

TEMPORARY FOOD OPERATION REQUIREMENTS (for reference only – do not return with your application)

This document was prepared by the Cincinnati Health Department (CHD) Food Protection Office and is intended to educate operators about the basics of operating a food-safe temporary operation.

BOOTH REQUIREMENTS:

- 1) **PERSON IN CHARGE (PIC)** - must be present during all operating hours. The PIC shall ensure that safe food handling practices are always conducted. If the PIC is not knowledgeable about the Ohio Uniform Food Safety Code then he/she should attend food safety training prior to managing a temporary food operation.
- 2) **HAND WASHING** - Provide at least one **HAND WASHING** set up. 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 soap near the container. See "Fig. 1".
- 3) **WASH STATION** - Provide a utensil **WASH STATION**. The procedure is wash - rinse - sanitize. 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). See "Fig. 2".
- 4) **SANITIZER TEST KIT** - Provide a **TEST KIT** (see "Fig. 3" and "Fig. 4") that is compatible with the chosen sanitizer. A test kit strip is used to test the concentration of the sanitizing solution. Use the solution for the utensil wash station and for sanitizer solution in cleaning buckets. Sanitizer concentration should be: 1) **CHLORINE** – 50 to 100 ppm, and 2) **QUATERNARY AMMONIUM** – check label.

Fig. 1: Ex of proper hand washing set up

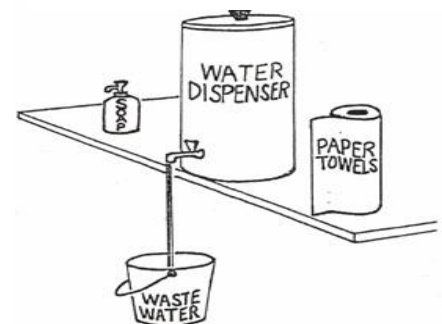


Fig. 2: Ex of proper wash station



Fig. 4: Chlorine test kit

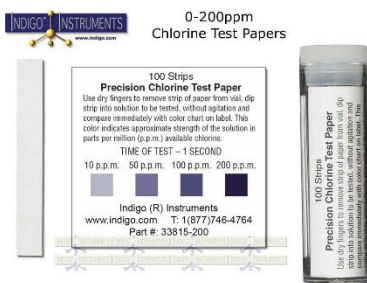


Fig. 3: Quaternary Ammonium test kit



FOOD, EQUIPMENT & UTENSIL REQUIREMENTS

- 1) **PROTECTION FROM CONTAMINATES** - All food, food prep equipment, food utensils must be protected from environmental contaminants as well as customer handling, coughing, and sneezing. To achieve this:
 - a. The **entire** operation must be under cover.
 - b. Displayed food and food prep equipment (including grills) **cannot be located at the edge of the booth** unless **effective barriers** are in place. Examples are: sneeze guards, lattice, distance, etc.
 - c. Customer self-serve condiments must be in one of the following: single-service package, pump-style dispensers, squeeze bottles, shakers, or similar dispensers. **No open bulk, customer self-serve containers allowed.**

- d. Customer self-serve condiments must be in one of the following: single-service package, pump-style dispensers, squeeze bottles, shakers, or similar. **No open customer self-serve containers allowed.**
- e. Eating utensils provided for customer self-service shall be stored inverted with the handles presented up.
- f. Store food containers and related items 6 inches or more off the ground – **not directly on the ground.**

EQUIPMENT AND SUPPLIES REQUIREMENTS

1) THERMOMETERS

- a. Provide at least one calibrated thermometer to check temperatures of potentially hazardous foods.
- b. Each cold and hot storage unit is required to have a thermometer inside.

2) MECHANICAL REFRIGERATION

- a. A commercially approved refrigeration unit is required for cold foods. This requirement applies to multi day events and events lasting longer than six hours. **No home use refrigerators allowed.**

3) HOT HOLDING

- a. Hot holding equipment is required for foods that need to be held hot.

4) ADDITIONAL REQUIREMENTS

- a. Label chemical storage containers with the common name.
- b. Use fans to control flying pests. Direct the air *up away* from food.
- c. Make you have a broom, dust pan, trash can, buckets to hold sanitizer and wiping cloths, and items that can be used to elevate all food and single use items at least 6 inches off the ground.
- d. Concrete/asphalt flooring must be completely covered in roll roofing or similar. Grass "flooring" must be completely covered with a water-resistant, impermeable material or covering.

SAFE FOOD REQUIREMENTS

1) FOOD SOURCE

- a. All food and ice used as food must come from licensed food facilities.
- b. Food prepared off-site must be prepared in a licensed food establishment **-NO Home-prepared foods.**

2) FOOD TRANSPORTATION & FOOD STORAGE

- a. While transporting temperature-controlled food to the site use insulated equipment such as cambros or insulated bags.
- b. At all times use commercial, food grade containers.

3) CLEANING

- a. All food contact surface-equipment and utensils shall be cleaned throughout the day **at least every four (4) hours** or sooner if necessary. The procedure is wash, rinse, sanitize.

4) UTENSIL STORAGE

- a. If storing in-use food dispensing utensils in the food itself, ensure handle stays **above** the food.
- b. If an in-use utensil is stored on a surface between uses, make to wash/rinse/sanitize both the surface and the utensil at least **every four (4) hours**.

5) TEMPERATURE REQUIREMENTS

- a. Thawing: Potentially hazardous food shall be thawed under refrigeration ONLY. Do not thaw foods at ambient air temperature.
- b. Hot Holding: Potentially hazardous food must be maintained at 135° F or higher.
- c. Cold Holding: Potentially hazardous food must be maintained at 41° F or below.
- d. Reheating for Hot Holding: Potentially hazardous food that is reheated for hot holding shall be heated so all parts of the food reach a temperature of at least 165° F for 15 seconds within two hours.

6) ADDITIONAL GUIDELINES FOR FOOD SAFETY

- a. Keep the menu simple. Prepare and serve a limited number of menu items.
- b. Foods that require washing must be washed in a licensed facility prior to arrival at temporary location.
- c. Do not serve raw foods.
- d. Food Allergen Notification Required: If menu items contain milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soy or sesame, a posted notice is required. See attached example.

Written Notification of Major Food Allergens as Ingredients

3717-1-03.5(D)(6)

Below is an example of a statement that could be listed on a menu, table tent, placard or display board that informs the consumer of major food allergens that are present as ingredients in unpackaged foods:

- * The following major food allergens are used as ingredients: Milk, Egg, Fish, Crustacean Shellfish, Tree Nuts, Peanuts, Wheat, Soy, and Sesame. Please notify a food employee for more information about these ingredients.



Written notification can be provided in many forms such as: physical or electronic means, including, but not limited to, brochures, deli case or menu notifications, label statements, table tents, placards, or other effective written means.

For more information, please contact your local health department.



Department
of Health

Department
of Agriculture

Temporary Food Booth Setup – What to Bring to Your Event

1. Equipment

- a. Cold Holding - Commercial, mechanical refrigeration is required for events lasting longer than 6 hours. Use of coolers of ice for this purpose is not permitted.
- b. Hot Holding – Equipment appropriate for keeping food hot for the length of the event

2. Dish Washing (Not required if ALL items are pre-packaged)

- a. Dish Soap
- b. Sanitizer (for 3-bin dishwashing and wiping off surfaces)
- c. Sanitizer Test Strips (for the type of sanitizer you are using)
- d. 3 labelled bins for washing dishes/utensils (preferably with covers/lids)

3. Hand Washing

- a. Five-gallon, insulated dispenser w/ free flow, stay on spigot at the bottom
- b. Hand Soap (Soap required – sanitizer is optional)
- c. Single Use Towels
- d. Bucket or Tub to catch wastewater when washing hands
- e. Small trash can for single use towels

4. Other Important Supplies

- a. Buckets and Wiping Cloths (for sanitizing of non-food contact surfaces)
- b. Stem thermometers for checking food/water temperature
- c. Equipment thermometers (one for each refrigerator/freezer being used)
- d. Hair restraints and covering (hats, visors, etc) for all employees
- e. Plexiglass, lattice, sneeze guards, or similar to protect food when cooking/prepping near edge of booth
- f. Plenty of non-latex gloves (so they can be changed often)
- g. Broom and dustpan
- h. Risers or crates for storing items at least 6 inches off the ground
- i. Roofing paper for covering ground inside booth or something more substantial (waterproof/impermeable) for booths with grass "flooring".
- j. Tall containers for holding plastic forks, spoons, etc. upright
- k. Containers with lids to keep supplies clean and dry
- l. Extra sheet pans, aluminum foil, or foil lids to use as covers, barriers, etc
- m. Cooler for keeping employees' personal food and drinks **ONLY**
- n. Masking tape (for labeling and posting license), sharpie, scissors (these items are optional, but recommended)

*****FOOD ALLERGEN NOTIFICATION AT SPECIAL EVENTS – NEW REQUIREMENT*****

The Ohio Uniform Food Safety Code requires that food service operators inform consumers of allergens present in both packaged AND unpackaged food. This will ALSO apply to temporary and mobile food license holders operating at special events. This can be achieved by a VERY visible sign posted near their point of sale (for unpackaged or open food) that reads something like:

"The following major food allergens are used as ingredients in our menu items: Milk, Eggs, Soy and Sesame. Please ask one of our employees for more information about these ingredients."

Only allergens actually used in the menu should be included in the posted notice. The major food allergens are: 1) Milk; 2) Eggs; 3) Fish; 4) Crustacean Shellfish; 5) Tree Nuts; 6) Peanuts; 7) Wheat; 8) Soy; and 9) Sesame