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**CITY OF PORTSMOUTH
HEALTH DEPARTMENT**

605 WASHINGTON STREET
PORTSMOUTH, OH 45662

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Obtaining a Temporary Retail Food License

At least ten days before opening a temporary retail food operation, the operator shall submit to the health department:

1) A drawing showing the facility layout and a letter of intent providing the following pertinent information:

- 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
- 8) Signed statement stating that you have reviewed and understand the enclosed rules

2) A completed application

3) A payment of \$ 50.00

4) An appointment time for a sanitarian to conduct the pre licensing inspection (usually a half hour before operating, when everything has been set up)

A temporary license is only good for one event running no longer than five consecutive days. If you have any questions, contact the Portsmouth City Health Department at 353-5153.

Minimum Standards for a Temporary Retail Food Operation

The following is a condensed version of the Ohio Uniform Food Code. It is meant to be used as a guideline to assist in compliance. Any questions should be addressed to the Portsmouth City Health Department.

Person In Charge

- The license holder shall ensure that a person in charge with applicable knowledge is present at the operation during all hours of operation. This person shall ensure that others working in the operation understand and are following the enclosed rules.
- The person in charge shall ensure only people assigned to work in the operation are to prepare and serve food; unauthorized people or children and animals are not allowed in food preparation area.
- As the procedures dealing with worker illness are complicated, the person in charge should either exclude a worker with the following symptoms from the operation, or seek the advice of the health department: Diarrhea, fever, vomiting, jaundice (a yellowing of the skin and eyes), a sore throat with fever, or a lesion containing pus such as a boil or infected wound that is open or draining. Also, workers experiencing persistent sneezing, coughing, or a runny nose shall not work with exposed food.

Worker Health and Hygiene

- Hands and exposed portions of arms shall be kept clean.
- Fingernail polish or artificial nails are prohibited unless gloves are worn, when working with exposed food.
- Jewelry shall not be worn on arms or hands, except for a plain wedding band, when working with exposed food.
- Workers outer clothing shall be clean.
- Eating, drinking, or using any form of tobacco in the food area is prohibited. However, drinking from a closed container is allowed, such as a cup with a lid and straw.
- Hair restraints such as hats or hair nets shall be worn at all times when working with exposed food.
- Personal items shall be stored away from where food is prepared or served.

Hand Washing Facilities

- Approved hand washing facilities must be provided and include the following requirements: Water under pressure of at least 110° F (preferably this is a sink, but a large container with a tap at the bottom can also be used), soap, and paper towels.

Food Receiving and Storage

- All foods served shall be from an approved source. Foods served shall be prepared on the licensed premises or in a licensed kitchen. If in a licensed kitchen, transportation to your location requires that strict temperature control and sanitary quality is maintained.
- All perishable foods shall be received at 41° F or below or at 140° F or above. A metal stem thermometer shall be on hand to test incoming food temperatures.
- All foods shall be stored at least 6" off the floor, such as on milk crates. This includes waterproof items such as pop, unless the floor area is not subject to moisture.
- All foods shall be stored covered.
- The following categories of foods shall be stored separate from each other to prevent cross contamination:
 - 1) Raw beef and seafood
 - 2) Raw pork
 - 3) Raw poultry
 - 4) Non meat items, and ready to eat meats.
- Foods not in their original containers shall be labeled.
- Foods not in water tight containers shall not be stored on undrained ice. For example, if an ice chest is used, the plug must be left open to drain excess water.

Food Preparation

- When food requires cooking, the following cooking temperatures shall be reached. This is monitored with a metal stem thermometer:
 - 1) Non meat foods: 140° F
 - 2) Raw beef, seafood and eggs: 145° F
 - 3) Raw pork: 155° F
 - 4) Raw poultry: 165° F
- When preparing the above foods, all equipment and food contact surfaces shall be sanitized before moving from one category to another.
- Cooking/ serving utensils shall be in good repair and of easily, cleanable construction. No chipped, splintered, warped, melted, cracked, etc. utensils shall be used.
- Foods shall be thawed either in refrigeration, in a microwave, or under cold running water.
- Cooling and reheating of foods in temporary food services is not permitted.

Food Holding and Serving

- Cold foods shall be held at 41° F or below at all times. All refrigeration units are required to have a thermometer.

- Hot foods shall be held at 140° F or above at all times. All hot holding boxes are required to have a thermometer. Units such as crock pots require a metal stem thermometer to be on hand to monitor temperature. Crock pots shall not be used to cook, only to hold hot foods till served. Crockpots must have a removable bowl and shall not have glass lids.
- Serving utensils shall be stored in the food, with the handle out, between serving.
- An ice scoop shall be used to dispense ice.
- Unpackaged ready to eat foods shall not be touched with bare hands and shall only be dispensed with the use of suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.

Dishwashing

- Utensils and equipment shall be washed, rinsed, and sanitized in three separate compartments, using the following guidelines:
 - 1) First compartment: Hot soapy water of a temperature of at least 110° F
 - 2) Second compartment: Clean, clear rinse water
 - 3) Third compartment: Approved sanitizing solution with a corresponding test kit.

There are many products available at restaurant supply stores. Follow the manufacturers instructions on the proper water temperature and sanitizer concentration. However, the most common sanitizer used is chlorine bleach, as it is cheap and is readily available. When using chlorine bleach you must obtain a chlorine bleach test kit to ensure a concentration of chlorine bleach of at least 100 ppm and a minimum water temperature of 55° F.
- Clean dishes shall be placed in a clean dish drainer or comparable surface to air dry. Towel drying of items is prohibited.
- Dish sink shall not be used to wash hands.

Cleaning

- All equipment, utensils, and facilities shall be maintained in a clean, sanitary condition at all times.
- Wiping cloths shall be stored in sanitizing solution between uses. The sanitizer solution shall be maintained under the same guidelines as stated above for dish washing.

Garbage and Trash

- Garbage and trash shall be placed in durable, cleanable receptacles with tight fitting lids. Cardboard boxes are not acceptable.

Water Supply

- Water supply shall be from an approved source and shall be under pressure or gravity flow. Hoses, if used, shall be of food grade quality and a backflow preventer shall be installed at the water source. A backflow preventer that fits on a common water hose

fitting can be purchased at most hardware stores.

Wastewater

- Wastewater shall be stored and/or discharged in an approved manner.

Toxic Substance Storage

- All chemicals and cleaning supplies shall be stored away from food and food service items.

Insect Protection

- The use of fans to create air curtains and a solution of bleach and water to wipe surfaces may help to discourage entrance of insects. Screening may also help.



*** EXAMPLE ***

DONALD WALDEN
Health Commissioner

CITY OF PORTSMOUTH
HEALTH DEPARTMENT

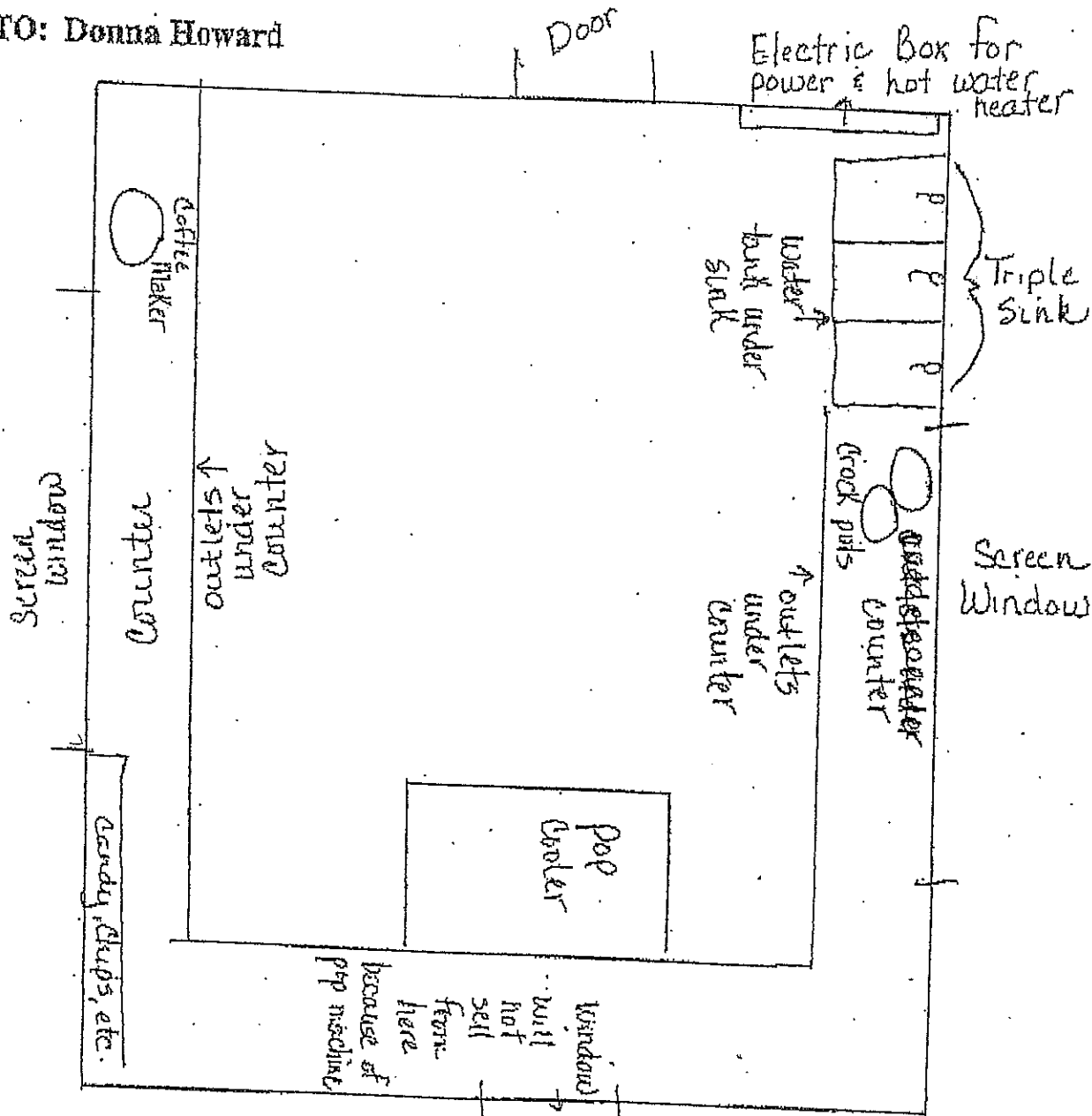
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605 WASHINGTON STREET
PORTSMOUTH, OHIO 45662

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TO: Donna Howard



Administrative Office - (740) 355-7920 • Environmental Health - (740) 353-5153 • Vital Statistics - (740) 355-6819
 Well Child Clinic - (740) 353-0552 • Women's Health Clinic - (740) 353-8863
 Family & Teen Resource Center - (740) 353-6526 • HIV Education & Testing - (740) 353-7955
 Rural AIDS Advisory Office - (740) 353-2418 • Air Pollution - (740) 353-5156

Fax: 740-351-0694



Application for a License to Conduct a Temporary: (check only one)

Instruction:

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

PORTSMOUTH CITY HEALTH DEPARTMENT
 605 WASHINGTON STREET
 PORTSMOUTH, OH 45662

Before the 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): to
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

Licenser to complete below

Valid date(s):	License fee:

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.