

City of Middletown Health Department  
**TEMPORARY FSO/RFE**  
Application & Guidelines



**MIDDLETOWN**  
City of Middletown Health Department



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# Temporary FSO/RFE Application and Guidelines

**A Temporary Food Service Operation** is defined as “any place that prepares and/or serves food, for a charge or required donation, for a period not longer than 5 consecutive days.” If you sell food in the City of Middletown you are required by Ohio law to apply for and obtain a temporary license from City of Middletown Health Department.

## Licensing Process

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- 1) Read this entire packet!
  - 2) Complete the License Application form. It is very important that you correctly write your operation start and end times!
  - 3) Complete the License Application Drawing and the License Application Questionnaire Form.
  - 4) **Submit (above) items 2 and 3 with the appropriate license fee at least FIVE (5) days prior to your event.** We suggest you make copies of your application questionnaire forms and drawing for use at your event.
  - 5) The City of Middletown Health Department will either approve the application or contact you with questions, comments, recommendations or concerns.
  - 6) An inspection of the temporary food service operation is required at the start of your event prior to you operating. Please make sure you are completely set up and ready for the inspection at the scheduled time.
  - 7) Upon successful completion of the inspection you will be issued the temporary food service operation license. The license must be posted in plain view for customers.

This packet is designed to be a guide highlighting many important issues when conducting a temporary food service operation. However, the information contained within this packet does not contain all of the applicable rules for food service operations. This packet is a short summary of the Ohio Uniform Food Safety Code. This code can be found in the Ohio Administrative Code Chapter 3717-1 and is available at [www.odh.ohio.gov](http://www.odh.ohio.gov). Any and all rules found in this Chapter are applicable to temporary food service operations and will be enforced.

# Food Safety Requirements

## 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 then transport it to the event.**
- ▶ Raw fruits and vegetables must be thoroughly rinsed with clean water prior to preparation or use. You must provide flowing water to properly rinse all fruits and vegetables. If you are using fruits or vegetables, you must provide a similar setup to the hand wash station – flowing water with a catch basin. You may not use your hand wash station as your fruit and vegetable rinse station.
- ▶ All food preparation must be done on cleanable surfaces such as cutting boards.



## Food Protection

- ▶ All areas of the temporary food service operation must be protected from the weather and environment using a tent, covering, or building. Protection must be extended to (at least) the food preparation areas, service areas, the hand wash station, and the dish wash station.
- ▶ Food must be kept covered and away from areas of contamination.
- ▶ Food must be kept away from the hand wash and dish wash stations.
- ▶ Food preparation areas must be set-up near the back of the food operation, away from the public.
- ▶ All food, drink, and service utensils must be kept at least 6 inches off the ground. Utilize tables, crates, boxes, pallets, skids, or other acceptable means to keep items off the ground.
- ▶ Workers may not smoke or eat anywhere inside the food booth.
- ▶ All food should be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized food workers – not to the general public.



## Food Handling

- ▶ Food workers/volunteers may not touch exposed, ready-to-eat foods with their bare hands. Ready-to-eat foods are foods that will not be cooked before serving or have been cooked. Examples of ready-to-eat foods are sandwich buns, cheese, fruits, vegetables, etc.
- ▶ Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single-use gloves (*non-latex*) to handle ready-to-eat foods.
- ▶ Single-use gloves are not a substitute for hand washing. Food handlers must continue to wash their hands throughout the day even though they may be using single-use gloves. Food handlers must wash their hands frequently - especially after changing gloves, after touching money, and before beginning food preparation.
- ▶ All food workers must be healthy and not experiencing stomach-flu-like symptoms within the last week.
- ▶ All food handlers working around exposed food and/or drink must restrain their hair by wearing hair nets, hats, visors, bandannas, etc.

# Food Safety Requirements

## Cooking and Heating Foods

- ▶ All food must come from an approved, licensed source. If you have a question about a source, please contact The City of Middletown Health Department.
- ▶ You must provide at least one metal-stem thermometer for checking temperatures. The OAC 3717-1-4.2 requires the use of a small-diameter probe thermometer that is designed to measure the temperature of thin foods. Thin food examples are: cheese, hamburgers, chicken and deli meats.
- ▶ The metal-stem of the thermometer must be washed, rinsed, and sanitized before and after placing it into a food to check the cooking or heating temperature.
- ▶ Foods not meeting the proper cooking or heating temperatures must be discarded.
- ▶ Cook all foods to at least 165°F. Foods such as burgers, chicken, pastas, and vegetables should be cooked to this temperature.
- ▶ Pre-cooked foods that are pre-packaged from a commercial manufacturer (such as Gordon Food Supply, Kroger etc.) should be heated to at least 135°F. The best example of this is hot dogs.

**COOK to  
165°F**

**HOLD at  
135°F or**

## Thawing

- ▶ Food may not be thawed by setting the food out at room temperature. Food found thawing out at room temperature must be discarded.
- ▶ If necessary, thawing must be done by:
  - 1) Refrigeration. This is the best way to thaw foods. Move the frozen food from a freezer to a refrigerator that is holding 41°F or lower. However, this may take several days.
  - 2) Cooking. Food may be thawed as part of the cooking process as long as the food reaches the minimum internal cooking temperature of 165°F.
  - 3) Microwave. If the food is cooked immediately, it may be thawed in a microwave.

## Keeping Food Hot and Cold

- ▶ Holding temperatures, both hot and cold, must be monitored with a metal-stem thermometer. Your thermometer should be capable of checking both hot and cold temperatures.
- ▶ Cold foods must be held at or below 41°F.
- ▶ After being cooked or heated, hot foods must be held at or above 135°F.
- ▶ Store all raw cold foods in a separate cooler (for example, store raw hamburger patties on ice in one cooler and store lettuce and cheese on ice in a separate cooler).
- ▶ Foods not meeting the proper holding temperatures must be discarded.

## Sample Drawing



## Temporary Food Service Operational Checklist

To be inspected, you must be fully set up and have the following items:

*(See sample illustration on page 5)*



- Test strips to check sanitizer
- Metal-stem thermometer 0-220°F
- Tent to cover food service area
- Sanitizer
- Hot holding equipment
- Cold holding equipment
- 3 container dish washing station
- Hand washing station w/catch basin
- Non-latex gloves



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

### Instructions:

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

**City of Middletown  
City of Middletown Health Department  
One Donham Plaza  
Middletown, OH 45042**

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 Ohio Revised Code 3717.

Name of Temporary food facility:			
Location of event:			
Address of event:			Email
City		State	
Start date:		End date:	
Operation time(s):			Phone number:
Name of license holder:			
Address of License holder:			
City			
State			
Zip			
Email			
List all foods being served/sold:			

7

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:

Signature	Date
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### Licensor 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.

As per AGR 1271 (Rev.5/13) Ohio Department of Agriculture  
As Per HEA 5331 (Rev.5/13) Ohio Department of Health

## LICENSE APPLICATION QUESTIONNAIRE

*Please answer each question. If a question does not apply to you, please write N/A*

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

Address of Event: \_\_\_\_\_ Operation Hours: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Email: \_\_\_\_\_

Facility/Booth Name \_\_\_\_\_

Sponsoring Group (*if applicable*): \_\_\_\_\_

- 1) List all foods and beverages to be sold. Include condiments, toppings, etc.

\_\_\_\_\_

- 2) Where will all of your food, drinks and ingredients be purchased? \_\_\_\_\_

\_\_\_\_\_

- 3) Describe your hand washing station set-up:

\_\_\_\_\_

- 4) Describe your 3 compartment dish washing station: \_\_\_\_\_

\_\_\_\_\_

- 5) What type of sanitizer will you use in the third compartment? \_\_\_\_\_

- 6) Where will you obtain all of your clean water? \_\_\_\_\_

- 7) What kind of equipment will you use to transport cold foods from the source to the temporary food service operation site? How will these foods stay cold? \_\_\_\_\_

\_\_\_\_\_

- 8) **Food cannot be prepared in a private home!** All food must be prepared on site or in a licensed facility such as a restaurant or school. If food will be prepared at another licensed location, list the location and address. A copy of the food license and letter from the license holder must be submitted to the health department with this application.

If yes, where? \_\_\_\_\_

- 9) How will you protect your food preparation areas, service areas, the hand wash station, and the dish wash station from contamination, rain, dust, etc.? \_\_\_\_\_

\_\_\_\_\_

- 10) What will you use to keep all food, drink, and utensils at **least six (6)** inches off the ground/floor? \_\_\_\_\_

\_\_\_\_\_

11) What will you use to prevent bare-hand contact with ready-to-eat foods?

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12) If any foods will be thawed, what approved thawing method will you use?

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13) What cooking equipment will you use to cook or heat foods to the required temperatures?

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14) What heating equipment will you use to keep all hot foods at or above 135°F after cooking?

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15) What cooling equipment will you use to keep all cold foods at or below 41°F?

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16) How will you monitor cooking temperatures and hot and cold holding temperatures?

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17) How will you ensure that all of your food is secure? Will it be locked in a car, building, etc.?

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18) You are aware written allergen notification is required for allergens used in ingredients for unpackaged food items served or sold to the customer; milk, egg, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans and sesame. Notification may be provided on menu, label statements, table tents, placards or by electronic means, or other effective written means. Allergen notification must be displayed at all times and provided to inspector during inspection.  Yes  No

9

*This is an example of an allergen notification statement: "The following major food allergens are used as ingredients in this facility: Milk, egg, fish, crustacean shellfish, tree nuts, peanuts, wheat, soy and sesame. Please notify staff for more information about these ingredients.*

Time arranged for inspection: \_\_\_\_\_ Date: \_\_\_\_\_



*Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_*

## License Application Drawing

Use this page to create your drawing/layout. A sample drawing is included with this packet.

### Minimum Drawing Requirements

- 1) Hand washing station
- 2) Dish washing station
- 3) Food preparation areas
- 4) Cooking/heating equipment
- 5) Hot and cold holding equipment
- 6) Waste containers
- 7) Fruit/vegetable rinse station (if applicable)
- 8) Customer service area
- 9) Overhead protection (tent, building)

This rough drawing is required, please refer to the sample drawing on page 5 of this booklet. Please include all of the minimum required elements listed above. This page must be turned in with your application.