



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —



Temporary Food Packet

APPLICATION MUST BE MADE AT LEAST 5 DAYS IN ADVANCE OF THE EVENT

Distributed by:

Jefferson County General Health District (JCGHD)

500 Market Street 6th Floor

Steubenville, Ohio 43952

Phone: 740-283-8530

Email: Carla@jchealth.com

Revised 6/2023

500 Market Street, 6th Floor, Steubenville, OH 43952 - 740-283-8530 - www.jchealth.com

Leave Blank

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

- ☐ Food Service Operation
☐ Retail Food Establishment

Instructions:

1. Complete the application section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Jefferson County General Health District**
4. Return check and signed application to:

**Jefferson County General Health District
500 Market Street 6th Floor
Steubenville, Ohio 43952**

Before 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
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		

Mailing address for annual renewal if different than above:

<i>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:</i>	
Signature	Date

Licenser to complete below

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

By	Date
Audit no.	License no.

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Temporary Food Service/Food Establishment Data Sheet
Application MUST be made at least 5 days in advance of event

The following data must be completed and submitted with the application for a Temporary Food Service/Food Establishment License and you must be able to demonstrate how you will be able to comply with the Temporary Food Service/Food Establishment requirements (Ohio Administrative Code 3717), prior to a license being issued.

Name of Operation: _____ Dates: _____

Location of Operation: _____

Person to Contact for Operation: _____ Phone # _____

Foods to be Served	Source of Foods
_____	_____
_____	_____
_____	_____

Describe type of hot and cold holding facilities and number of each.

List equipment to be used and the manufacturers along with any support facilities. (Buildings, Food Services)

Water source (Circle ones that apply) Public Private Well Hauled On Site

Source of hot water and amount: _____

Waste Water Disposal: _____

Use the space below to draw a diagram of the layout of the operation. Show where 3-bowl sink and handwashing sink will be located along with location of toilet facilities.



WHAT IS A TEMPORARY FOOD SERVICE?

"Temporary retail food establishment" means a retail food establishment or food service operation that is operated at an event for not more than five consecutive days, pursuant to division (E)(2) of section [3717.23](#) of the Revised Code.

OR

"Noncommercial temporary food service operation" means a temporary food service operation as described in Chapter 3717. of the Revised Code, conducted by any of the following: an agency of the government, a church, school, fraternal organization, service club organization, veterans' organization, volunteer fire organization, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, volunteer emergency medical service organization, or an organization which is described in subsection 501(c)(3) and are tax exempt under subsection 501(a) of the Internal Revenue Code (1986) or any individual or group raising all of its funds for the benefit of one of these organizations if such operation is operated at an event for no more than five consecutive days, except when operated for more than five consecutive days under division (E)(2) of section [3717.43](#) of the Revised Code.

Jefferson County General Health District Temporary Food Service Operation/ Retail Food Establishment Requirements

Failure to meet all of the following requirements for a Temporary Food Service Operation/Retail Food Establishment shall be cause for denial of a license, or further enforcement action by the Jefferson County Health Commissioner or his representative.

1. Completion of application, Temporary Food Service/Retail Food Establishment data sheet, and fee (SEE FEE SCHEDULE) per event, maximum of 5 days).
2. Food must be from an approved source and prepared on location or at an approved Food Service Operation/Retail Food Establishment. (No home canned foods or No foods prepared at home.)
3. Must have access to an approved potable water supply. (If using water containers, they need to

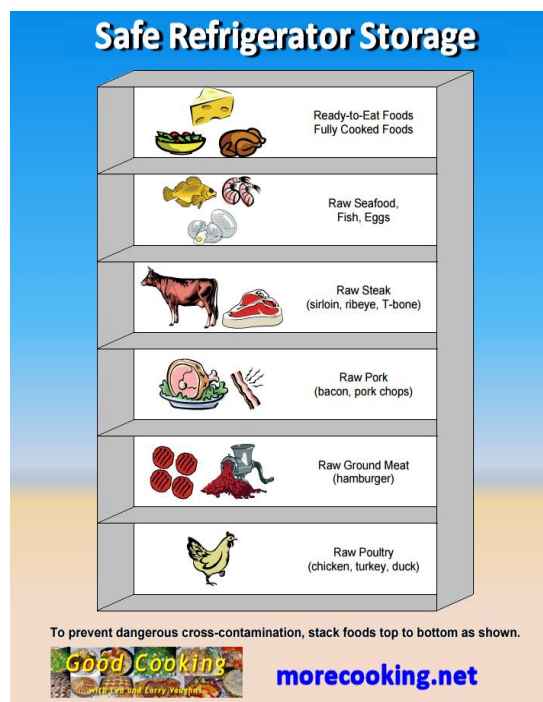
be properly sanitized with a minimum of 10 gallons on hand, or if using public water, must use food grade water hose, and **backflow** prevention device.)

4. Must have hot water tank.
5. Must have 3-compartment sink for washing, rinsing, and sanitizing of cooking and serving utensils. EPA approved, unscented household bleach can be used for sanitizing. Test strips are required to ensure proper sanitizing concentrations. (See next page for required sanitizer concentrations.)
6. Must have a separate hand washing sink with soap and paper towels, for hands ONLY.
7. Must have probe type thermometer(s) to check food cooking and holding temperatures. No items are to be stored in ice chests, with the exception of canned or bottled beverages.
8. All utensils must be single use and prepackaged except for cooking or serving utensils.
9. Tables and counters used for food preparation and serving must have a smooth, durable, and easily cleanable surface.
10. **Temporary license and first aid for food choking poster must be posted at licensed location, in a location visible to the customers.**
11. If lighting is needed, a minimum of 50 foot-candles is needed and lights must be shielded. If using a tent, all cooking equipment, tables, & storage shall be no closer than 3 feet from the tent's perimeter.
12. **Hair must be securely restrained, by use of a hair net, cap, or visor with band.** Hair shall not hang over the front of the shoulders.
13. Food service gloves must be worn when handling any ready-to-eat foods, or foods that will not undergo a cooking process prior to immediate service to the customer.
14. Foods shall be protected from contamination, and the elements at all times by covering with lids, plastic sheeting for palletized items, a tent canopy, other approved overhead cover and at least 6 inches off of the ground.
15. All garbage from the operation must be maintained in water tight containers with lid to prevent insect attraction and blowing litter.
16. **The flooring of the temporary operation shall not exhibit mud or standing water, and shall be over concrete, asphalt, an approved decking material, a clean gravel layer, or cleanable rubber matting.**
17. All waste water, with the exception of condensation or ice melt water, shall be contained in a watertight container, or directly deposited into a sanitary sewer or approved sewage system.
18. All temporary food service operations must have mechanical refrigeration for maintaining potentially hazardous foods at 41 degrees F.
19. **Employees/volunteers who have had vomiting or diarrhea symptoms within three days preceding the food service event shall be excluded from working in the food service operation.**

Receiving and Storage

If products **are** delivered to your operation, **take the time to check them in and put them away immediately.** If you purchase your products on your own and then bring them back, be sure to transport them safely. Take coolers to transport cold/frozen foods. Be sure you use stock rotation when putting food away, by moving the older items to the front and put the new items in the back. All food must be stored **at least 6 inches off the floor.** This allows for cleaning and helps with pest control.

In a cooler or freezer, foods must be stored according to their final cooking temperatures. The foods requiring the highest cooking temperature would be stored on the bottom and the lowest cooking temperature on the top. For example: if you had chicken/poultry, ground beef, steaks/chops, fish and ready to eat foods to be stored in the same cooler, you would store the chicken/poultry on the bottom, the ground beef above that, then the steaks/chops, then the fish and finally the ready to eat foods on top.



Food Cooking, Storage, and Holding Temperature Requirements

Refrigeration or cold storage.....41°F or lower

Minimum cooking temperatures.....165°F for at least 15 seconds

Minimum microwave cooking temperature.....165°F and covered for at least 2 minutes

Hot Holding temperature.....135°F or higher

Foods out of temperature longer than one hour (summer) must be thrown into trash, or reheated to 165°F.

To help reduce the chance for foodborne illness, all food must be heated to the proper temperature before serving. Use the chart below to be sure foods are fully cooked:

Fish.....	145°F (15 sec)
Meat.....	145°F (15 sec)
Game animals (except ratites).....	145°F (15 sec)
Ratites.....	145°F (3 min) or 150°F (1 min) 155°F (15 sec) or 158°F (less than 1 sec)
Injected meats (ham, bacon etc.)...	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Comminuted fish.....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Comminuted meat.....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Comminuted game animals.....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Raw eggs.....	145°F (3 min) or 150°F (1 min) or 155°F (15 sec) or 158°F (less than 1 sec)
Poultry.....	165°F (15 sec)
Stuffed fish.....	165°F (15 sec)
Stuffed meat.....	165°F (15 sec)
Stuffed pasta.....	165°F (15 sec)
Stuffed poultry.....	165°F (15 sec)
Stuffed ratites(ostrich, emu etc.).....	165°F (15 sec)
Stuffing, containing fish, meat, poultry, ratites.....	165°F (15 sec)
Animal foods cooked in a microwave over...	165°F; food rotated, stirred, covered and allowed to stand for 2 minutes.
Fruits and vegetables.....	135°F or above/Instantaneous for hot holding

Never allow food to stay in the temperature **danger zone (41-135° F) for more than four hours**. Time spent in the temperature danger zone is cumulative from the time you receive the food to the time it is served. The only way to know the temperature of a food is to check it with a thermometer. Always check the center or the thickest part of the food. Always use a calibrated thermometer.

To calibrate a thermometer:

- fill a glass with crushed ice;
 - add water and allow to sit for a minute or so;
 - insert the thermometer, be sure not to touch the bottom or sides of the cup;
 - when the needle stops moving it should read 32°F. If not, adjust
 - the needle to read 32°F by using the calibration nut on the underneath side of the thermometer head.

If preparing a large amount of food, prepare only small amounts at a time. Take out only what you can prepare in 30 minutes or less. **Do not allow** food to sit out in the **temperature danger zone (41-135°F)** for **longer than 30 minutes during preparation**. Once prepared either return it to cold holding or begin cooking immediately.

Once foods are fully cooked they may be placed into hot holding units such as steam tables or commercial grade roasters with digital temperature. **Food must be held hot at 135° F or greater.**

Do not use steam tables to heat food, unless specifically designed for heating.



At the end of the day, all food should be discarded.

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In use serving utensils must be left *in* the product or stored clean and dry. Do not store utensils in a container of stagnate water as bacteria that could cause foodborne illness can grow on surfaces.



Potentially hazardous foods (meat, milk, cheese, etc.) held more than 24 hours must be **date marked for use within 7 days when held at 41° F or less**. For example, you open a package of hot dogs on June 1 and do not cook them all, the remainder of the package must be date marked for use by June 7. Always date mark by using the discard date not the opened date. Be sure to discard food according to the date mark.



Eliminate Bare Hand Contact With Ready-to-Eat Foods

Reducing bare hand contact with ready-to-eat foods is essential in reducing the risk of foodborne illnesses such as **Hepatitis A, Salmonella, and E. coli**.

In Ohio it is a requirement to eliminate bare hand contact with ready-to-eat foods. Examples include, but are not limited to:

- Making sandwiches
- Slicing ready-to-eat or cooked meats & cheeses
- Handling, cutting/slicing produce
- Handling chips, snacks, etc.

Using tongs, spoons, scoops, spatulas, food grade tissues, or wearing gloves are ways to eliminate bare hand contact.

**Tissues Tongs Spoons
S Scoops**

**Gloves
Spatulas**

Foodborne Illnesses

Know how to prevent the spread of an illness caused by food!

What is it?

The term foodborne illness does not refer to a particular disease; it means that the cause of the illness came from food. Over 180 different organisms can cause foodborne illness. In 67% of cases of foodborne illness, the cause is unknown.

The source of a foodborne illness is rarely the last meal a person ate. The symptoms and times for these different illnesses may either be so similar that they are difficult to distinguish, or so unusual that a person might not recognize the illness as foodborne. Determining which organism or toxin that caused a person's illness requires professional evaluation. The Jefferson County General Health District has staff to help make that determination.

What is an outbreak?

Foodborne illness outbreaks are defined as two or more people with similar cases of illness that had a common exposure.

What do I do when a customer calls and says they're sick?

Be proactive. The Jefferson County General Health District is here to help you. Please take a name and a phone number of the customer and let them know that you will be forwarding the complaint to the Jefferson County General Health District. Save any leftover food in the refrigerator and date it. We will contact you as soon as possible.

Do I have to call the Health Department?

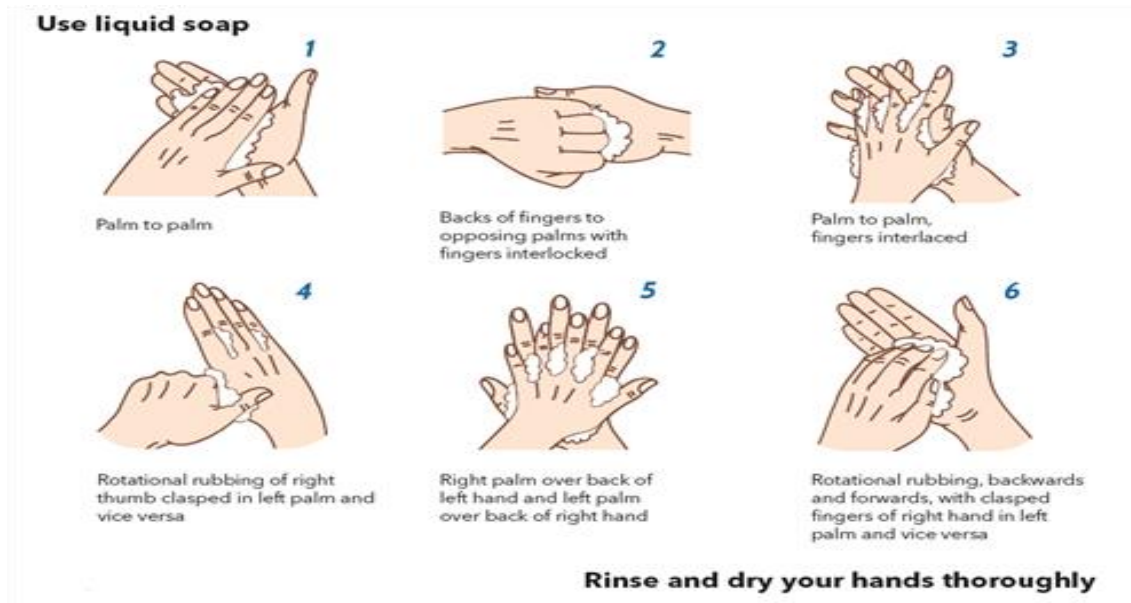
Yes. In the State of Ohio, anyone who knows of a possible foodborne outbreak must report it to the local health department. That means if a customer calls and reports that 2 or more of their party ate food from your business and became ill afterwards, you are required to report that information to the local health department for investigation. The purpose of an investigation is not to blame the business. It is to determine the cause and prevent the spread of illness to anyone else.

To report Foodborne Illness to the Jefferson County General Health District...

Call: (740) 283-8530

Fax: (740) 283-8536

Frequently and Thoroughly: WASH YOUR HANDS



When To:

- Before Starting Work
- After Using the Toilet
- Before Putting On Gloves
- After Touching Raw Meat
- After Sneezing, Coughing, Touching Face, Clothes, Or Body Parts
- When Switching From One Task to Another Which May Cause Cross-Contamination (e.g. From handling money to food preparation)
- Whenever You Suspect Contamination May Have Occurred.
- ANY TIME YOU THINK OF IT! BE SAFE NOT SORRY!
- Gloves NEVER take the place of Washing your hands!

How To:

- Use the DESIGNATED Hand wash Sink
- Wet Hands with Warm Water
- Apply Soap
- Scrub Vigorously for at least 20 Seconds, Paying Special Attention to the Areas Around the Fingernails and Cuticles
- Dry With Disposable Towels or Air Dryer

How to Sanitize by Hand with Chemical Sanitizers

For person in charge. When ordering and receiving sanitizers, look for EPA approval for food contact surfaces. Make sure that the recommended water temperature, contact time and concentration level of the solution are followed to ensure that the sanitizing solution will be effective. Make sure that the correct test kit is available for the type of sanitizer used.

There are three common types of chemical sanitizers that are approved for use with food contact surfaces:

1. Chlorine (5.25% sodium hypochlorite) 2. Quaternary ammonium compounds (quats) 3. Iodine

When you use these chemicals correctly they will reduce the number of germs to a safe level.

FOLLOW THESE 4 STEPS:

1. MAKE A SANITIZING SOLUTION.

- Read the container label
- Be sure it has instructions for use on food equipment and utensils
- Mix according to the manufacturer's directions

2. CHECK THE CONCENTRATION LEVEL WITH A TEST KIT.

This way you will know if it is too weak or too strong.

3. USE WITH FOOD CONTACT SURFACES SUCH AS:

- A. pots, pans, dishes, cutting boards and utensils
- For 3-compartment sink: Chlorine – 50 ppm Quat – 200 ppm Iodine – 12.5 ppm

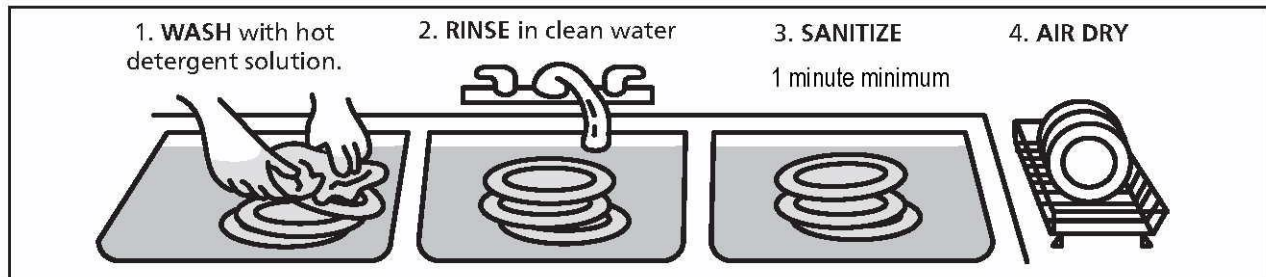
Sanitizer Strength Requirements (Change out at least every four hours)

Chlorine bleach (5.25%) in 3 bowl sink set up.....Minimum 50 parts per million (PPM)

Chlorine bleach in wiping cloth buckets.....Minimum 50 PPM

Quaternary Ammonia or San-I-Tabs for 3 bowl sink.....Minimum 200 PPM

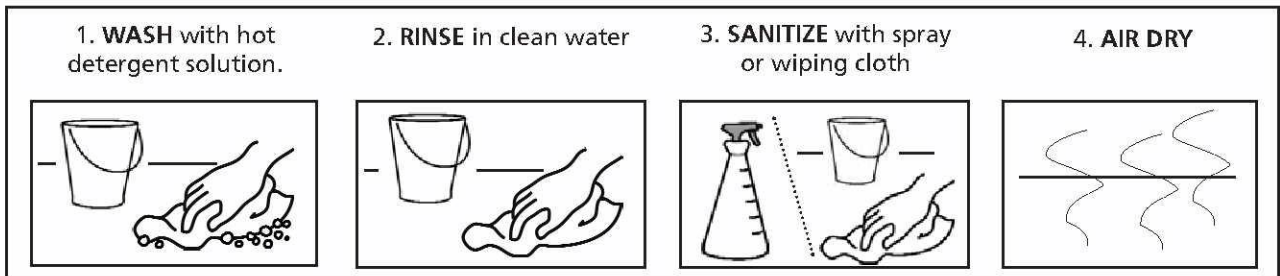
Quaternary Ammonia or San-I-Tabs for wiping cloth bucket...Minimum 200 PPM



Wiping Cloths

Wiping cloths must be stored in a container of sanitizer solution allowing for a quick clean up. Do not leave wet wiping cloths laying on counter tops or tables. Do not use otherwise dirty/contaminated cloths as wiping cloths.

- B. countertops, tables or other stationary equipment
- For wiping cloth: Chlorine – 200 ppm Quat – 400 ppm Iodine – 25 ppm



4. **MONITOR WITH A TEST KIT TO CHECK CONCENTRATION LEVEL.**

- Any sanitizing solution can lose strength over time. To be effective it must be clean and at proper strength.

Cleaning and Sanitizing

Equipment must be cleaned and sanitized after each use, or if in continuous use, it must be cleaned and sanitized every 4 hours.

Utensils must be cleaned and sanitized after use or at the end of the shift.

Equipment and utensils must be properly washed and sanitized using the following procedure:

- 1) Rinse or scrape
- 2) Wash in hot soapy water
- 3) Rinse in clear water
- 4) Sanitize with approved sanitizer in the proper concentration:
 - a. Chlorine – 50-100 PPM DO not EXCEED 200 PPM
 - b. Iodine – 12.5-25 PPM
 - c. Quaternary Ammonia – 200 ppm
- 5) Air dry



Floors must be swept and mopped nightly or more often if needed.

Chemical Storage

All chemicals must be stored away from or below all food and food products including utensils, single use paper goods etc. to help prevent contamination. Any chemical not in its original container, such as a spray bottle, must be clearly labeled with the name and proper use instructions, and stored properly.

Maintain a copy of the Material Safety Data Sheets (MSDS) on the premises for all chemicals in the operation. If you purchase your chemicals locally, be sure to call the company and get a copy of the MSDS sheets, so your staff has all the information related to the risks of using the chemical(s).



Major Food Allergens

Milk

Wheat

Tree Nuts

Eggs

Peanuts

Soybeans

Fish*

* Includes Crustaceans

BASIC COMPONENTS FOR LABELING REQUIREMENTS

Ingredient List – Ingredients shall be listed by common or usual name in descending order of predominance by weight. Meaning, the ingredient that weighs the most is listed first, followed by the next heaviest ingredient, with the ingredient that weighs the least listed last. Any ingredient that is composed of two or more ingredients (sub-ingredients) shall be declared in the *Ingredient List*. Sub-ingredients shall be designated in the *Ingredient List* by declaring the established common or usual name of the ingredient, followed by a parenthetical listing of all the ingredients contained therein in descending order of predominance.

Ref: CFR 21, Part 101.4

Statement of Identity – The *Statement of Identity* is the name of the food. The name shall be the common or usual name of the food, and shall accurately identify or describe the basic nature of the food or its characterizing properties or ingredients.

Ref: CFR 21, Part 101.3

Statement of Responsibility – Shall include the:

Business Name
Street Address
City, State, Zip Code

All information in the *Statement of Responsibility* shall be continuous. If the business name is listed in the local telephone directory, the street address may be omitted. If the business name is listed in the local telephone directory, a Post Office Box may be used in place of the street address.

The *Statement of Responsibility* shall not be placed on the bottom of the package.

Telephone numbers, internet addresses, and e-mail addresses are permitted, but not required. This information may not be placed between the *Ingredient List* and the *Statement of Responsibility*.

Ref: CFR 21, Part 101.5

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 (MOLASSES, 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.

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

NET WT 8 OZ (227 g)

This product is home produced.



Artwork – To draw consumer attention to the product, artwork is frequently used on food labels. Artwork is permitted as long as it does not misrepresent the product or renders required information difficult to read. Artwork may not be placed between the *Ingredient List* and the *Statement of Responsibility*.

Ref: 21 CFR, Part 101.2

Net Quantity of Contents – The term "NET WEIGHT" – or an appropriate abbreviation – shall be used when stating the *Net Quantity of Contents* in terms of weight. The *Net Quantity of Contents* shall be declared in both the U.S. Customary System and the SI (metric system). The second declaration shall be stated parenthetically.

Ref: CFR 21, Part 101.105
Ref: FLPA, Title 15 – Chapter 39, 1453(a)(2)

Cottage Food Production Declaration – It is mandatory for the statement, "This product is home produced," to appear on the labels of products produced by manufacturers operating under Ohio's Cottage Food Rules.

Licensed Home Bakeries have the option to place this statement on their labels.

Ref: ORC 3715.023