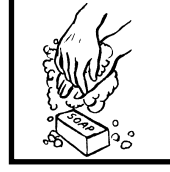
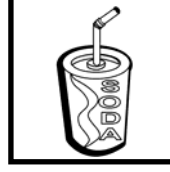


# Food Safety at Temporary Events



**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 and the equipment and security checklists to ensure the safety of the food you will be serving.

## 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

## 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

## Equipment Checklist

- Hand Washing Supplies
  - Continuous flow of warm running water (e.g. coffee urn)
  - 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
- 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



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# 14 Steps to Safe and Sanitary Temporary Food Events

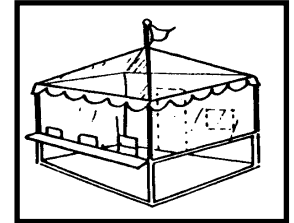
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## 1. Permits

You must fill out and return the Temporary Food Event application/information form with payment to the Columbus Public Health. This will let the Columbus Public Health 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. Only food workers may be permitted inside the food preparation area...no animals or children.



## 3. Menu

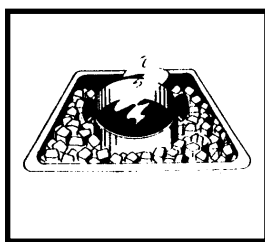
Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits, and vegetable, etc.) to a minimum. Cook to order, so as to avoid the potential for foodborne illness. Use only foods from approved sources. Do not use food that has been prepared at home.

## 4. Cooking

Use a food thermometer to check cooking and cold holding temperatures of all food. Hamburgers and other ground beef should be cooked to 155°F; poultry to 165°F; whole pork, whole beef and seafood to 145°F.

## 5. Reheating

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.

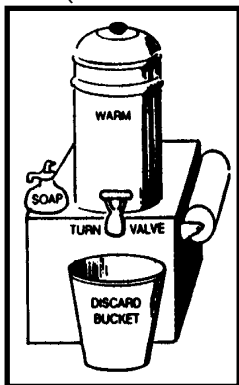


## 6. Cooling and Cold Storage

Foods that need refrigeration must be held at 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).



## 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.

## 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. Workers must wear clean outer garments and must not smoke in the booth.



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## 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 3-step process: wash in hot, soapy water; rinse in hot water; rinse in chemical sanitizer. Utensils and dishes must be air dried.

## 12. Ice

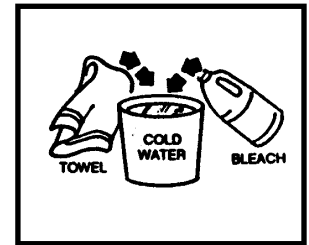
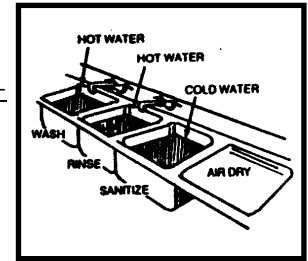
Ice used to cool cans and bottles should not be used in drink cups. Ice used for drinks should be stored separately. Use a scoop to serve ice, never the hands or cup.

## 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 them from insects. Place garbage in a trash can with a tight fitting lid.



**Now that** you have read the steps to take to make your temporary food establishment clean and sanitary, please look over the security checklist below and review the equipment checklist on the first page to be sure that your experience will be safe and secure. If you have any questions about what you have read, or need assistance filling out your application for a temporary food license, please call the Columbus Public Health at 614-645-7538.

## 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 bad 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?



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# COLUMBUS PUBLIC HEALTH

Teresa C. Long, M.D., M.P.H., Health Commissioner  
240 Parsons Avenue  
Columbus, Ohio 43215-5331



## 2010 Food Safety Program Temporary Food License Information Form

**\*\*Complete and Return with Application and Fee\*\***

Before opening a temporary food service or retail food operation you must complete this form and send payment to the Columbus Public Health **10 DAYS** before the event.

Name of Operation \_\_\_\_\_

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Address or nearest address \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Starting Time (when food will be served) \_\_\_\_\_

Person In Charge\* \_\_\_\_\_

NAME

DAY OF EVENT CONTACT NUMBER/ CELL #

\*A person in charge must be present at all times during operation

**Menu:** List all foods and beverages to be served. \_\_\_\_\_

\_\_\_\_\_

**Source:** All food must be purchased from a licensed grocery store or restaurant. All food must be prepared on site or in a licensed food service operation and transported to the temporary food service location by a method approved by the Health Department. **Do not prepare or cook food at home.** List the source of all foods and beverages to be served. \_\_\_\_\_

\_\_\_\_\_

**Hand Washing Facilities:** Describe the type of hand washing system to be used. \_\_\_\_\_

\_\_\_\_\_

**Food Storage:** Mechanical refrigeration must be used for overnight storage of potentially hazardous foods. List the type of equipment to be used for storage of hot and cold food. \_\_\_\_\_

\_\_\_\_\_

**Equipment and Utensils:** A 3-compartment sink or bucket system must be provided and used with an approved sanitizer for washing, rinsing and sanitizing of equipment and utensils. **List (a) the dishwashing system and (b) the sanitizer to be used.** \_\_\_\_\_

\_\_\_\_\_

**Support Facilities:** The operator of a temporary food facility must demonstrate to the satisfaction of the Health Department, a safe water supply, sewage and waste water disposal system, toilet facilities, and garbage and refuse disposal system. List the provider or method to be used. \_\_\_\_\_

\_\_\_\_\_

**Note:** Food workers must have clean clothes, clean hands, and hair restraints. No person with a communicable disease, nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, cuts, or sores is to sell, prepare or in any way be in contact with food to be sold. Smoking is not allowed in food preparation areas. Only people assigned to work in food preparation areas are to prepare and serve food; unauthorized people and animals are not allowed in the operation.

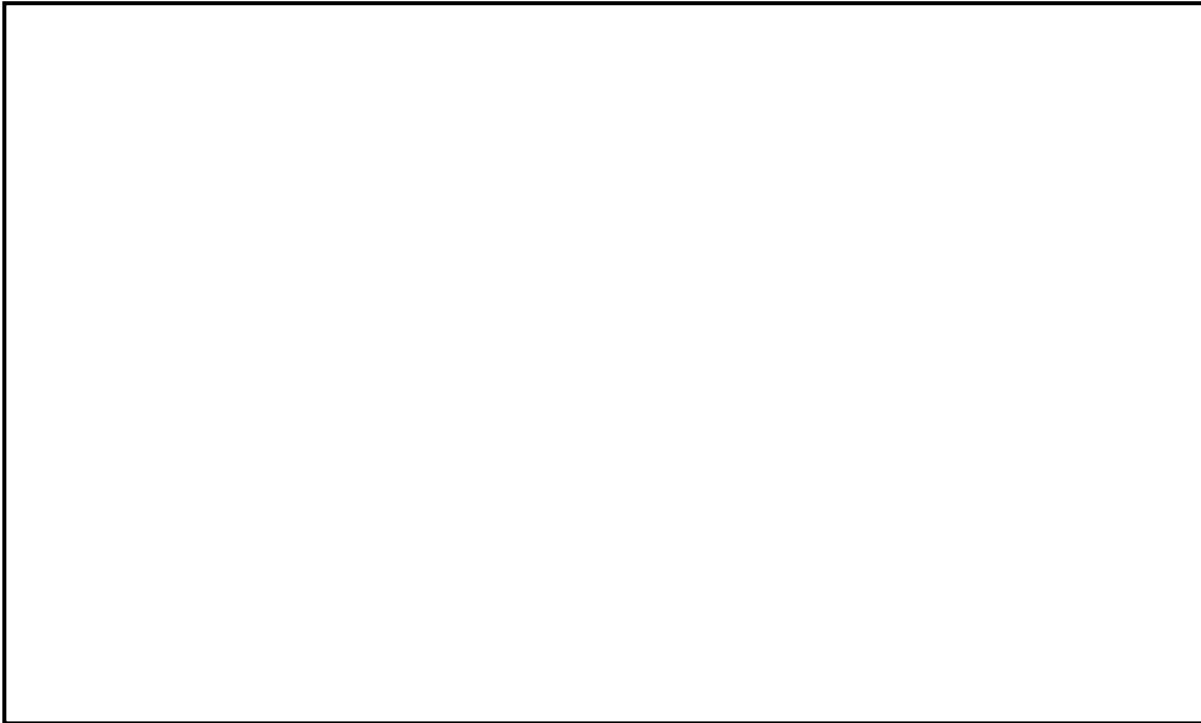
## LICENSE FEE

- \$76.00 per day ([rate for 2010](#))
- \$38.00 per day for 501(c)3 non-profit organization with proper documentation ([rate for 2010](#))
- Make checks or money orders payable to the **Columbus City Treasurer**
- The license will be delivered to you the day of the event
- The fee, information form and application must be sent **10 days before event** to:  
Columbus Public Health  
Environmental Health Licensing Program  
240 Parsons Ave  
Columbus, OH 43215

**Questions please contact:** Bob Kramer, 614-645-6747, Ann Tomlinson, 614-645-7243, or Rob Acquista at 614-645-6176.

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A diagram of your temporary food booth **MUST** be drawn below:



**Make sure you included these items:**

- Handwashing station
- Dishwashing (3 buckets or sinks)
- Location of equipment, coolers, etc
  - Prep tables
  - Service area



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# APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY

## 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: **Columbus City Treasurer**
4. Return check and signed application to:



Columbus Public Health  
 Environmental Licensing Program  
 240 Parsons Ave  
 Columbus, Ohio 43215  
 www.publichealth.columbus.gov

Check only one...
<input type="checkbox"/> Food Service Operation
<input type="checkbox"/> Retail Food Establishment

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 Facility		Name of License Holder	
Address			
City	State	Zip	
Phone #	Fax #	Check if Applicable <input type="checkbox"/> <b>Catering</b> <input type="checkbox"/> <b>Seasonal</b>	
Name of license holder		Phone number	
Address of license holder			
City	State	Zip	
Name of individual certified in food protection (if any) and their certification number. (Use back for additional names)			
<b>Mailing address for annual renewal if different than above:</b>			
Name of parent company or owner			Phone #
<b>* 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:</b>			
Signature		Date	

### Licensors to complete below

Category			
License fee	+ Late fee	+ State Amount	= Total Amount
<b>Application approved for license as required by Chapter 3717 of the Ohio Revised Code.</b>			
By	Date	Audit no.	License no.