



# TEMPORARY FOOD SERVICE OPERATION PLAN REVIEW

*For food service operations or retail food establishments*





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## 2024 Temporary Food Service License Guidelines

**Prior to conducting a temporary Food Service Operation / Retail Food Establishment in Madison County, you must first submit the following at least 10 days before the first day of the event.**

### **CHECKLIST FOR TEMPORARY FOOD OPERATIONS:**

- ✓ Temporary food license if selling food and/or drinks at an event that is operated for no more than five consecutive days.
- ✓ Application for a temporary food license should be made at least 10 days prior to the event.
- ✓ Hair needs to be controlled and single-use, non-latex gloves **MUST** be used.
- ✓ A long-stemmed calibrated food thermometer able to read 0-220 DF **MUST** be present.
- ✓ Sanitizer and sanitizer test kit (chlorine or quaternary ammonium) **MUST** be available.
- ✓ **MUST** have a hand wash station. This may be a plumbed hand sink or a jug of warm water with a continuous free-flow spout and a waste water collection bucket, large enough to contain all of the wash water. The hand sink **MUST** be stocked with soap and paper towels.
- ✓ Dual check backflow device ASSE 1024 only if directly connected to public water supply.
- ✓ Bucket for wiping cloths in sanitizer **MUST** be on site.
- ✓ A dish wash station consisting of a 3-compartment sink or 3 pans for washing, rinsing and sanitizing and an area to air dry the equipment/dishware **MUST** be provided.
- ✓ An approved potable water supply **MUST** be available.
- ✓ Overhead and floor covering **MUST** be used to protect the food from contamination.
- ✓ Trash/garbage container with a tight fitting lid **MUST** be located in close proximity to the sink.
- ✓ A proposed menu for the food booth **MUST** be presented when applying for the license.
- ✓ Proposed layout of operation **MUST** be included with the license application.



## **REQUIREMENTS FOR TEMPORARY FOOD OPERATIONS:**

A temporary food service operation, as defined in paragraph (EE) of rule 3701-21-02 of the Administrative Code, shall comply with the applicable requirements of Chapter 3701-21 of the Administrative Code, except as otherwise specifically provided.

**A** Before opening a temporary food service operation, the operator shall make application for a license to Madison County Public Health Department.

**B** Before opening a temporary food service operation, approval of plans, equipment, menu, and a drawing showing the layout of the facility shall be provided by the operator, and a letter of intent providing pertinent information such as:

1. Food to be prepared and served;
2. Source of food;
3. Hot holding units:

**MUST** be held at 135DF or above

**HOT HOLDING** options include: steam tables, grills, ovens, heated cabinets.

4. Cold holding units:

**MUST** be held at 41DF or below

**COLD HOLDING** options include: freezers (**MUST** be 0DF or below), refrigerated trucks, cooler with dry ice.

5. Handwashing set up
6. Equipment and Utensils
7. Support facilities; and

8. Any other information requested by Madison County Public Health.

**C** Food Storage shall be in such a manner that all foods are protected at all times and kept a minimum 6 inches off the floor.

**D** Time temperature control for safety (TCS) foods not prepared at the temporary food service operation shall be prepared in a license food service operation and transported to the temporary food service operation by a method approved by Madison County Public Health. EXCEPT for products obtained from a home bakery registered by the Ohio department of agriculture, products from cottage food production operations, and maple syrup, honey, or sorghum products produced as provided in section 3715.021 of the Revised Code, food prepared in a private home may **NOT** be used or offered for human consumption in a food service operation or retail food establishment. If cooking is done in a confined area, a ventilation system may be necessary – check with Madison County Fire Department for requirements.

**E** All potentially hazardous foods shall be maintained at forty-one degrees (41DF) Fahrenheit and below or one hundred thirty five degrees (135DF) Fahrenheit and above by a method approved by Madison County Public Health. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.



**F** A three-compartment sink system, or another method approved by Madison County Public Health shall be provided or made available and used only for manual washing, rinsing, sanitizing of equipment and multiple-use utensils. (Example 3 plastic tubs)

**G** A hand washing facility, or an alternate method approved by Madison County Public Health shall be available for employee hand washing. (Example 5-gallon Coleman beverage cooler with a free-flow spout.). Hand sanitizer is **NOT** a substitute for proper hand washing with soap and water.

**H** The operator of a temporary food service operation shall demonstrate, to the satisfaction of Madison County Public Health, a safe water supply, sewage waste water disposal system, toilet facilities, and garbage and refuse disposal system.

**I** Requirements for floors, walls and ceilings shall be smooth, cleanable, and durable.

**J** Materials for counters and tables shall be smooth and easily cleanable. The use of fans to create air curtains and a solution of bleach and water to wipe surface areas may help to discourage entrance of insects. Screened setup can help if you are setup outside. Make sure to keep the screen clean of dust and grease during operation.

**K** Lighting shall be provided on all working surfaces such as sinks, counters, and cooking equipment.

**L** Raw Fruits & Vegetables must be washed before use in a separate area/sink from the hand washing and utensil washing area. Raw fruits and vegetables may be purchased pre-washed and pre-cut from an approved source.

**M** Hot and Cold storage and thawing of foods.

1. All TCS foods must be stored at less than 41DF or 135DF or above at all times.
2. Cold storage will be accomplished by means of mechanical refrigeration, unless otherwise approved by licensor, and **MUST** have a calibrated thermometer in each one to maintain 41DF or less.
3. Hot storage may be accomplished by means of warming ovens or hot food warming equipment.
4. Metal food thermometer (probe thermometer) must be available to determine that proper temperatures are being maintained.
5. A household refrigerator thermometer may be used for cold storage facilities.
6. Frozen foods must be thawed by any of the following methods:
  - a. Under refrigeration of 41DF or below.
  - b. As part of the cooking process
  - c. Microwave if being immediately cooked.
  - d. Under cold running water 70DF or below
7. Ice to be used for drinks **MUST** be stored in a container which is self-draining.

**N** Smoking, Eating (including chewing gum), and drinking is not permitted within the food booth. Personal items, foods, and drinks **MUST** be stored away from all food preparation and serving areas.



**O** Food Service personnel **MUST** wear clean clothing and hair **MUST** be controlled to prevent contact with food.

**P** Water Supply shall be adequate, of safe quality (potable), and from an approved source.

**Q** Disposal of liquids and wastes shall be in the following manner:

1. Liquid wastes shall be held in water-tight containers until final disposal in a sanitary sewer or sewage treatment system such wastes shall not be discharged onto the surface of the ground.
2. Garbage and refuse shall be stored in metal or plastic containers with plastic liners and tight-fitting lids. These containers shall be emptied and cleaned daily.

**R** Condiments **MUST** be stored in squeeze bottles, pump dispensers or individual packets to protect the product.

**S** Wiping Cloths **MUST** be stored in a sanitizing solution of 50 PPM to 100 PPM for chlorine or 200 PPM for ammonia quaternary.

**T** Foods on display to the public **MUST** be protected by food shields or packaging.

**U** The following people may not help prepare any foods

1. Children under the age of 12 (Youth groups – students may serve / sell food – just cannot prepare)  
Exception is if the stand is only a lemonade stand or approved baked goods.
2. Persons showing symptoms of colds, flu or a foodborne illness
3. Persons with unprotected cuts or sores on hands.
4. Only people assigned to work in food booths are to prepare or serve food; unauthorized people and animals are **NOT** allowed in the food prep areas.

## **Additional requirements**

Required to have a Person in Charge knowledgeable in the food service operation and equipment, food safety, prevention of food contamination or the spread of a foodborne illness (Refer to the Ohio Uniform Food Safety Code 3717-1 Ohio Administrative Code.

**Failure to follow guidelines can result in invalidating license to operate.**



# MADISON COUNTY PUBLIC HEALTH

306 Lafayette Street | London, Ohio 43140 | 740-852-3065

**Prevent. Promote. Protect.**

**2024 Application for a License to Conduct a Temporary:** (check only one)  Food Service  
 Retail Food Establishment

### INSTRUCTIONS

1. Complete all applicable sections below.
2. Sign, date, and return the application (**pages 6 - 10**).
3. Make payment for the appropriate fee(s) payable to: **Madison County Public Health Department** or **MCPH**
4. Return to: **Madison County Public Health / PO BOX 467 / London, OH 43140**

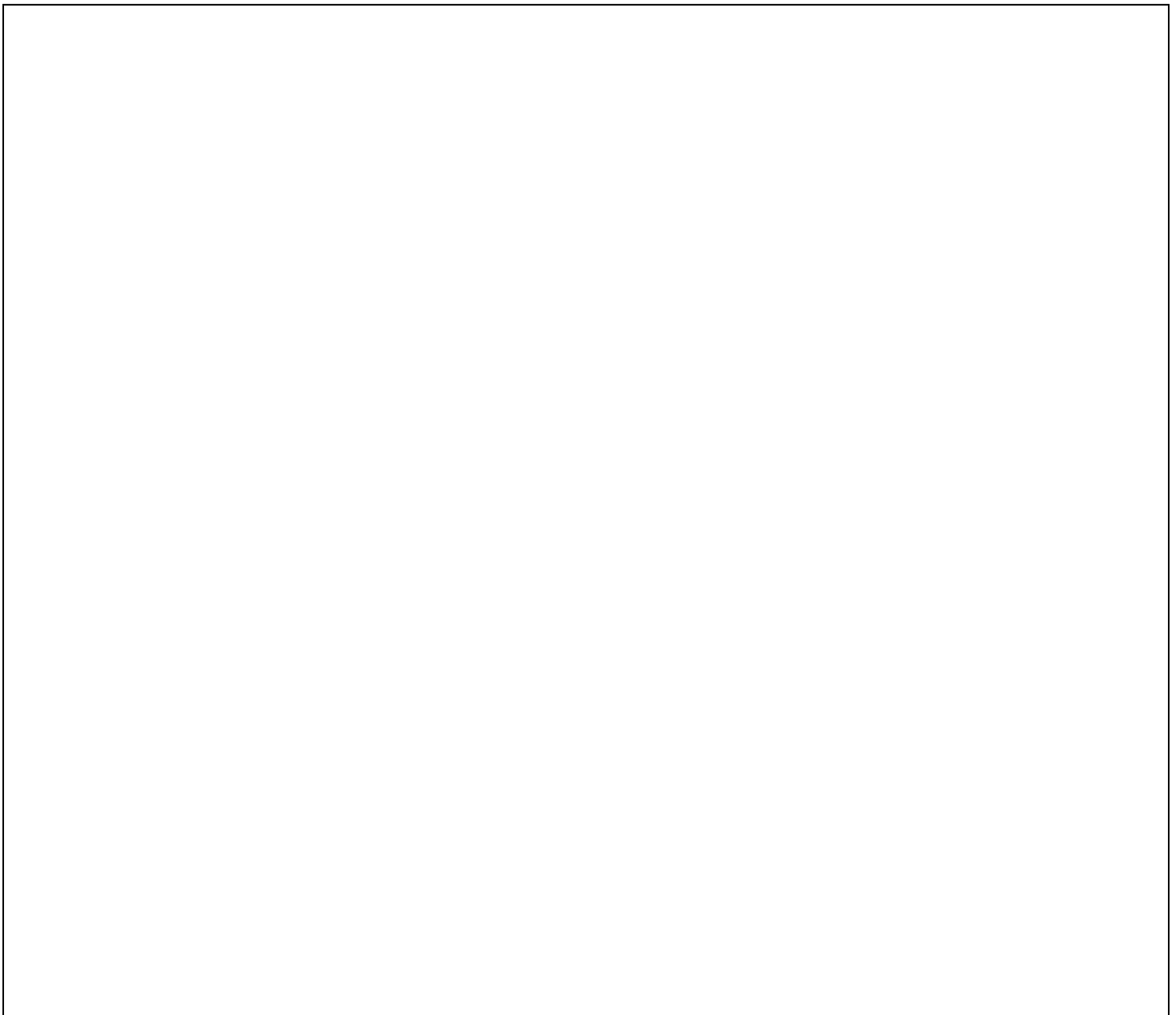
Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing license. This action is governed by Ohio Revised Code 3717.

<b>Answer the questions on the second page and draw out setup of tables, hand sink, wash and dry areas, prep, storage and serving areas you plan to have and use at the event. Refer to guide or call.</b>		
Name of Temporary Food Facility (Group or Individual Name): _____		
Name of the event (ie. Madison Co. Fair): _____		
Address: _____ City: _____ State _____ Zip _____		
Start Date: ___/___/___	End Date: ___/___/___	Operation Start Time and End Time(s):
Name of License Holder: _____		
Mailing Address: _____ City: _____ State _____ Zip _____		
Telephone: (_____) _____ Cell Phone: (_____) _____		
E-mail Address: _____		
<b>On the back of the permit attach a list of foods being served/sold at the event. All foods being prepared <b>must</b> be made at the event. You are <b>NOT</b> allowed to make food at home or business prior to the event. Commercial prepackaged foods approved by USDA or ODA that do not require temperature control are allowed. Any questions, contact the Madison County Public Health office at 740-852-3065</b>		
I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:		
Signature:	Date :	
<b>***** Licensor to complete below *****</b>		
Valid Date(s)	License Fee per Event <b>Non-Profit: \$43.50</b> <b>For Profit: \$87.00</b>	Lincese Fee Paid: Received by: Date:
Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.		
Approved by: Date:	Audit #	License #



Draw an overhead layout in the space below of how you will set up your operation. Indicate the location of your hot-food holding and or cold-food holding areas. Show the location of your equipment, where the food prep and serving area, the location of your hand washing and utensil washing locations and trash cans. Equipment can be drawn out as simple shapes like squares, circles, triangles, and other shapes and labeled what they are representing. If you need additional space, you can draw the layout on another sheet and attach it to your application.

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1. List the specific foods you will be selling and where you will be getting the food / ingredients from to use to prepare and sell (name of store or supplier)? Ex: hot dogs from GFS, Springfield, onions, ketchup, mustard from Kroger's, London

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2. If you will be using any support facilities for example a restaurant kitchen, refrigerated truck, etc., where will the food be stored or prepared (**MUST** provide name, address, and permit number)? List the locations and or the equipment to be used. If you will not be using any other facilities, put in "none" go to item #3.

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3. Provide an explanation of how all HOT FOODS will be kept at 135° F or above:

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4. Provide an explanation of how all COLD FOODS will be kept at 41° F or below:

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5. Note: Time Temperature Controlled for Safety (TCS) foods will NOT be allowed to remain in the 41DF -135DF range. A stem type thermometer (0-220DF) is required to measure internal food temperature.

Explain how all foods will be transported to the serving site (including how foods will be protected from contamination and how acceptable food temperatures will be maintained):

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6. List all equipment and utensils that will be used at the event site for preparation, display, storage, and serving of food items (Examples: Grill, roaster, tongs, spoons, cooler, etc.):

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7. Explain how all food will be protected from possible contamination by dust, insects, and the public (accidental sneezing, coughing) and other possible contaminants. (Example: wrapping baked items individually in saran wrap):

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8. Describe the method and location of hand washing that workers will use at the event site:

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9. Explain how all utensils, equipment or food contact surfaces will be washed, rinsed and sanitized during the event:

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10. Will you have an approved water supply available?

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11. How will you dispose of waste water?

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12. Explain how all waste items will be stored and removed from the site:

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13. List the surface finishes of floors, walls and ceilings at location where food will be prepared/sold:

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