

# MARION PUBLIC HEALTH DEPARTMENT

## TEMPORARY Food Service Operation/Retail Food Establishment REQUIREMENTS

FOOD SOURCES	All food must be prepared on-site or in a food service or retail establishment licensed to do so. All water, milk, and milk products shall be from a licensed source. Only government inspected meats shall be served.
HOT AND COLD FOOD STORAGE	Adequate means shall be provided to keep all <b>COLD FOODS BELOW</b> 41° , and <b>HOT FOODS ABOVE</b> 135°F. An accurate deep-probe type thermometer shall be available to determine if the suitable temperatures are being maintained. Make sure you are periodically checking your food temperatures. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.
WATER SUPPLY	The water supply shall be adequate and from an approved source.
UTENSIL WASHING AND SANITIZING	Provide adequate facilities to wash, rinse, and sanitize utensils and equipment. Adequate facilities shall include three wash bins; hot water, detergent, and an approved sanitizer. <b>Washing and sanitizing must be done in this order: 1)Wash in detergent, 2)Rinse in clear water, 3)Sanitize in *approved sanitizer.</b> *Common household bleach may be used as a sanitizer. <b>Sanitizer strips must be on hand</b> and used to determine proper sanitizer concentration.
HAND WASHING	Hand washing may be accomplished by using hot water, soap, and sanitary towels.
LIQUID WASTE	No liquid waste shall be discharged onto the surface of the ground. All liquid waste shall be discharged to a sanitary sewer or held in a water tight container until proper disposal can be made. Grease or hazardous chemicals shall not be disposed of in a sanitary sewer.
GARBAGE	Garbage and refuse shall be stored in cleanable containers with tight fitting lids and be covered when full or between use. The container shall be emptied and cleaned daily.
SINGLE-USE GLOVES	<b>Ready-to-eat foods shall not be handled by bare hands.</b> Ready- to-eat foods shall be handled with utensils such as deli tissue, spatulas, tongs, single use gloves, or dispensing equipment.
HAIR RESTRAINTS	Individuals working with unpackaged food, food equipment, or utensils shall wear hair restraints such as hats, hairnets, and beard restraints.
FLOORING	When the temporary operation is on dirt or gravel, the ground shall be covered with mats, removable platforms, temporary flooring, or other suitable material to control dust and mud and allow for easy cleaning.
RESTROOM FACILITIES	Must have access to a restroom at a reasonable distance.

A temporary license must be obtained from Marion Public Health **10 days prior** to the day of the event. Current cost is \$ 105.00(non profit groups, \$52.00) with the event being less than five consecutive days or more if the event is part of an agricultural event, such as the county fair. For information, contact this office Monday through Friday from 8:00AM - 4:30PM at 740-387-2875.

MARION PUBLIC HEALTH DEPARTMENT  
FOOD SERVICE OPERATION/RETAIL FOOD ESTABLISHMENT  
TEMPORARY APPLICATION

Please complete this application and return to Marion Public Health at least 10 days prior to the date of the event.

Name of the Temporary Operation: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Event Address: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Date(s) of Event setup: \_\_\_\_\_ Time of setup: \_\_\_\_\_

For any of the following items, if additional space is needed, you may attach additional information.

Name and Address of licensed location where food is to be prepared (if other than at event site):

\_\_\_\_\_

COMPLETE listing of every food/beverage to be offered for sale (include ice if using for human consumption):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List source(s) of food (Must be from a licensed grocery store or restaurant):

\_\_\_\_\_  
\_\_\_\_\_

Explain how each menu item will be prepared (**Do not prepare, cook, or bake food at home**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how HOT FOODS will be kept at 135°F or above: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Explain how COLD FOODS will be kept at 41°F or below: \_\_\_\_\_

\_\_\_\_\_

NOTE: Potentially hazardous (perishable) foods are NOT allowed to remain in the 41°-135°F range. **A stem type thermometer (0-220°F±2°F) is required to measure internal food temperatures. You must monitor temperatures with the thermometer. Once cooked, minimal holding temperature is 135°F.**

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): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Explain how workers will protect ready-to-eat foods from bare-hand contact (Examples: gloves, tongs, deli-tissue paper, etc): \_\_\_\_\_

\_\_\_\_\_

Explain how workers will provide hair control (Example: Hats, Hair nets, Visors): \_\_\_\_\_

\_\_\_\_\_

Describe the method that workers at the event site will use to wash their hands: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Type of sanitizer used (note: if bleach is used, it must be unscented): \_\_\_\_\_

**Note: Test strips are required for chemical sanitizers to measure sanitizer concentration.**

Explain where food and equipment will be stored and protected from contamination during the event: (Note that everything must be stored at least 6 inches above the floor): \_\_\_\_\_

\_\_\_\_\_

Water source (check one): Public \_\_\_\_\_ Private (well) \_\_\_\_\_ **Note: if private, MPHD will require a test of the water supply at our current fee at least one week prior to event. If unable to obtain a safe sample, an alternate water supply will be required or event will not be licensable.**

Explain how all garbage/trash will be stored and removed from the event site: \_\_\_\_\_

List the surface finishes of floors, walls, and ceilings at the location where the food will be prepared/sold (note: outdoor locations typically require at least a canopy for overhead protection):

In the space below, provide a floor sketch of the operation showing where the equipment will be placed, food stored, preparation areas, serving area, dishwashing area, handwashing location:



**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: **Marion Public Health Department**4. Return check and signed application to: **Marion Public Health Department****233 W. Center Street****Marion, OH 43302** **Food Service Operation** **Retail Food Establishment**

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): 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
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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.

As Per AGR 1271 (Rev. 11/00) CHC Software, Inc.

As Per HEA 5331 (Rev. 11/00) CHC Software, Inc.