

The City of Lorain, Ohio
Department of Health – Environmental Division
J. Jack Kurowski, R S - Director of Environmental Health

TEMPORARY FOOD EVENT OPERATION DATA SHEET

NAME OF OPERATION _____

LOCATION OF OPERATION _____

OPERATOR / OWNER _____

ABOVE ADDRESS _____ phone () _____

DATE OPERATION WILL BE CONDUCTED: _____ TIME(S): _____

Have you conducted this operation any time this year? Yes No When? _____

Type of stand to be used (table, cart, booth, trailer, etc.): _____

Construction Materials of the following: 1. Floors _____

Water Supply: _____ 2. Walls _____

Water Disposal: _____ 3. Ceilings _____

Solid Waste Disposal _____ 4. Counters _____

List all equipment to be used (include manufacturers name, model and serial numbers.)

This food event data sheet must be submitted with the detailed drawing (see back). If you have any questions regarding Temporary Food Event Operations, please contact the Lorain City Health Department at (440) 204-2300.

For Dept. Use Only:

TEC (FSO) TEN (RFE) Date license/permit issued: _____

License number: _____ Audit number: _____

TEMPORARY FOOD OPERATION FACILITY LAYOUT AND SPECIFICATIONS

List every food to be offered for sale	List establishments where food ingredients will be obtained	List cold holding food units (maintain potentially hazardous foods at 45° or below)	List hot holding food units (maintain potentially hazardous foods at 135° or above)

Will foods be prepared at the temporary location? Yes No If no, where is the food prepared?

How is the prepared food protected from contamination by the consumer? (i.e. food displayed wrapped; a sneeze guard is provided; food is kept back, away from the consumer serving area)

What is available for hand washing for your food handlers?

How will you prevent bare hand contact with ready to eat foods?
 disposable gloves utensils deli tissue other (specify)

Is water supplied at the temporary location? YES NO If no, what is the water supply?

How/where is waste water disposed?

What is supplied for garbage/refuse storage? How frequent is it removed?

Are toilet facilities available? YES NO If yes, where?

**** If serving potentially hazardous food, you must have an accurate food temperature measuring device, i.e. metal stem probe thermometer, available. ****

LAYOUT OF THE TEMPORARY FOOD OPERATION

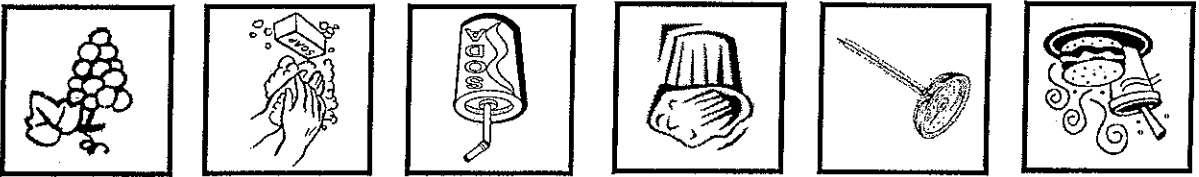
This sketch is to include labeled equipment and a statement of the surface materials (floors, walls, ceiling). Handwashing facilities must be listed on the drawing. A temporary license will not be issued without the required detailed drawing.



Lorain City Health Department
1144 West Erie Avenue
Lorain, OH 44052
www.lorainhealth.com



Food Safety at Temporary Events



Food safety is the most important aspect at any food service business. Temporary events are special situations and require their own rules, licenses, and guidelines to follow. Use the 14 step guide on the inside of this booklet and the checklists on the back to ensure the safety of the food you will be serving.

License: At least 48 hours prior to an event a person shall obtain a separate license for each temporary food operation, which it intends to operate. The license fee for a temporary food service operation is sixty dollars (\$60.00) per event (not more than five (5) consecutive days); fee for a temporary retail food establishment operation is ten dollars (\$10.00) per day up to five (5) consecutive days. In no event, shall a license to operate a temporary food operation be transferred or refunded.

Clean Hands For Safe Food:

- Use soap and water
- Wash all surfaces including: back of hands, wrists, between fingers, under fingernails
- Rinse your hands well
- Dry hands with a paper towel
- Turn off the water using paper towel instead of your bare hands

The Top 6 Causes of Food Poisoning:

- Poor personal hygiene and sick food employees
- Not keeping cold foods at 41°F
- Not keeping hot foods at 135°F
- Not reheating foods to 165°F
- Not cooling hot foods the right way
- Contaminated raw foods and ingredients

Equipment Checklist

- Hand Washing Supplies
- Container that provides a continuous flow of warm water
- Bucket to catch waste water
- Soap
- Paper towels
- Gloves
- Extra Utensils
- A 3-compartment set-up for cleaning utensils, with compartments big enough to hold your largest piece of equipment
- Sanitizer and sanitizer test kit
- Metal stem thermometer to check food temperatures
- Food grade water hose with backflow prevention device
- Hot and cold holding equipment for ALL potentially hazardous foods
- Mechanical refrigeration for overnight storage
- Separate containers for washing vegetables
- Ice scoop with handle, if you are using ice
- Bucket for sanitizing wiping cloths

Security Checklist

- Employees: Background check of those who will work during the event?
- Current Staff: _____
- New Hires: _____
- Do employees have visible identification while on duty?
- Is a list posted of employees working on any given day?
- Are employees trained on food safety and food security?
- Is there a Person-in-Charge available at all times to monitor the food operation?
- Was the delivery company and driver verified by the food operation?
- Is incoming food and ice inspected for evidence of tampering?
- Are storage trucks or trailers locked and secure?
- Are food and supplies located in a secure area?
- Are tamper resistant and tamper evident packaging used to protect food?
- Do you properly restrict customers and non-employees from the operation?
- Does the food operation have an action plan to respond to incidents involving water interruption, power outage and adverse weather?
- Have the following areas been inspected and found to be safe and secure? Water Protection: _____ Lighting Levels: _____ Electricity: _____
- Does your operation have effective security during non-operating hours?

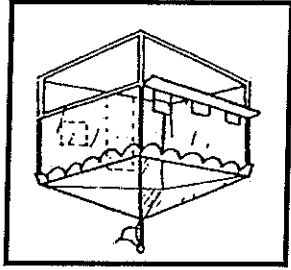
14 Steps to Safe and Sanitary Temporary Food Events

1. Permits

You must fill out and return the Temporary Food Event application/information form with payment to the Lorain City Health Department. This will let the Lorain City Health Department know where the event will be held, what you plan to serve, where the food will come from, how you will prepare and transport the food, and the precautions that you will take to keep your food safe.

2. Booth

Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window and have only one door flap for entry. Clear plastic or light colored screening on side walls will aid visibility. Floors surfaces should be smooth and easily cleanable such as concrete, plywood or blacktop. Only food workers may be permitted inside the food preparation area... no animals or children.



3. Menu

Keep your menu simple. All food products served must be prepared on site and/or prepared in a licensed establishment. Keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits, and vegetable, etc.) to a minimum. Cook to order to avoid the potential for food poisoning. All foods used must from approved sources; do not use food that has been prepared in the home.

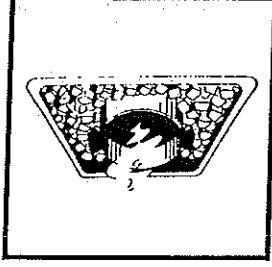
4. Cooking

Use a metal stem food probe thermometer to check hot and cold temperatures of all food. Hamburgers/ground beef should be cooked to 155°F; poultry to 165°F; whole pork, whole beef and seafood to 145°F. Cooked foods that are in hot holding must be held at 135°F or above. Heat precooked food to 165°F within 2 hours. Do not heat foods in crock pots, steam tables, or other hot holding devices, or over sterno.

6. Cooling and Cold Storage

Foods that need refrigeration must be held below 41°F until ready to serve. To cool hot foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 2 inches deep. Foods should be cooled from 135°F to 70°F in two hours and then from 70°F to 41°F in four hours. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.

7. Transportation



If food needs to be transported, use refrigerated trucks or insulated containers to keep hot foods hot (above 135°F) and cold foods cold (below 41°F).

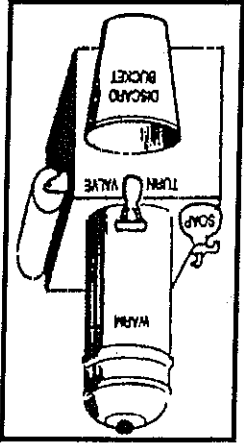
Questions concerning temporary licenses, call Lorain City Health Department at 440-204-2300

8. Hand Washing

You must have a hand washing facility available at all times. It must have warm running water under pressure, or gravity flow (such as a large urn full of water) for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided. Dirty hands shall not be washed in sinks used for food preparation or the cleaning and sanitizing of utensils.

9. Health and Hygiene

Only healthy workers can prepare and serve food. Anyone who show symptoms of disease – nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, - or who have open sores or infected cuts on the hands are not allowed in the food booth. Food employees must wear clean outer garments and must not smoke in the booth. Food employees shall wear hair restraints such as hats, hair nets, beard restraints, etc. that are designed and worn to effectively keep their hair from contacting exposed food or food equipment and utensils. (This provision does not apply to employees who only serve beverages or wrapped foods or present a minimal risk of contaminating exposed food; clean equipment, or unwrapped single-service items.) Toilet facilities shall be conveniently located, accessible and installed in compliance requirements of the State or Local Building Department having jurisdiction.

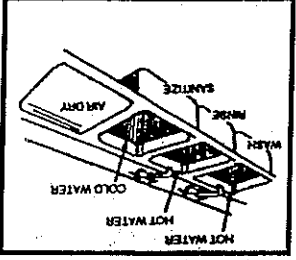


10. Food Handling

Food employees must not touch ready-to-eat food with their bare hands. Use disposable gloves, tongs, napkins or other tools to handle food.

11. Dish Washing

Use disposable utensils for food service. Wash equipment and utensils in a 4-step sanitizing process; wash in hot, soapy water; rinse in hot water; rinse in chemical sanitizer; air dry.



12. Ice

Ice may be used to cool foods, provided the same ice is not used as an ingredient. Ice used to cool cans and bottles should not be used in drink cups. Store edible ice used for drinks separately. Use a scoop to serve edible ice, never the hands or cup.

13. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the solution every hour.

14. Insect Control and Trash

Keep foods covered to protect from insects. Place garbage in a trash cans with tight fitting lids. Do not dump garbage or grease on the ground or into storm sewers.

