



*City of New Philadelphia, Ohio*  
*New Philadelphia Health District*

150 East High Ave. Suite 011, New Philadelphia, OH 44663 ~ 330-364-4491 X 1208  
www.newphilaoh.com/Health-Department ~ Fax 330-364-8830

## **TEMPORARY FOOD SERVICE OPERATION (FSO), AND TEMPORARY RETAIL FOOD ESTABLISHMENT (RFE) Application / Information**

The Ohio Administrative Code (OAC) defines a Temporary FSO/RFE as a food service operation or retail food establishment that is operated at an event for no more than five consecutive days. As such, a temporary FSO/RFE license can only be issued for some type of event (community, social, fraternal, etc). A temporary FSO/RFE license cannot be issued in place of other types of FSO/RFE licenses.

The OAC Sec 3717-1-09(E) requires the applicant to submit a sketch of the proposed temporary FSO/RFE layout (see attached sheet). Further, all temporary applicants need to provide the following information at the time application is made for a temporary FSO/RFE:

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

### **BASIC FSO/RFE REQUIREMENTS AT TEMPORARY EVENTS**

#### **1. EQUIPMENT**

--All equipment is to be clean, free from cracks and defects and suitable for the purpose for which it is used. Required Equipment may include but not limited to:

- Detergent or Dish Soap
- Sanitizer with test strips
- Utensils
- Non-latex Disposable Gloves
- Long-stem Thermometer (0F-220F)
- Cooler thermometers (if needed)
- Hand soap and paper towels

--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 41F or below.

--Temporary flooring may be needed based on weather conditions and location of the event. Please speak with NPCHD for more information.



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2. **FOOD PROTECTION/PREPARATION**

- All potentially-hazardous foods shall be maintained at 41F or below or 135F and above during storage, transport and service.
- The temporary FSO/RFE shall have accessible a small-diameter probe thermometer that ranges 0F-220F to verify proper cooling, cooking, and cold-holding and hot-holding temperatures.
- Ready-to-eat foods are to be handled with suitable utensils such as deli tissue, spatulas, tongs, or non-latex single use gloves. *Bare hand contact is not permitted by Ohio law and rule.*
- Foods shall be cooked to the following minimum internal temperatures:

Fish, Beef, Pork	145F for 15 seconds
Ground Meats, Eggs	155F for 15 seconds
Poultry, Stuffed Foods	165F for 15 seconds
Reheated Foods	165F for 15 seconds within 2 hrs
- All foods sold in a Temporary FSO/RFE shall
  - be prepared in the temporary unit, or
  - be produced in another licensed/permitted facility, or
  - be acquired from an approved source
- Home-cooked foods are **not** permitted to be used and/or sold in a temporary FSO/RFE*
- Home-canned foods are **not** permitted to be used and/or sold in a temporary FSO/RFE*
- Food preparation area shall be large enough to accommodate the type and quantity of the food that is proposed on the menu
- All foods are to be stored at no less than 6 inches off the ground

3. **WATER SUPPLY/ WASTE DISPOSAL**

- Water at least 100F shall be provided
- Backflow prevention device if used shall be ASSE #1024 or ASSE #1012
- Potable water hose of adequate length. If a municipal water supply is not available, OAC Sec 3717-1-05(K) requires the water to be tested prior to the event.
- Wastewater holding tank shall be provided.
- Under no circumstances shall the potable water supply be cross-connected to any type of non-potable water supply/system (as per OAC 3717-1-05.1(P)).

4. **WASHING of EQUIPMENT AND HANDS**

- 3-compartment sink or 3 containers large enough to wash equipment and utensils shall be provided. The following method is to be used for cleaning:
  - Container/compartment 1 - soapy water for washing
  - Container/compartment 2 - clean water for rinsing
  - Container/compartment 3 - sanitizing solution
  - Air Dry
- Sanitizer strength is to be at the following concentrations:
  - Chlorine - 50-200 ppm
  - Quaternary Ammonia Compound (QAC) - 200 ppm or per manufacturer's instructions on the label
- A hand-washing station with running potable water and hand-soap and paper towels must be made available for hand washing.



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**Temporary FSO / RFE Layout Sketch**

*Please furnish a sketch/drawing of the FSO/RFE layout, including all equipment, wash bins (wash/rinse/sanitize), hand washing facilities, food storage, etc*  
*Please show location of the facility in relation to any buildings, parking lots, etc.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Application for a License to Conduct a Temporary:

(check only one)

## Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

- Food Service Operation
- Retail Food Establishment

**New Philadelphia City Health District  
150 East High Avenue, Suite 011 New  
Philadelphia, Ohio 44663**

Call (330) 364-4491 X1208  
If you have any questions

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility			
Location of event			
Address of event			
City		State	ZIP
Start date	End date	Operation time(s)	
Name of license holder			Phone number
Address of license holder			
City		State	ZIP
List all foods being served/sold			

I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:	
Signature	Date

### Licensors to complete below

Valid date(s)	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.