitizing solution. **These tubs must be used for utensil and equipment washing only.**



Courtesy: Miami County Health Department

- \_\_\_ (3) Counter and tabletops must be kept clean. They can be rinsed with a diluted bleach solution to help repel flies. Keep all wiping rags in this sanitizer solution to prevent bacteria growth.

- \_\_\_\_ (4) Flooring is required in all work areas of the food stand. If the floor is graded to drain, the floor may be concrete or machine-laid asphalt. Dirt, grass, or gravel must be covered with mats, removable platforms, duckboards or other suitable materials that are effectively treated to control dust and mud.
- \_\_\_\_ (5) All areas of the temporary FSO/RFE must be protected from the weather and environment using a tent, covering, or building.

**Sanitation:**

- \_\_\_\_ (1) Do not use insecticides or other hazardous chemicals in the food preparation and serving areas. Use of flypaper strips, hung where they won't contaminate food or equipment, can help control flies. A fan will keep air moving and repel insects. Also, washing counters and tables with a bleach solution helps. Store all chemicals and detergents where they cannot contaminate food and equipment.
- \_\_\_\_ (2) Dispose of all wastewater in an approved sanitary sewer drain or community collection basin; not on the ground or in a storm sewer drain which leads directly to our creeks, streams, and rivers. Usually, a sink or a toilet can be used for this purpose.
- \_\_\_\_ (3) Solid waste must be disposed of in trash cans and transported to an approved waste disposal area.
- \_\_\_\_ (4) Use water from an approved municipal water supply or commercially bottled water. You cannot use water from a private water well unless it has been tested for bacteria and found to be safe. Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device. Water hoses, if used, must be for drinking water use (not garden hoses). Store the water in clean containers specifically meant for storing water and keep containers off of the ground or floor.

**Feel free to call with any questions you may have concerning your temporary food service operation/retail food establishment.**

**\*Please keep this checklist at the event for reference.\***



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## **TEMPORARY FOOD SERVICE/FOOD ESTABLISHMENT (FSO/RFE) LAYOUT AND LETTER OF INTENT AS REQUIRED BY CHAPTER 3717-1-09 OF THE OHIO ADMINISTRATIVE CODE**

\* To be submitted to Health Department with application and fee \*

Name of Temporary FSO/RFE: \_\_\_\_\_

Location/Address of Temporary FSO/RFE: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Operation Times: \_\_\_\_\_

Name of Operator/Licensee: \_\_\_\_\_

Daytime Phone Number of Operator/Licensee: \_\_\_\_\_

Address of Operator/Licensee: \_\_\_\_\_

E-mail of Operator/Licensee: \_\_\_\_\_

The following are the only foods that will be prepared and/or served at the above temporary FSO/RFE, along with their sources (where purchased / obtained): (example: Food: shredded chicken Source: grocery store, canned)

Food 1: \_\_\_\_\_ Source: \_\_\_\_\_

Food 2: \_\_\_\_\_ Source: \_\_\_\_\_

Food 3: \_\_\_\_\_ Source: \_\_\_\_\_

Food 4: \_\_\_\_\_ Source: \_\_\_\_\_

Food 5: \_\_\_\_\_ Source: \_\_\_\_\_

Food 6: \_\_\_\_\_ Source: \_\_\_\_\_

Food 7: \_\_\_\_\_ Source: \_\_\_\_\_

Food 8: \_\_\_\_\_ Source: \_\_\_\_\_

Beverages: \_\_\_\_\_ Source: \_\_\_\_\_

\* Please list additional foods and their sources on a separate sheet of paper.

**\*\* All food must be obtained from sources that comply with Ohio laws and regulations. All food preparation must occur on site. You may not prepare food at home or at another unlicensed location.** The only exceptions are foods produced under a Home Bakery license, properly labeled sorghum, tree syrup, honey, apple syrup, and apple butter from an exempt processor, eggs from a small egg producer, and cottage food products. These are jams, jellies, candy (not containing fresh fruit), maple sugar, fruit butters/chutneys, tea (dry), coffee (dry), pizzelles, herbs (dry), waffle cones, seasoning and soup mixes (dry), doughnuts (baked, unfilled), cereal/nut snack mixes (dry), baking mixes in a jar (dry), granola and granola bars (dry), popcorn (includes flavored), and bakery foods (cookies, cakes, etc) that are non-perishable. **Foods improperly obtained or prepared according to the above requirements may be subject to embargo or destruction by the licensor.**

List below what equipment will be used for cooking and to keep potentially hazardous food at or above 135 degrees F, or at or below 41 degrees F (including during transport, if applicable):

Hot Hold/Cooking Equipment:

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---

Cold Hold Equipment: \_\_\_\_\_

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Source from where you will obtain clean water: \_\_\_\_\_

List below what facilities are available for hand-washing (warm, running water is required):

---

List below what facilities are available for equipment and utensil washing, rinsing and sanitizing (hot water is required):

---

Will the operation take place indoors or outdoors? \_\_\_\_\_ If outdoors, what will be used as overhead protection from the elements and what type of ground covering will be used?

---

Please list below any other equipment or support facilities that will be used at the temporary food operation:

---

List which of the nine major food allergens may be present in your operation (fish, shellfish, tree nuts, peanuts, eggs, milk, wheat, soy, sesame): \_\_\_\_\_

**\*Allergen notification must be conspicuously posted in view of the consumer.\***

**Please be sure to read the “Temporary FSO/RFE Sanitation Guidelines and Checklist” for additional requirements and information regarding your operation. Food safety is everyone’s responsibility!**

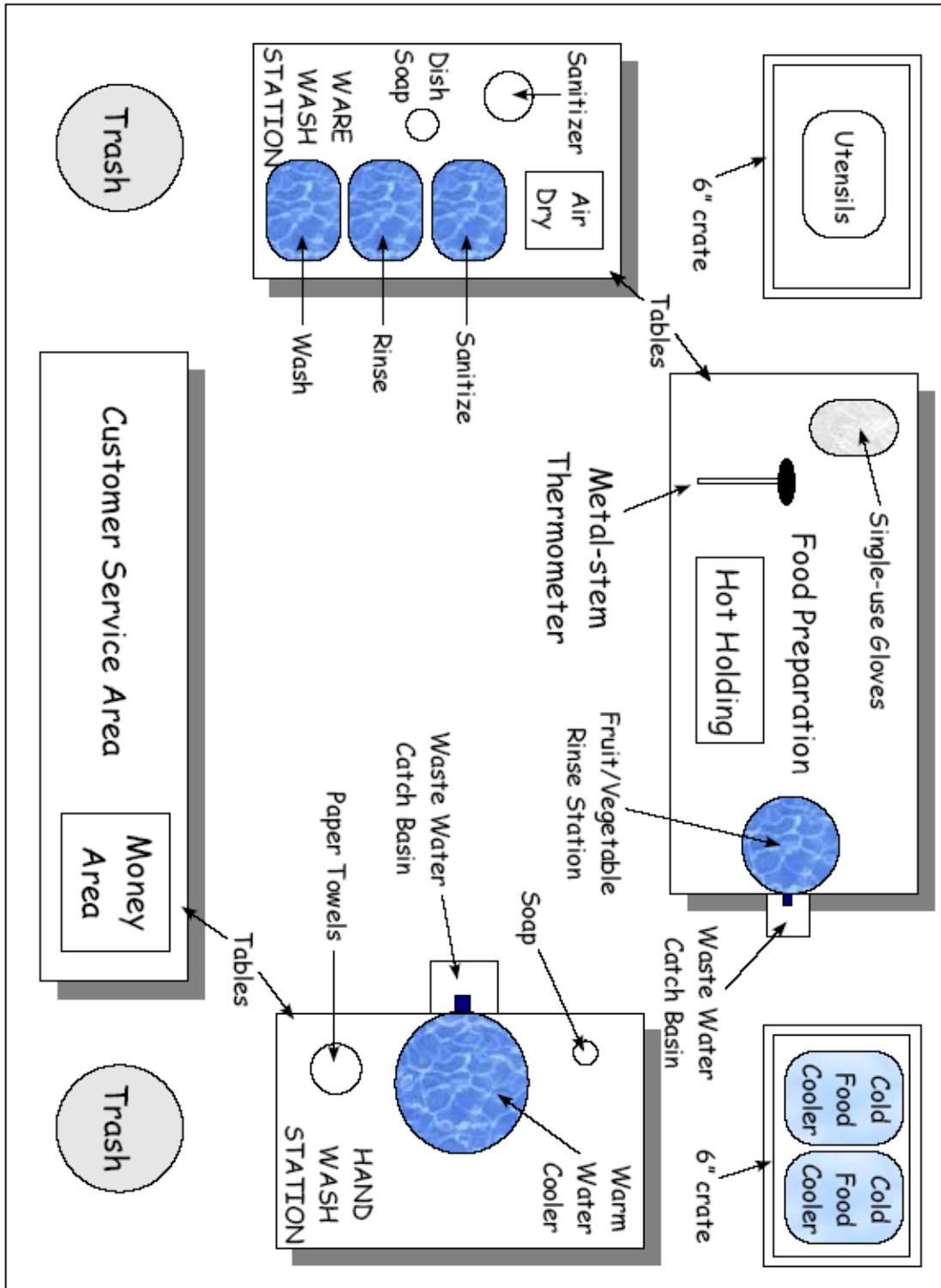
**Please supply a drawing of the food operation layout. (Sample on back) At a minimum, be sure to include 1) hand washing station, 2) ware washing station, 3) food preparation areas, 4) cooking/reheating equipment, 5) hot and cold holding equipment, 6) waste containers, 7) fruit/vegetable rinse station (if applicable), 8) customer service area.**

\*\* I hereby certify that I am the operator or authorized representative of the above described temporary FSO/RFE, and all information given above regarding the FSO/RFE is true to the best of my knowledge. I also certify that I have read, understand, and agree to abide by all requirements and guidelines in the accompanying “Temporary Food Service/Food Establishment Requirements and Checklist”, and will ensure that all other person(s)-in-charge of the here-in-stated FSO/RFE read, understand, and agree to abide by the same.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

# SAMPLE DRAWING/LAYOUT



Tent/building covering entire area

**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:
4. Return check and signed application to:

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

**SIDNEY-SHELBY COUNTY HEALTH  
DEPARTMENT**

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 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:*

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.