



# TEMPORARY FSO/RFE

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## PLAN REVIEW APPLICATION AND GUIDELINES



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

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**Butler County**  
General Health District

Butler County General Health District  
301 S.3<sup>rd</sup> Street  
Hamilton, Ohio, 45011  
(513) 863-1770  
<http://health.bcoho.us/>  
[boh@butlercountyohio.org](mailto:boh@butlercountyohio.org)

# TEMPORARY FOOD SERVICE OPERATION (FSO)/RETAIL FOOD ESTABLISHMENT (RFE) PLAN REVIEW GUIDELINES

A Temporary FSO 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. A Temporary RFE is defined as any place where food is stored, prepared, processed, held or handled for retail sale 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 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 PROCEDURE

1. Questionnaire, application, and appropriate license fee must be submitted to the Butler County General Health District **at least 10 business days** prior to the event.
2. After the application has been reviewed and approved, the Temporary FSO/RFE license will be provided. The sanitarian may distribute the license on site at the time of inspection.
3. 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 during the hours 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.
4. 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 all food workers are healthy and not experiencing vomiting, diarrhea, sore throat with fever, jaundice, nor have open wounds.

☐ **CLEAN WATER**

- All water used in a Temporary FSO/RFE 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 hand washing station must be provided and have warm flowing water (1).
- Hand soap (2) and disposable paper towels (3) must be provided at the hand washing station. Cloth towels may not be used to dry hands. A catch basin (4) must be used for collecting waste water. Waste water must be properly disposed of into the 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, and:*

**AFTER:**

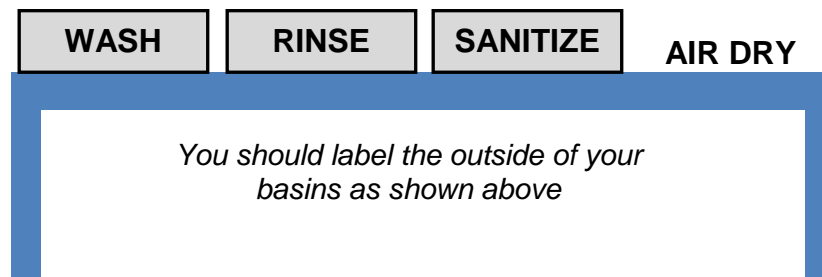
- Using the restroom
- Coughing or sneezing
- Smoking
- Handling money
- Eating or drinking
- Handling raw foods
- Handling trash

**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 while in use.
- Basins must be large enough to immerse your largest dish or utensil.
- Sanitizer must be at proper strength.
  - Chlorine level must be 50–100 ppm
  - Quaternary ammonium must be 150–400 ppm. Please consult manufacturer's label for specific sanitizer strength.
- Cloths used for wiping food-contact surfaces must be stored in separate containers filled with sanitizer solution.
- Appropriate test strips for type of sanitizer used 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 in a water-tight container until final disposal in an approved sanitary sewer or sewage treatment system.
- Waste water may not be disposed of onto the surface of the ground or into a storm sewer drain. Storm drains convey water to our local waterways such as rivers, streams, and creeks.
- Garbage and refuse shall be stored in metal or plastic trash containers with plastic liners and tight-fitting lids until 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 FSO/RFE must be protected from the environment using a tent, covering, or building. Protection must be extended to the food preparation areas, service areas, hand washing station, produce washing station (if applicable), and the dish washing 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, eat or drink inside the food booth.
- All food must be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized personnel.
- Ensure all raw animal foods are stored separate from cooked and/or ready-to-eat foods.
- Ice used in drinks must be stored in a self-draining food-grade container. Ice used to cool food may not be used in drinks.
- Foods on display to the public must be protected by food shields or packaging.
- Condiments must be stored in squeeze bottles, pump dispensers or individual packets to protect the product.

**FOOD PREPARATION**

- Foods shall be purchased from approved sources.
- 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. Raw fruits and vegetables may be purchased pre-washed and pre-cut from an approved source.

**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**

- 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, in the microwave if it will be immediately cooked, or under cold running water.

- 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**

- Cold storage will be accomplished by means of mechanical refrigeration, unless otherwise approved by the licensor. Cold foods must be held at or below 41°F.
- Hot storage may be accomplished by means of warming ovens or hot food warming equipment. Hot foods must be held at 135°F or above after being cooked or heated.
- Holding temperatures must be monitored with a metal-stem thermometer. The thermometer must be capable of checking both hot and cold temperatures.
- 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***

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Public Health  
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Butler County  
General Health District

# TEMPORARY PLAN REVIEW APPLICATION

INTERNAL USE ONLY

RECEIPT #

DATE REC

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

## EVENT INFORMATION

Indoor event                       Outdoor Event

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

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

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

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 (if applicable) |
| 3.) Food preparation areas        | 8.) Customer service area                         |
| 4.) Cooking or heating equipment  | 9.) Overhead protection                           |
| 5.) Hot or cold holding equipment |   |

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

**Instructions:**

- Food Service Operation  
 Retail Food Establishment

Complete the applicable section (Make any corrections if necessary)

1. Sign and date the application
2. Make a check or money order payable to
3. Return Check and signed application to:

**Butler County General Health District  
 301 S. Third Street  
 Hamilton, OH 45011**

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 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 Code
Start date	End date	Operation time(s)
Name of license holder		Phone Number
Address of license holder		
City		State
		Zip Code
List all foods being served/sold		
_____		
_____		

<i>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.</i>	
Signature	Date

**Licensors to complete below**

Valid dates	License fee <b>\$60.00</b>
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code

By	Date
Audit no	License no