

TEMPORARY FOOD SERVICE OPERATION EXPLANATION OF RULES

Before you may sell food for a fee or “a required donation” (i.e. a posted price) to the public, you must first have your food service facility inspected and licensed by a Logan County Health District sanitarian to be certain that it complies with all applicable Ohio rules. An exemption from licensing exists for “cottage foods” bought directly from the home where they were made. They must be non-potentially hazardous foods such as bakery products, jams, jellies, candy, and fruit butter. Pies such as cream, custard, and pumpkin, and cheesecakes are examples of potentially hazardous baked goods that require an Ohio Department of Agriculture (ODA) home bakery license to be sold. All cottage foods are required to be individually labeled with the following:

1. The name and address of the business of the “Cottage Food Production Operation.”
2. The name of the food product.
3. The ingredients of the food product, in descending order of predominance by weight.
4. The net weight or net volume of the food product.
5. The following statement in ten-point type: **“This Product is Home Produced.”**

Steps necessary to obtain a temporary food service license:

1. Make contact with a sanitarian of the Logan County Health District, 310 S Main St, Bellefontaine, between 8:30 A.M. and 4:30 P.M., weekdays at least **10** days prior to the anticipated operation of your facility.
2. Obtain a temporary food service application and create a drawing of the layout of the facility. Include pertinent information about the following:
 - a. Location.
 - b. Kinds of food to be served.
 - c. Equipment to be used.
 - d. Type and dimensions of the structure.
 - e. Facilities available including water supply, waste water disposal, and toilet accessibility.
3. Review your plans with the sanitarian and answer any questions concerning your proposed food service. Submit a completed application for approval with prepayment of the license fee of **\$20.00 per day** for a maximum of 5 days, except while at the Logan County Fair.
4. Make arrangements to have your food service operation inspected by the sanitarian.
5. You will obtain the license once your food service passes the inspection.
6. You may then begin selling food to the public.

The following are minimum requirements for a temporary food service license:

1. A complete and factual drawing of the food service.
2. A “self-contained” food service. **All food intended for sale must be prepared in the temporary food service or come from another licensed kitchen.** Potentially hazardous baked goods prepared at homes without ODA home bakery licenses or in kitchens that do not have food service licenses may not be offered for sale.
3. Enough equipment to maintain the proper holding temperatures for perishable foods. A 0° F to 220° F metal stem, food thermometer must be provided to confirm that required temperatures are being met.
Cold hold -- less than 41° F (food may not be stored in undrained ice)
Hot hold -- greater than 135° F
4. A four-step manual cleaning method for utensils and equipment using a three-compartment system of plastic tubs or buckets as follows:
 - a. Wash in a hot detergent solution (which is kept clean).
 - b. Rinse in clean water.
 - c. Sanitize by soaking for at least ten seconds in an approved solution containing a minimum of 50 ppm chlorine. Approximately one capful (tablespoon) of regular household bleach per gallon of water is satisfactory. Test strips must be provided to be able to check for proper sanitizer strength.
 - d. Air dry items washed.
5. A safe and adequate water supply must be provided.
6. Toilet facilities conveniently located and accessible to workers at all times.
7. Hand washing facilities consisting of at least running warm water (pump or gravity system), soap and paper towels.
8. Proper storage for food and utensils to prevent contamination.
9. Adequately covered, washable trash containers.
10. At least 50 foot candles of light on all working surfaces.
11. Adequate waste water disposal in portable, covered containers to avoid creating a nuisance condition.
12. **NO SMOKING** during food preparation and serving.
13. Hair coverings such as hats or hairnets must be worn by those preparing food.
14. No bare hand contact of any ready-to-eat foods or food contact surfaces. Items such as gloves, napkins, spoons, scoops, or tongs must be used when handling food that won't be cooked further before being eaten.

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: **Logan County Health District**
4. Return check and signed application to: **Logan County Health District**

- Food Service Operation**
 Retail Food Establishment

**310 S. Main St
Bellefontaine, OH 43311**

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.

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| Name of Temporary food facility: | | | |
| Location of event: | | | |
| Address of event | | | |
| City | State | Zip | Email |
| Start date: / / | End date: / / | Operation time(s): to | |
| 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 |
|-----------|------|

Licenser to complete below

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| 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. |