CINCINNATI HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH
FOOD SAFETY PROGRAM

INFORMATION for SPECIAL EVENT FOOD VENDORS - 2012

To avoid potential problems you are encouraged to contact the Health Department as early as possible when planning a special event or to participate as a food vendor at an event.

Contact:

Cincinnati Health Department
Food Safety Program
3845 William P. Dooley By-Pass
Cincinnati, OH 45223

Phone: 513-564-1770
FAX: 513-564-1771

Licensing Requirements

1. Applications to sell (or distribute) food or beverages must be received by the Cincinnati Health Department no less than ten (10) days in advance of the date of the event. **Applications received less than 10 day prior to an event will not be accepted – no exceptions.**

2. Licenses will be issued and fees collected on the first day of the event, subject to an inspection of the operation. In order to prevent delays in opening your food operation, you should have your facility operational at least two (2) hours prior to the scheduled starting time of the event.

3. License fees are to be paid by check or money order, payable to: Treasurer – City of Cincinnati.

Please complete the application and review the attached rules and regulations.

Note that a diagram (drawing) of your proposed operation must accompany the application.

License fees for 2012

All temporary food operations $125.00

Ohio Administrative Code - 3701-21-20 Temporary food service operations.

(A) A temporary food service operation, as defined in paragraph (FF) of rule 3701-21-01 of the Administrative Code, shall comply with the applicable requirements of Chapter 3701-21 of the Administrative Code, except as otherwise specifically provided.

(B) **License**. Before opening a temporary food service operation, the operator shall make application for a license to the board of health of the health district in which the operation will be conducted.

(C) **Approval of plans, equipment, menu.** Before opening a temporary food service operation, the operator shall provide, if required by the licensor, a drawing showing the layout of the facility and a letter of intent providing pertinent information such as:

(1) Foods to be prepared and served;
(2) Source of food;
(3) Hot holding facilities;
(4) Cold holding facilities;
(5) Handwashing;
(6) Equipment and utensils;
(7) Support facilities; and
(8) Any other information requested by the licensor.

(D) **Food - approved source.** Potentially hazardous foods not prepared at the temporary food service operation shall be prepared in a licensed food service operation and transported to the temporary food service operation by a method approved by the licensor.

(E) **Food Protection.** All potentially hazardous foods shall be maintained at forty - one degrees Fahrenheit and below or one hundred forty degrees Fahrenheit and above by a method approved by the licensor. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.

(F) **Equipment and utensils.** A three-compartment sink system or another method approved by the licensor shall be provided or made available and used only for manual washing, rinsing, sanitizing of equipment and multiple-use utensils.

(G) **Handwashing facilities.** A handwashing facility or an alternate method approved by the licensor shall be available for employee handwashing.

(H) **Support facilities.** The operator of a temporary food service operation shall demonstrate, to the satisfaction of the licensor, a safe water supply, sewage and waste water disposal system, toilet facilities, and garbage and refuse disposal system.

(I) **Floors, walls, ceilings.** The requirements for floors, walls and ceilings shall be determined by the licensor. If it is determined that a floor and/or a ceiling and/or walls are necessary, the materials used for the floors or ceilings or walls and the construction thereof shall be approved by the licensor.

TEMPORARY FOOD OPERATION GUIDELINES

1. All applications MUST be received by the Health Department at least ten (10) days prior to the event. LATE APPLICATIONS WILL NOT BE ACCEPTED.

2. Authorization to conduct a food operation will be issued upon inspection of your food operation by Health Department personnel. To prevent delays in opening your operation it is suggested that you be completely operational at least 1 HOUR prior to the event starting time..

3. Payment for license is to be made to Health Department personnel on the day of the event. Payment is to be made only by check or money order. Make checks payable to "Treasurer - City of Cincinnati".

4. Electrical service is mandatory in all food operations.

5. Limit the number of food items on your menu to two (2) or three (3). This will aid in decreasing food handling and food protection problems.

6. All food preparation and storage must be within an enclosed, covered operation or in a licensed Food Service Operation. Food storage or preparation outside the food operation is unacceptable. Store all food products, utensils, and paper goods a minimum of 6 inches off the ground. You must keep all items off the sidewalks.

7. All displayed food must be protected from contamination. The use of food shields, display cases or food cabinets will accomplish this in most instances.

8. All food contact surfaces, utensils, and equipment must be washed, rinsed, and sanitized before use and as often as required. The utensil washing operation is to be done through the use of three (3) containers with removable covers. The containers must be large enough to immerse the largest utensil being used. These containers are to be set up on a separate table as far removed from the food preparation as possible.

9. Hand washing facilities are to be provided in each food operation. This must consist of hand soap, single service towels, and a container, with a spigot, for water. (May be set up on same table with utensil washing units.)

10. Perishable, cold foods are to be maintained at a temperature of 41° F, or below. Proper refrigeration equipment (electrical) is mandatory in every food operation to maintain proper cold temperatures. Ice should be avoided as a cold storage method. Experience has should it to be ineffective.

11. Hot foods must be heated rapidly to 165° F. and held at or above 135° F. Suitable equipment to meet this requirement must be provided. Non-electric heating devices (e.g.–STERNO) have proven ineffective at outdoor events. Electric or gas-fired appliances are strongly recommended to maintain hot food temperatures adequately.

12. As much pre-preparation as possible is encouraged. Every effort should be made to minimize direct handling of food. Disposable plastic gloves are to be used by all persons handling open food. Ice must be dispensed using an ice scoop.

13. Customer utensils (forks, spoons, etc.) must be single service, individually wrapped or dispensed by persons in the food operation.

14. Condiments are to be individual serving packets, in squeeze bottles or in pump dispensers. No open containers are permitted.

15. Cream filled pastries must be refrigerated at all times unless the filling is a synthetic product which does not require refrigeration. Documentation verifying that the product does not require refrigeration must be submitted to the Health Department with the application.

16. An instant-read NSF approved thermometer must be available in the operation at all times to check food temperatures.

17. Food handlers must be in good health, personally clean, free of broken skin on the hands and forearms, and maintain proper hair control. Food handlers under the age of 16 will not be permitted.

18. No persons will be permitted to eat, drink or use tobacco within the food operation.

19. Food operations are to be maintained in a clean and sanitary condition and thoroughly cleaned after each day's activities. Adequate waste containers, a broom and a dustpan are required in each operation. Cleaning cloths must be available and stored in a container of sanitizing solution.

20. Insects must be controlled in the operation. This can be accomplished by the use of a fan blowing over the food preparation area. The use of pesticides is prohibited.

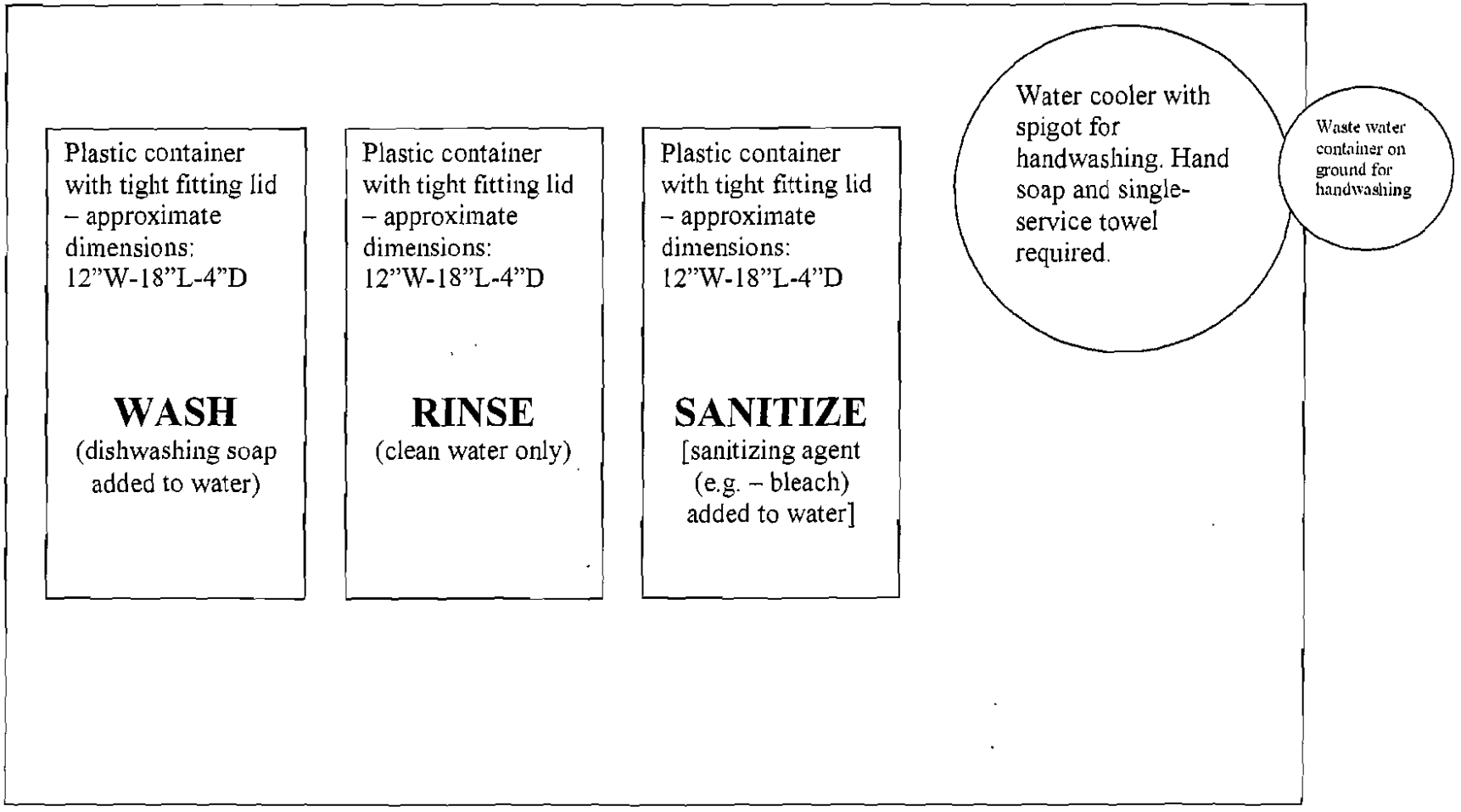
THIS CHECKLIST IS USED BY THE HEALTH DEPARTMENT TO DETERMINE IF YOUR OPERATION IS READ FOR LICENSING.

DO NOT SUBMIT WITH APPLICATION – KEEP FOR YOUR REFERENCE

OK	***ITEM***
	Approved sanitizer available.
	Proper utensil washing setup available.
	Handwashing facilities available (including soap, towels, and catch basin).
	Wiping cloths in a sanitizer solution.
	Adequate cold holding facilities (WARN OPERATOR ABOUT USE OF ICE FOR COLD HOLDING) – Maintain temperature at or below 41° F.
	Adequate hot holding facilities (steam tables, hot boxes) – (WARN OPERATOR ABOUT USE OF STERNO BURNERS). Maintain temperatures at or above 135° F.
	Approved thermometer(s) available.
	Compatible sanitizer test kit available.
	Food/preparation shielded/protected from contamination from public and environmental sources.
	Food stored off ground.
	All food preparation and all facilities of operation confined within the food booth.
	Clean implements (broom, dust pan, waste can, etc.) available.
	Disposable food grade gloves available – verify adequate supply.
	Hair restraints available for employees (e.g. – caps).
	THE ENTIRE OPERATION MUST BE WITHIN THE BOOTH/TENT. NOTHING PERMITTED OUTSIDE BOOTH PROPERLY SECURED PROPANE GAS TANKS MAY REMAIN OUTSIDE BOOTH.
	License Fee - $145.00 – Paid – Certified check or money order only.

Your operation must be thoroughly cleaned and well organized prior to opening on the second day of any event. Use this form to re-check that all requirements are met before operating on the second day.

TYPICAL UTENSIL WASHING AND HANDWAHING STATION for TEMPORARY FOOD SERVICE OPERATION



Cincinnati Health Department
3845 Wm. P. Dooley By-Pass
Cincinnati, OH 45223
513-564-1751

APPLICATION FOR TEMPORARY FOOD OPERATION LICENSE
(PLEASE PRINT LEGIBLY)

RESTAURANT, ORGANIZATION, OR INDIVIDUAL REQUESTING LICENSE:

Name: _____ **Address:** _____

Phone:
(8AM-5PM) _____ _____

OPERATION DETAILS:

Date (s): _____ **Hours:** _____

Location: _____ **Event Name:** _____

Complete Menu:

MENU ITEMS	PREPARATION LOCATION	LIST ALL EQUIPMENT TO BE USED FOR COOKING AND COLD & HOT FOOD HOLDING

List name(s) of person(s) who will be responsible for this food operation, daytime phone numbers, and the hours the person(s) will be present:

Name	Time On Duty (e.g. 3pm-8pm)	Daytime Phone Number

EMAIL Address: _____

Issuance of a temporary food operation license requires final approval of the Cincinnati Health Department. License fee must be paid at the time of inspection. **THIS APPLICATION MUST BE RECEIVED BY THE CINCINNATI HEALTH DEPARTMENT 10 DAYS PRIOR TO THE EVENT. LATE APPLICATIONS WILL BE REJECTED.**

SIGNATURE ACKNOWLEDGES ACCEPTANCE OF ALL REQUIREMENTS NOTED IN "TEMPORARY FOOD OPERATION GUIDELINES" (see REVERSE).

Signature: _____

---------- ***DO NOT WRITE BELOW THIS LINE*** ----------

REVIEW AND APPROVAL (PENDING FINAL INSPECTION):

CHD Approval _____ **DATE** _____

LICENSE WILL BE VALID FROM _____/_____/_____ **TO** _____/_____/_____

CINCINNATI HEALTH DEPARTMENT
FOOD SAFETY OFFICE

ADDENDUM TO TEMPORARY FOOD OPERATION LICENSE APPLICATION

Pursuant to the Ohio Revised Code, an equipment/fixture layout drawing is required to accompany the written applications for temporary food operation license. In the space below provide a diagram of your proposed operation showing all equipment and fixtures (number and identify equipment and fixtures). Free-hand drawings are no acceptable (i.e. – use a straight edge for lines, etc.). Drawing must be to a MINIMUM scale of ¼ inch equals 1 foot. **Applications received without a drawing will be rejected.**

Operation Name / Contact Person: _____

Event: _____ Date of Event: _____

Drawing:

Equipment / Fixture List (Indicate # on drawing also):

1		6		11	
2		7		12	
3		8		13	
4		9		14	
5		10		15	