



City of Ashtabula
OFFICE OF THE BOARD OF HEALTH
Municipal Building
4717 Main Avenue
Ashtabula, Ohio 44004

Vital Statistics: (440) 992-7123
Nursing Department: (440) 992-7122
Environmental Department: (440) 992-7121
Health Commissioner: (440) 992-7143
Fax: (440) 992-7163
ashtcihd@odh.ohio.gov

REQUIREMENTS FOR TEMPORARY FOOD STANDS

License

Prior to the event the food vendor shall make application for a license to include floor plan, equipment and handling procedures with the Board of Health. The license fee is \$60.00 per event. Temporary license fees are non-refundable and non-transferable. Temporary Food Licenses are issued for a maximum of five days. The sanitarian will deliver the license/permit on the first day in conjunction with the inspection.

1. Structure

Floor - The floor inside the food stand shall be constructed of an easily cleanable material such as wood, tile, linoleum, concrete, or asphalt. Gravel, dirt, or grass are not acceptable and must be covered. The floor covering must be swept or mopped as needed.

Ceiling - Overhead protection from the weather is required (i.e. tent).

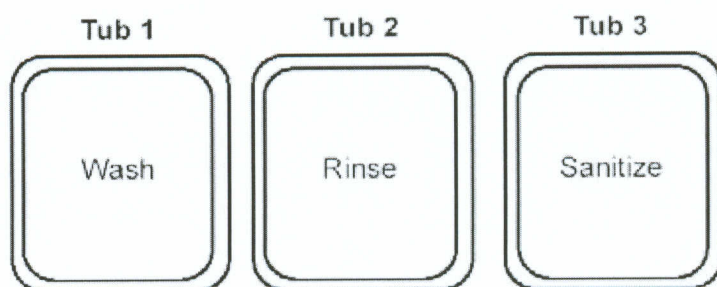
Lighting - Lighting is required if the event will continue after dark and supplemental lighting will be required.

3. Utensil & Dishwashing Station

Dishwashing station must be setup before food preparation begins.

Chlorine or Quat Ammonia (Sanitabs) must be used as your sanitizer with their corresponding test strips to check sanitizer concentrations.

Chlorine 50 – 200ppm
Quat 200ppm



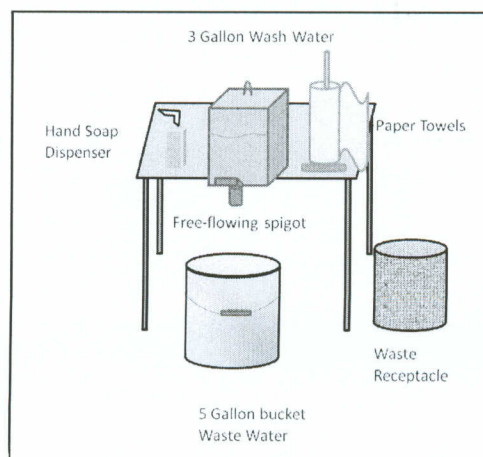
4. Hand washing Station

Hand washing station must be setup before food preparation begins.

Hot water may be heated with a coffee urn or pot on the grill.

Have plenty of soap & paper towels.

Hand-washing Station Set-up



5. Food Thermometers and Temperatures

A thin probe thermometer is required to monitor food temperatures. Refrigerator thermometers are required in all cold holding units.

Poultry, stuffed meats, and stuffing containing meat must be cooked to 165° F or higher.
Pork and any product containing pork must be cooked to 145° F or higher.
Ground meats (beef or pork) must be cooked to 155° F or above.

Reheated foods must reach 165°F within 2hrs

Hot Holding is 135°F and above.
Cold Holding is 41°F and below.

6. Food Preparation & Storage

All foods must be prepared onsite at the event or at a licensed commercial kitchen (**home cooked/prepared foods are not permitted**).

Foods on display must either be wrapped or covered to protect from contamination.
All food and food contact items must **NOT** be stored on the ground, use an empty box or a crate.

Cold foods held in coolers with ice must be in sealed containers or wrapped to prevent contamination with ice and coolers must be self-draining and an adequate supply of ice must be available.

“Sternos” are allowed ONLY when holding foods for a short time period because they do not keep foods 135F and above. The Ashtabula City Health Department will determine if sternos are a sufficient means of hot holding based on the time frame of your event. Events lasting more than 4 hours must consider electrical means of hot holding foods.

7. Water Supply

Only potable (drinking) water shall be used. Food grade hose connections to approved water supply sources are acceptable. An ASSE 1012 or ASSE 1024 backflow must be provided on any hose connections to the public water supply.

8. Waste Disposal

All liquid waste (i.e., wash water) must be collected and disposed of in an approved manner (i.e. sanitary sewer or holding tank). All solid waste (i.e. garbage and paper) must be disposed of in an approved, covered waste container. Ashes from grills must be disposed of in such a manner that they will not cause a fire. Grease must be collected and disposed of properly.

9. Employee Practices

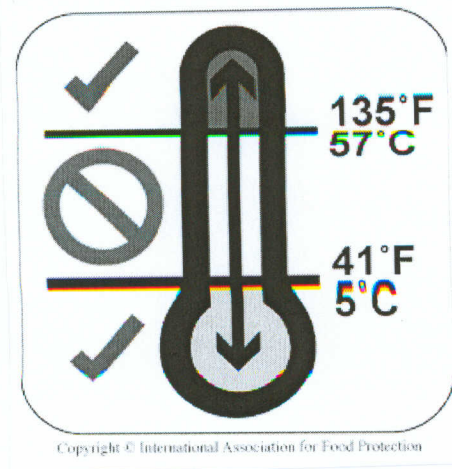
All employees must wear clean clothing and shoes. **Hats or hairnets** are required on food workers. **Gloves** are required for handling ready to eat food products and should be changed frequently. Employees must wash their hands before starting work, after smoking, eating, brushing hair and handling foods.

10. Inspections

All food stands must be inspected on the opening day of any event to insure the stand comply with all requirements. The Health Departments Sanitarian will be on the grounds one to two hours prior to the event opening to conduct inspections. Each operator shall have his/her stand available for inspection at this time. Operations which fail to comply with Health Department Regulations will not be licensed until corrections are made.

If you should have any questions I can be reached weekdays between 8:00am-10:00am or 3:30pm-4:30pm at 440-992-7121.

Revision 6/2015



**Ashtabula City Health Department
Temporary Food Information**

Please provide the following information for your temporary food license:

Name of Temporary Food Facility: _____

Event location: _____ Date & Serving Time: _____

Name/License Holder: _____ Phone#: _____

Address of License Holder _____

Menu: _____

1. If food is prepared in advance, where was it prepared: _____

How will food be transported to the event: _____

2. How will foods be held hot (above 135F): _____

3. How will foods be held cold (below 41F): _____

4. What type of hand washing facility and how hot water will be provided: _____

5. How will food on display be protected from contamination: _____

6. How will equipment be cleaned and sanitized: _____

7. Water source & disposal: _____

Below make a detailed drawing of your floor plan - show all equipment and utensils, support facilities and serving areas:

	Cooking equipment coolers handwashing 3 comp sink Service table
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Application for a License to Conduct a Temporary: (check only one)

Instructions:

- Food Service Operation
 Retail Food Establishment

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:

Ashtabula City Health Department
 4717 Main Avenue
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 FAX (440) 992-7163

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:

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

By	Date
Audit no.	License no.