

Temporary FSO/RFE



Information Packet

Facility Layout & Equipment
Specifications

Developed by the Food Safety
Program at New Philadelphia
City Health Department

5/4/2022



Greetings!

We want you to have a successful temporary event! The goal of this publication is to provide you with a clean path on how to best operate and ensure the safety of the food you will be serving at your temporary event in New Philadelphia.

Licensing

Food safety is the most important aspect at any food service business. Temporary events are special situations and require their own rules, license, and guidelines to follow. All temporary food service operations and retail food establishments in New Philadelphia is required by Ohio Law to have a food service operation or retail food establishment license issued by the New Philadelphia City Health Department

What is a Temporary FSO?

A Temporary Food Service Operation (FSO) / Retail Food Establishment (RFE) is defined as any place that prepares and or serves food, for a charge or required donation, for a period of no longer 5 than consecutive days. Ohio law requires a temporary FSO/ RFE to apply for and obtain a temporary food service license. A temporary FSO/RFE license can only be issued for a type of event (e.g., community, social, fraternal, etc.). A temporary FSO/RFE license cannot be issued in place of other types of FSO/RFE licenses. Up to 10 temporary food service operation 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 200ft 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 or illness-causing pathogens. TCS food 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 ad sprout seeds, sliced melons, cut tomatoes, cut leafy greens, untreated garlic-and-oil mixtures, and cooked rice, beans, and vegetables.

Booth Requirements

Person-in-Charge (PIC):

The license holder is considered the person-in-charge (PIC). The PIC must be present during all operating hours. The PIC shall be capable of answering questions about rules, requirements, and temperatures. The job of the PIC is to ensure that safe food handling practices are always conducted. If the PIC is not knowledgeable about the Ohio Uniform Food Safety Code, then they should attend food safety training prior to managing a temporary operation.

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. Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as an ASSE 1024 or 1012. Any water hoses must be food quality or drinking water quality hoses.

Handwashing:

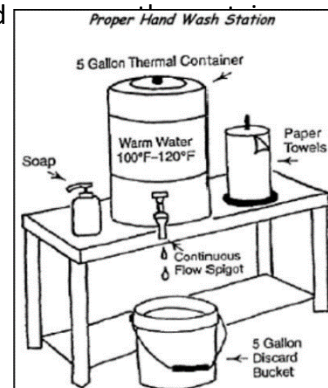
At least one handwashing set up must be provided. A temporary handwashing station must be provided with warm flowing water (100 degrees), hand soap, disposable paper towels, and a catch basin must be used for collecting waste water. Waste water must be properly disposed of into sanitary sewer. An example is a large insulated container with a spigot near the bottom and a receiving bucket to collect the waste water. Locate disposable towels and

Hand sanitizer is not a substitute for washing hands. Hand sanitizer may be used after properly washing hands.

Handwashing stations must be labeled "Hand Washing Only".

Hands must be washed before putting on gloves, handling food, and changing tasks.

Hands must be washed after using the restroom, coughing/sneezing, smoking, handling money, eating or drinking, handling trash, or handling raw foods.



Wash Station:

A temporary dish washing station must be set up if utensils are used. All dishes and utensils must be washed, rinsed, sanitized, and air-dried before use and at least every 4 hours. Basins must be large enough to immerse the largest dish or utensil.

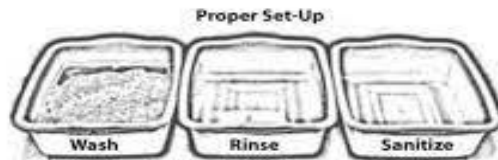
The set-up is three containers filled with:

- 1.) WASH - clean water and dish detergent;
- 2.) RINSE - clean water; and
- 3.) SANITIZE - clean water with an approved SANITIZER (use either chlorine OR quaternary ammonium). Sanitizer must be at proper strength (chlorine: 50-200ppm, QAC: 200ppm)

Wiping cloths must be stored in separate containers filled with sanitizer water.

Appropriate test strips must be available to ensure proper sanitizer strength.

Wash, Rinse, and Sanitize



Waste Water and Solid Waste:

Waste water from the handwashing station and 3 compartment sink setup must be collected and disposed of into an approved sewer. Waste water may not be disposed of into a storm sewer drain. Storm drains convey water to local waterways such as rivers, streams, and creeks.

Trash must be disposed of in trash cans and transported to an approved waste disposal area.

Work Surface Materials:

All work surface materials (e.g., counters and tables) must be smooth and easily cleanable. Porous items such as cardboard and unfinished wood may not be used as food contact surfaces. Temporary flooring may be needed based on weather conditions and location of the event.

Lighting:

Lighting shall be provided and sufficient for all working surfaces such as sinks, counters, and cooking equipment.

Light bulbs in food preparation areas must be shatterproof.

Food Equipment & Utensil Requirements

Food Protection:

All areas of the temporary operation must be protected from the environment using a tent, covering or building. Protection must be extended to the food preparation areas, serving area, handwashing station, and dish washing area.

All foods, drinks, and utensils must be stored in a clean, dry location; that is away from dust, splash, and other sources of contamination, and must be stored at least 6 inches above the ground.

Customer self-serve condiments must be in one of the following:

1. Single-service package
2. Pump style dispensers
3. Squeeze bottles or shakers

No open bulk self-serve containers are allowed. Eating utensils provided for customer self-service shall be stored inverted with the handles presented up.

Only food workers are permitted inside the food preparation areas – no animals or children. Workers cannot smoke or eat inside the food booth.

Thermometers:

Provide at least one small calibrated probe thermometer to check internal temperatures of TCS hot and cold foods. The thermometer shall range from 0 degrees (F) to 220 degrees (F) to verify proper cooling, cooking, cold holding, and hot holding temperature. Each cold and hot storage unit is required to have a thermometer inside.

Mechanical Refrigeration:

Foods that need refrigeration must be held at 41 degrees (F) or below until ready to serve. Portable coolers may be used for food storage if the food is stored in an ice/water mixture and a thermometer is provided in the cooler to assure that the food is at 41 degrees (F).

Hot Holding:

Hot holding equipment (e.g., steam tables, warmers, cookers, lamps, and hot holding cabinets, etc.) is required for foods that need to be held hot. Hot hold foods at 135 degrees (F). Do NOT hold food at ambient air temperature.

Safe Food Requirements

Food Source:

All foods sold in a temporary FSO/RFE shall:

1. Be prepared in the temporary unit,
2. Be produced in another licensed/permitted facility;
3. Be acquired from an approved source

Home cooked, prepared, or canned foods are **NOT** permitted to be used or sold in the temporary FSO/RFE.

Food Handling:

Food workers cannot touch pre-cooked, ready-to-eat, exposed foods with bare hands. Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single use non-latex disposable gloves to handle ready-to-eat foods. Single use gloves are not a substitute for handwashing.

Food handlers working with exposed food or drink must wear an effective hair restraint (e.g., hair, hair net, beard net, etc).

Proper Cooking Temperatures:

All foods must be cooked according to the temperatures listed below. Foods not meeting the proper cooking or heating temperatures must be discarded.

Minimum Internal Cooking Temperatures

Fish, Beef, Pork	145 degrees (F) for 15 seconds
Ground beef, ground pork, ground meat, eggs	155 degrees (F) for 15 seconds
Poultry and stuffed meats	165 degrees (F) for 15 seconds
Commercially packaged, pre-cooked foods, all hot holding	135 degrees (F)
Reheated Foods	165 degrees (F) for 15 seconds within 2 hours

Thawing:

Thawing must be done under refrigeration, during cooking, or in a microwave if it will be immediately cooked. TCS food may not be thawed at room temperature. Any food found thawing at room temperature must be discarded.

Food Transportation & Food Storage:

While transporting TCS food to the site use insulated equipment such as cambros or insulated bags.

Food must also be stored in reusable food grade containers. All containers and utensils shall be clean, and free from cracks, chips, or any other imperfections as these do not present a smooth, easy to clean surface.

When dispensing food from containers, use utensils with handles. Utensils can be stored in the food as long as the handles are up and out of the product in between uses.

Pre-Operational Checklist

Use this checklist to ensure the temporary FSO/RFE is in compliance!

Handwashing Station:

- Warm running water (100 degrees)
- Soap
- Paper towels
- Catch Basin
- Waste Basket

Dishwashing Station:

- Dishwashing basin with detergent
- Clear water rinse basin
- Sanitizer basin at appropriate concentration
- Test strips
- Are for air drying dishes

Fruit & Vegetable Wash Station (If applicable):

- Clean, running water
- Catch basin

Equipment/Facility:

- Gloves, utensils, tongs available to prevent bare hand contact
- Hair restraints
- Thermometers
- Hot holding and cold holding units available
- Wiping cloths and sanitizer buckets
- Tent or covered building
- Food, equipment, and single-use items stored in a secure location 6 inches above the ground
- Temporary license displayed in a conspicuous location
- Waste & waste water disposed of properly

Employees:

- Person-in-Charge present
- Food employees are trained and knowledgeable in food safety
- All employees are healthy:
 - No nausea
 - No vomiting
 - No diarrhea
 - No jaundice
 - No sore throat
 - No fever
 - No exposed infected wounds

Getting Started

Step 1: Submittal of Plans (Application should be at least 10 days prior to construction)

- Complete the attached Plan Review Application.
- Submit drawings of temporary operation (see image below).
- Submit menu or complete list of food and beverage items to be sold.
- Submit the plan review fee(s).

Step 2: Plan Review process

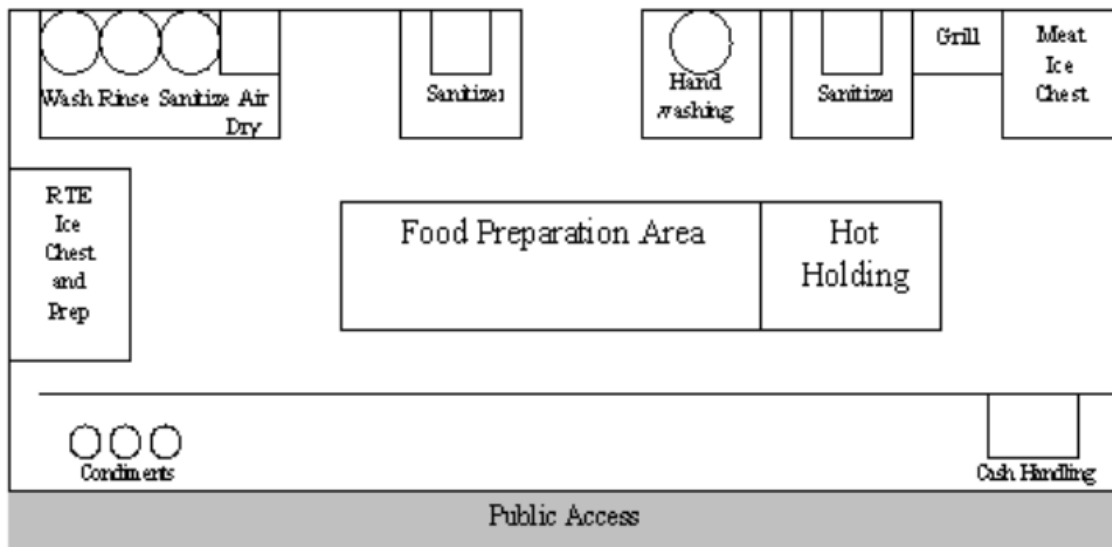
- NPCHD will review plans within the 10 calendar days of submission and payment. If additional information or changes are required, you will likely be contacted. Changes require a new plan review application submission.

Step 3: Approval

- Once all information is reviewed and is approved, a temporary food service operation or retail food establishment license will be issued.

Step 4: Inspection

- Prior to operating your establishment, you must have an inspection by NPCHD.





City of New Philadelphia, Ohio
New Philadelphia Health District

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New Philadelphia City Health Department
Food Safety Program Plan Review Application

Event Information:

Indoor Event

Outdoor Event

Name of Event: _____

Address of Event: _____

City: _____ State: _____ Zip Code: _____

Date of Event: _____ Start/End Time: _____

Applicant / Operator Information

Name of Owner: _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Type of Establishment:

Food Service Operation (FSO)

Retail Food Establishment (RFE)

General Information:

What are the hours of operation? _____ Seating Capacity? _____

Will there be at least one person-in-charge per shift? Yes No

Do you have a written sick policy that ensures your food employees are informed (in a verifiable manner) of their responsibilities to report to the PIC information about their health as it relates to diseases that are transmissible through food? Yes No

Do you have a written procedure for employees to follow when responding to vomiting or diarrheal events that address how to minimize the spread of contamination and the exposure to employees, consumers, and surfaces? Yes No

Food Prep and Storage:

Is the required menu or list of food items to be prepared, served, or sold enclosed? Yes No

Where will all food, drinks, and ingredients be purchased?

Where will food be prepared?

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?

Will your menu have a consumer advisory per OAC 3717-1-3.5? Yes No

How will hot food be held at the proper temperature?

How will cold food be held at the proper temperature?

Will food be stored at least 6 inches above the floor? Yes No

Will food shields be used to protect foods on display? Yes No

How will employees avoid bare hand contact with ready-to-eat foods?

Will you be cooling food? Yes No

- If yes, list all of the food you are cooling:

- Also include your methods of cooling from 135°F-70°F within 2 hours and from 70°F-41°F within 4 hours:

Will you be reheating food in bulk (more than one serving) to 165°F or higher? Yes No

- If yes, list all of the food you are reheating:

- Also include your method of reheating:

Equipment and Utensils:

Will each refrigerator, freezer, or warmer have a temperature measuring device? Yes No

Will temperature measuring devices be provided, readily accessible, and properly calibrated to ensure that the temperature of the food product is being accurately measured? Yes No N/A

If utensils used with moist foods such as ice cream, or mashed potatoes are not stored in the product, will the required dipper well be provided? Yes No

Are all containers used to store bulk food products constructed of safe materials designed to be in direct contact with food? Yes No

What will be used to cook, heat, or reheat foods to the required temperature?

What heating equipment will be used to keep all hot TCS foods 135 degrees (F) or above after cooking?

What cooling equipment will be used to keep all cold TCS foods 41 degrees (F) or below?

How will food temperatures be monitored to ensure they remain within safe ranges?

Water Supply and Sewage Disposal:

Where will you obtain water for the operation?

Where will waste water be disposed?

Describe the 3-compartment basin set up:

Will the dimensions of the three-compartment sink be large enough to accommodate the largest food contact surface completely submerged (including large pots & pans)? Yes No

Will the hot water temperature delivered to the sink be 120°F-140°F? Yes No

What type of sanitizer will be used? Chlorine Quaternary Ammonia Other _____

Will test papers be available to verify the concentration of sanitizer being used? Yes No

Describe the hand washing setup:

Is hot and cold running water under pressure available at all hand sinks? (Note: hot water shall be a minimum temperature of 100 °F)? Yes No

Handwashing instructional signs are required at each hand washing sink. Will signs or posters be provided at each hand sink? Yes No

Soap and paper towel dispensers are required to be installed at all handwashing sinks. Have soap and paper towels been provided? Yes No

Garbage Storage and Disposal:

Where will trash be disposed?

What type of receptacle storage will be used? Compactor Dumpster Cans

What is the anticipated minimum pickup frequency? (For a multi-day event)

Will all outdoor refuse receptacles. . .

- Be placed on a paved surface? Yes No
- Be rodent proof and leak proof? Yes No
- Curbed and sloped to drain? Yes No
- Have tight fitting lids/covers? Yes No
- Be shown on the enclosed site plan? Yes No

Describe how and where waste grease from equipment (e.g. fryers) will be handled, stored, and disposed of:

Is there an outdoor grease storage receptacle? Yes No

Mark the types of materials that will be recycled: Glass Metal Paper Cardboard
 Plastic None

General Facility Considerations:

Will a separate storage area be provided for employee's personal belongings? Yes No

Will all toxic chemicals be stored away from food preparation and storage areas? Yes No

Where will cleaning supplies and chemicals be stored? _____

Where will clean linens be stored? _____

Where will soiled linens be stored? _____

Is the completed NPCHD Plan Review Checklist enclosed with the material submitted? Yes No

Temporary FSO/RFE Facility Layout Drawing:

A diagram of your temporary facility must be drawn below, including handwashing station, dish washing station; location of equipment, cooers, prep-tables, service area, etc. The drawing must be legible and labeled.



Plan Review Submission

This application is complete and accurate to the best of my knowledge. I understand that an incomplete submittal may delay the plan review process. I understand that any deviation from the initial submittal without prior approval from NCPHD may nullify final approval.

I have enclosed a completed NCPHD Plan Review Checklist.

I have enclosed the plan review fee.

Signature of Applicant: _____ **Date:** _____