

# TEMPORARY FSO/RFE

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## PLAN REVIEW APPLICATION AND GUIDELINES



**Warren County  
Health District**

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**Public Health**  
Prevent. Promote. Protect.

*Working to build healthy communities every day*

Warren County Health District  
416 S. East Street  
Lebanon, Ohio, 45036  
(513) 695-1220  
[www.warrenchd.com](http://www.warrenchd.com)

# TEMPORARY FOOD SERVICE OPERATION PLAN REVIEW GUIDELINES

A Temporary Food Service Operation (FSO) and/or Temporary Retail Food Establishment (RFE) is defined as any place that prepares and/or serves food, for a charge or required donation, for a period of no longer than 5 consecutive days. Ohio law requires a Temporary FSO/RFE to apply for and obtain a temporary food service license. Up to 10 Temporary FSO/RFE licenses can be obtained per license holder per year.

Temporary FSO/RFE licenses are not required for the sale of the following:

1. Beverages that are not *time/temperature controlled for safety*\* (TCS)
2. Prepackaged, non-TCS foods with less than 200 ft<sup>3</sup> of display
3. Uncut and/or unprocessed fresh fruits and vegetables
4. Properly labeled cottage foods sold at registered farm or farmers markets

\*Time/Temperature Controlled for Safety (TCS) foods include those which require proper cooking and/or holding temperatures to prevent the growth of illness-causing pathogens. TCS foods include, but are not limited to: milk and dairy products, eggs, meat (beef, pork, and lamb), poultry, fish, shellfish and crustaceans, baked potatoes, tofu or other soy protein, sprouts and sprout seeds, sliced melons, cut tomatoes, cut leafy greens, untreated garlic-and-oil mixtures, and cooked rice, beans, and vegetables.

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## PLAN REVIEW SUBMISSION CHECKLIST

It is very important that all information is included in the plans. Failure to include any part of plans will result in disapproval and plans being returned.

- Date of event 5 days or more from plan submission. If not, license will not be issued.
- Completed Temporary Plan Application. Do not leave blank spaces or the plans will be disapproved.
- Drawing of layout including:
  - Location of handwashing station
  - Location of 3 compartment warewashing station
  - Location of refrigeration units/coolers/cooking equipment
  - Location of food prep areas
  - Location of food/single-use items storage
  - Location of garbage container
- Completed and signed license application
- Payment (to submitted along with plans or after plan submission via email)

## PLAN REVIEW PROCEDURE

1. Questionnaire, application, and appropriate license fee must be submitted to the Warren County Health District **at least 5 business days** prior to the event. ***Any applications received less than 5 days of the scheduled event will not be approved and will be returned.***
2. Plans and the application may be submitted electronically provided they are easily readable. Please email any information regarding temporary food service plans to [temporaryfood@wcchd.com](mailto:temporaryfood@wcchd.com) or call (513) 695-1220 with any questions.
3. License fee. The fee for a Temporary FSO/RFE license is \$60.00. A noncommercial license fee is \$30.00 for those temporary operations which meet the following definition:

“A food service operation conducted by any of the following: an agency of the government, a church, school, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, 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).”

4. Payments can be made in the following ways:
  - a. Mailed in with plans and application to Warren County Health District, 416 S. East Street, Lebanon, OH, 45036
  - b. Payment by credit card over the phone. Please call (513) 695-1220 to make payment.
  - c. Payment online at [www.warrenchd.com](http://www.warrenchd.com).

**Please note: Plans and license application must be received prior to making payment via phone or website. Payments will not be accepted without plans.** Payment does not constitute approval of plans. Plans will still need to be reviewed and approved prior to operating.

5. After the application has been reviewed and approved, the Temporary FSO/RFE license will be mailed to the address on the application.
6. The sanitarian will conduct an inspection of your Temporary FSO/RFE during the hours of operation of the event. The operation must be completely set up by the time listed on the application. The sanitarian will attempt to inspect the operation near the beginning of the operational period. Food may be prepared and served prior to the inspection.
7. All information on the application must be completely filled out or the application will be rejected.

# FOOD SAFETY REQUIREMENTS

## ☐ PERSON IN CHARGE

- The license holder is considered the Person-In-Charge (PIC).
- The PIC must be capable of answering questions about the rules, requirements, and temperatures in this packet. Questions regarding these items may be asked by the inspecting sanitarian.
- The PIC must ensure food workers are healthy and not experiencing vomiting, diarrhea, sore throat with fever, nor have open wounds.

## ☐ CLEAN WATER

- All water used in a Temporary Food Service Operation must be obtained from an approved source. An approved source is considered a public water supply or commercially bottled water from an approved source. A private water well is not an approved source.
- Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1011 or 1012.
- Any water hoses must be food quality or drinking water quality hoses.

## ☐ HAND WASHING

- A temporary hand washing station must be provided and have warm flowing water.
- Hand soap and disposable paper towels must be provided at the hand washing station. Cloth towels may not be used to dry hands. A catch basin must be used for collecting waste water. Waste water must be properly disposed of into sanitary sewer.
- Hands must be washed prior to preparing food.
- Hand sanitizer is not a substitute for washing hands. Hand sanitizer may be used *after* properly washing your hands.
- Hand washing station should be labeled "Hand Wash Only."
- Hand wash setup must be set up as shown below:



*Hands must be washed frequently throughout the day, especially:*

### **AFTER:**

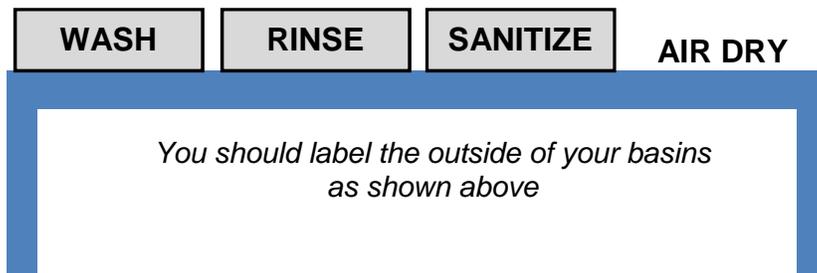
- Using the restroom
- Coughing or sneezing
- Smoking
- Handling money
- Eating or drinking
- Handling raw foods
- Handling trash

### **BEFORE:**

- Putting on gloves
- Handling food
- Changing tasks

## **DISH WASHING**

- A temporary dish washing station must be set up if any utensils are used.
- All dishes and utensils used to serve TCS foods (cutting boards, ladles, knives, pizza cutters, etc.) must be washed, rinsed, sanitized, and air-dried before use and at least every 4 hours.
- Basins must be large enough to immerse your largest dish or utensil.
- Sanitizer must be at proper strength.
  - Chlorine level must be 50-99 ppm
  - Quaternary ammonium must be 150-400 ppm. Please consult manufacturer's label for specific sanitizer strength.
- Wiping cloths must be stored in separate containers filled with sanitizer water.
- Appropriate test strips must be available to ensure proper sanitizer strength.
- Dish washing station must be set up as follows:



## **WASTE WATER AND SOLID WASTE**

- Waste water from the hand washing station and 3-compartment sink setup must be collected and disposed of into an approved sewer.
- Waste water may not be disposed of into a storm sewer drain. Storm drains convey water to our local waterways such as rivers, streams, and creeks.
- Trash must be disposed of in trash cans and transported to an approved waste disposal area.

## **WORK SURFACE MATERIALS**

- All work surface materials such as counters and tables must be smooth and easily cleanable.
- Porous items such as cardboard and unfinished wood may not be used as a food contact surface.

## **LIGHTING**

- Lighting shall be provided and sufficient for all working surfaces such as sinks, counters and cooking equipment.
- Bulbs in food preparation areas must be shatterproof.

## **FOOD PROTECTION**

- All areas of the Temporary Food Service Operation must be protected from the environment using a tent, covering, or building. Protection must be extended to the food preparation areas, service areas, handwashing station, produce washing station, and the dishwashing station.
- Some fire departments do not allow the placement of cooking equipment such as grills and fryers underneath tents. Please check with local municipalities for specific regulations.
- Food preparation areas must be kept covered and away from areas of contamination.
- All foods, drinks, and utensils must be stored at least 6 inches off the ground.
- Workers cannot smoke or eat inside the food booth.
- All food must be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized personnel.

**FOOD PREPARATION**

- All food preparation must occur at the site of the licensed Temporary Food Service Operation.
- **YOU MAY NOT PREPARE FOOD AT HOME OR ANOTHER UNLICENSED LOCATION AND TRANSPORT IT TO THE EVENT.**
- Raw fruits and vegetables must be rinsed with clean water prior to preparation or use. You must provide flowing water to properly rinse all fruits and vegetables. Flowing water must be used to rinse fruits and vegetables. A separate produce washing station must be set up, if required.

**FOOD HANDLING**

- Food workers cannot touch exposed, ready-to-eat foods (foods that will not be cooked or can be served without cooking) with bare hands.
- Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single-use gloves to handle ready-to-eat foods.
- Single-use gloves are not a substitute for washing hands. Food handlers must wash hands throughout the day even though they may be wearing single-use gloves.
- Food handlers working around exposed food or drink must wear a hair restraint.

**COOKING AND HEATING OF FOODS**

- All food must come from an approved source.
- A least one metal-stem thermometer must be on site for checking food temperatures.
- The metal-stem thermometer must be washed, rinsed, and sanitized prior to using.
- Foods not meeting the proper cooking or heating temperatures must be discarded.
- All foods should be cooked according to the temperatures listed in the chart below.
- Foods cannot be cooled and reheated. All leftovers must be discarded at the end of the day.

**Minimum Internal Cooking Temperatures**

Poultry and stuffed meats	165°F for 15 seconds
Ground beef, ground pork, ground meats	155°F for 15 seconds
Pork, beef, lamb steaks	145°F for 15 seconds
Commercially packaged, pre-cooked foods, all hot holding	135°F

**THAWING OF FROZEN FOODS**

- Thawing must be done under refrigeration, during cooking, or in the microwave if it will be immediately cooked.
- TCS food may not be thawed at room temperature. Any food found thawing at room temperature will have to be discarded.

**KEEPING HOT FOODS HOT AND COLD FOODS COLD**

- Holding temperatures must be monitored with a metal-stem thermometer. The thermometer must be capable of checking both hot and cold temperatures.
- Cold foods must be held at or below 41°F.
- Hot foods must be held at or above 135°F after being cooked or heated.
- Store all raw foods in a separate cooler than cooked or ready-to-eat foods.
- Foods not meeting the proper holding temperatures must be discarded.

## PRE-OPERATIONAL CHECKLIST

Use this checklist to ensure food service operation is in compliance

- Handwashing station is set up correctly:
  - Warm running water
  - Soap
  - Paper towels
  - Catch basin
  - Waste basket
- Dishwashing station (for utensils) is set up correctly:
  - Dishwashing basin with detergent
  - Clear water rinse basin
  - Sanitizer basin at appropriate concentration
  - Test strips
  - Area for air drying of dishes
- Fruit and vegetable wash station is set up correctly, if applicable
  - Clean, running water
  - Catch basin
- Wiping cloth buckets are prepared with proper sanitizer concentration
- Hot holding temperatures are at or above 135°F
- Cold holding temperatures are at or below 41°F
- Gloves, utensils, tongs to prevent bare hand contact with ready-to-eat foods
- Hair restraints for workers handling or working around food
- Good hygienic practices are in place
- All workers are healthy:
  - No nausea
  - No vomiting
  - No diarrhea
  - No jaundice
  - No sore throat with fever
  - No exposed infected wounds
- Food and utensils are at least six (6) inches off the ground
- At least one metal-stem thermometer is available to monitor temperatures
  - Refrigeration units have thermometers installed
- A tent or building is covering the entire food service operation
- Waste water is disposed of properly
- Person-In-Charge is knowledgeable of food safety rules
- Temporary license is conspicuously displayed

***FAILURE TO FOLLOW GUIDELINES WILL RESULT IN REVOCATION OF LICENSE TO OPERATE***



# TEMPORARY PLAN REVIEW APPLICATION

INTERNAL USE ONLY	
Commercial	Noncommercial
<input type="checkbox"/>	<input type="checkbox"/>
RECEIPT # _____	

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

## EVENT INFORMATION

Indoor event                       Outdoor Event

Name of Operation: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Event Coordinator (if applicable): \_\_\_\_\_

Coordinator Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Operation Hours: \_\_\_\_\_

List the time the operation will be set up and ready for inspection: \_\_\_\_\_

## APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
CITY STATE ZIP

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## MENU

List of all foods that will be prepared and sold, including beverages:

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# TEMPORARY FSO OPERATION QUESTIONNAIRE

## WATER SUPPLY

Where will you obtain water for the operation?

Describe the hand washing setup:

Describe the 3 compartment basin setup:

## SEWAGE DISPOSAL

Where will the waste water be disposed?

Where will trash be disposed?

## FOOD

Where will all food, drinks, and ingredients be purchased?

Where will food be prepared? ***NO HOME PREPARED FOODS PERMITTED.***

Will raw fruits or vegetables be used? YES  NO

If yes, will produce be commercially pre-washed? YES  NO

If no, how will produce be washed before preparation?

## FOOD PROTECTION

How will food, food preparation areas, service areas, and hand and dishwashing stations be protected from environmental contamination?

How will all food, drinks, and utensils be kept at least 6" off of the ground/floor?

How will bare hand contact with ready to eat foods be prevented?

## EQUIPMENT

What will be used to cook or heat TCS foods to the required temperature?

What heating equipment will be used to keep all hot TCS foods 135°F or above after cooking?

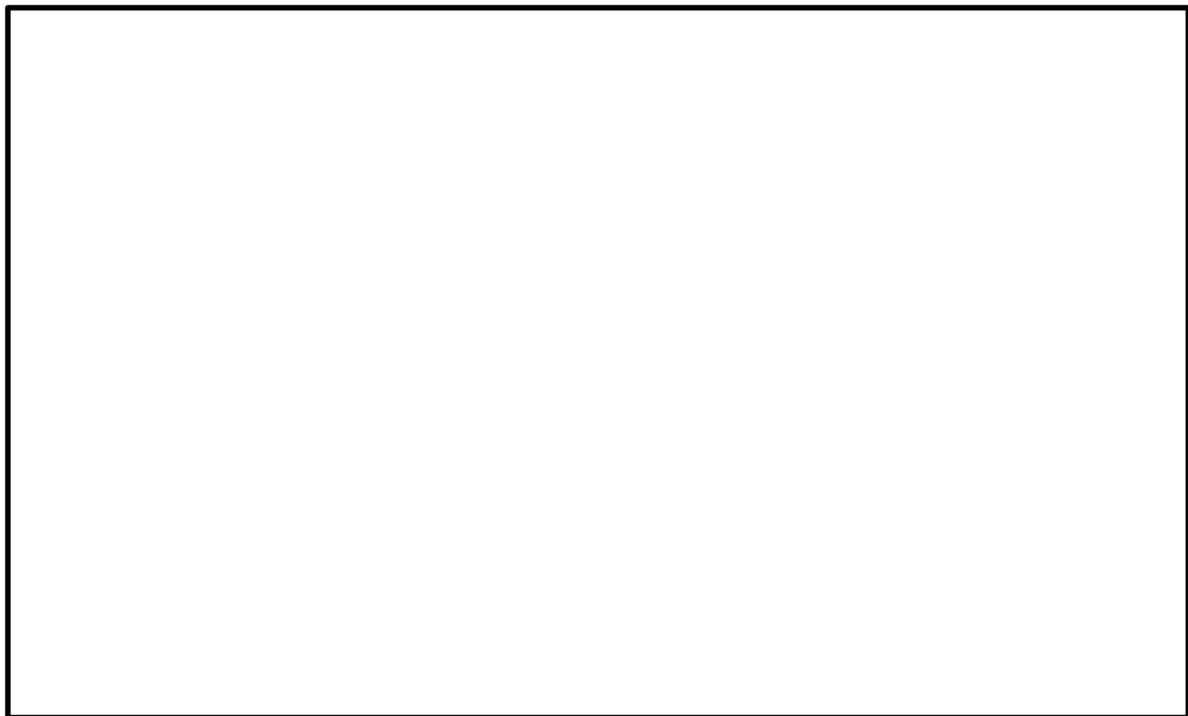
What cooling equipment will be used to keep all cold TCS foods 41°F or below?

How will food temperatures be monitored to ensure they remain within safe ranges?

# LICENSE APPLICATION DRAWING/LAYOUT



Use the space below to draw a layout of your Temporary Food Service Operation.



### Minimum Drawing Requirements

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1.) Handwashing station           | 6.) Waste containers              |
| 2.) Warewashing station           | 7.) Fruit/vegetable rinse station |
| 3.) Food preparation areas        | 8.) Customer service area         |
| 4.) Cooking or heating equipment  | 9.) Overhead protection           |
| 5.) Hot or cold holding equipment |                                   |

**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**

**Warren County Combined Health District**  
**416 South East St.**  
**Lebanon, OH 45036**

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.