

## APPROVAL OF PLANS & LICENSING

Before opening a temporary operation, the operator must apply to the CCCHD for a temporary food service operation license OR a temporary retail food establishment license and fee. This license application should be submitted to the Health Department at least one week prior to the event. The license will be delivered when the temporary operation successfully passes the Health District inspection. The license must be prominently displayed.

## TEMPORARY CLOSURE

Operations that are found to be out of compliance with Ohio Uniform Food Safety Code during an inspection may be required to temporarily close until changes are made.

**SPECIAL NOTE: Should your event be cancelled or re-scheduled, it is YOUR RESPONSIBILITY to contact us at (937) 390-5600 during office hours. During evening or weekend hours, please call (937) 390-5600, press \*500, and leave a message that you wish to cancel your inspection. Failure to do so will result in our inability to refund the license fee**

Clark County Combined Health District  
529 E. Home Rd.  
Springfield, OH 45503  
(937) 390- 5600  
www. ccchd.com  
environmental@ccchd.com

Hours: M-F 7:30am- 5:00pm

Temporary applications also available at [www.ccchd.com](http://www.ccchd.com)



Public Health  
Prevent. Promote. Protect.

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## How to Operate a Temporary Food Service/ Retail Food Establishment Operation



This information is provided to help temporary FSO/RFE operators plan and conduct a safe operation, and to minimize the risk of foodborne illnesses.

## What you need:

**Food Preparation:** all food must be prepared on site or in a licensed kitchen. Home preparation of food is **NOT** allowed.

**Cooking:** proper internal temperatures must be reached:

- Poultry, poultry stuffing, stuffed meats, & meat stuffings – 165°F
- Ground meats – 155°F
- Eggs, fish, whole cuts, and pork – 145°F
- Cooked fruits & vegetables – 135°F

**Hot holding:** hot foods must be maintained at **greater than 135°F**. Crockpots and other hot holding devices cannot be used for initial heating. Foods should be thoroughly heated to the proper temperature and then placed in hot holding devices.

**Cold holding:** cold foods must be maintained at **less than 41°F**.

**Storage:** raw animal foods must be stored away from each other and ready-to-eat foods.

**Food handling:** Disposable gloves (not latex) or utensils must be used to handle ready-to-eat foods. Hair (including facial hair) must be restrained. This may require a hat, net, or a snood.

A **metal stem thermometer** must be used to check internal food temperatures and to determine “doneness” of food.



**Handwashing facilities** must be provided and consist of:

- Hot water in a dispenser with a spigot
- Hand soap
- Disposable towels
- Waste water container

**Dishwashing facilities** must be provided to properly clean and sanitize dishes and utensils. Three compartments must be provided (for example, three tubs):

- **1st compartment** – wash in hot soapy water
- **2nd compartment** – rinse with clear, clean, warm water
- **3rd compartment** – soak in approved sanitizer for at least ten seconds
- **AIR DRY**

**Sanitizing solution:**

Chlorine bleach- 50-100 ppm  
(1 teaspoon per gallon)

Iodine - 12.5 ppm

QUAT - 200-400 ppm

\*Test strips must be used to ensure proper concentration

## Helpful Tips:

- Employees must not smoke, eat, or drink in the food preparation area.
- Leftovers must **NOT** be re-served. All leftovers must be discarded.
- Thermometers must be provided for each refrigerated unit or ice chest.
- Chemicals must be stored to avoid contamination with food.
- Easily cleanable trash containers that have tight fitting lids must be provided.
- Waste water and waste grease must be properly disposed of & **NOT** dumped into the street, storm sewers, or onto the ground.
- No person infected with a communicable disease or with open sores or infected cuts can work.
- Do **NOT** reuse single service utensils.
- No bare hand contact with ready-to-eat foods.