

# 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 this 14 step guide and the equipment and security checklists to ensure the safety of the food you will be serving.

---

## Equipment Checklist

- Hand washing supplies
    - Continuous flow of warm running water of 100°F or greater (e.g., coffee urn)
    - Bucket to catch waste water
    - Soap
    - Paper towels
  - Gloves
  - Extra utensils
  - A 3-compartment setup 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
  - All fryers and grills must have a metal covering such as a lid or metal awning
- 

## Security Checklist

- 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?
  - 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?
-

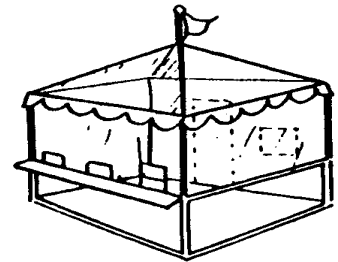
# 14 Steps to Food Safety at Temporary Events

## 1. Permits

You must fill out and return the Temporary Food Event application and information form with payment to Columbus Public Health. This form lets 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 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. Fryers and grills are **NOT** to be placed under any overhead covering, except for metal lids and metal awnings. These metal coverings will be mandatory, so please plan accordingly. 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 vegetables, etc.) to a minimum. Cook to order 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

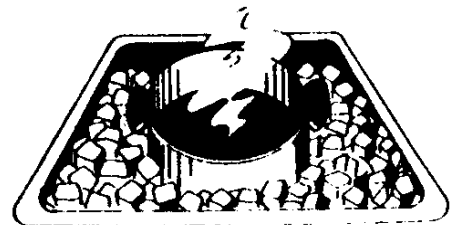
Use a food thermometer to check cooking and cold holding temperatures of all food. Hamburgers and other ground beef should be cooked to 155°F, poultry to 165°F, and whole pork, whole beef and seafood to 145°F.

## 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. Foods that need refrigeration must be held at 41°F until ready to serve. To cool hot foods down 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).

### Top Causes of Food Poisoning:

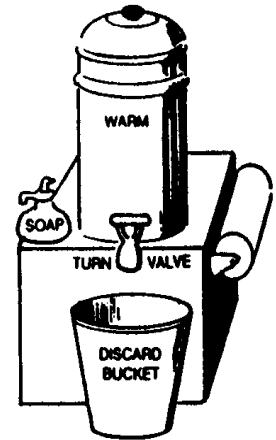
- Poor personal hygiene and sick food employees
- Not keeping cold foods at 41°F
- Not keeping hot foods at 135°F
- Not reheating foods to 165°F
- Not cooling hot foods the right way
- Contaminated raw foods and ingredients

## 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. A soap dispenser, roll of paper towels and a bucket to collect waste water must also be provided.

### Clean Hands For Safe Food:

- Use soap and water.
- Wash all surfaces, including back of hands, wrists, between fingers, and under fingernails.
- Rinse hands well.
- Dry hands with a paper towel.
- Turn off the water using paper towel instead of your bare hands.



## 9. Health and Hygiene

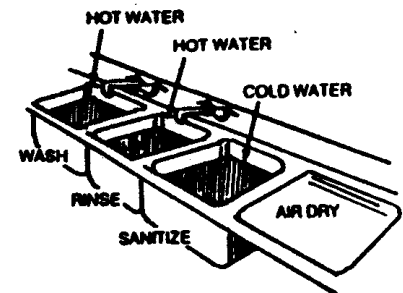
Only healthy workers can prepare and serve food. Anyone who shows symptoms of disease – nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice – or who has open sores or infected cuts on the hands is not allowed in the food booth. Food workers must have clean clothes, clean hands and hair restraints.

## 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.

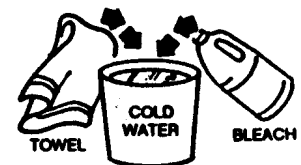


## 12. Ice

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 and never use the hands or a cup.

## 13. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer (e.g., 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.

**Questions?** If you have any questions about what you have read or need assistance filling out your application for a temporary food license, please call Columbus Public Health at 614-645-7005.

2023 Columbus Public Health Food Protection Program

# Temporary Food License Information Form

---

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

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

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

Is this event a Non-Mandated Food Service Program (ex. Children's Hunger Alliance)  Yes  No

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

Address or Nearest Address: \_\_\_\_\_

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

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

Person In-Charge Name:\* \_\_\_\_\_

Person In-Charge Email:\* \_\_\_\_\_

Person In-Charge Contact Phone/Cell Number (for day of event): \_\_\_\_\_

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

**Menu and Source:** All food must be purchased from a licensed grocery store (E.g. Kroger, Giant Eagle, Costco, Gordon Food Services) 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 Columbus Public Health. **Do not prepare or cook food at home.** List all foods and beverages to be served and their sources.

---

---

**Equipment and Utensils:** Describe the type of cooking equipment and utensils you will plan to use.

---

---

---

---

**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.

---

---

## Temporary Food License Information Form

---

**Dishwashing-(Wash, Rinse & Sanitize):** 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 Columbus Public Health, 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.

---

---

**Grills and Fryers:** Describe how these items will be covered (e.g., lid or metal awning).

---

---

**Food Booth Diagram:** A diagram of your temporary food booth **MUST** be drawn below, including: handwashing station; dishwashing (3 buckets or sinks); location of equipment, coolers, etc.; prep tables; and service area. The drawing must be legible and labeled.

### License Fee

- \$30 per day
- \$15 per day for 501(c)3 non-profit organization with proper documentation
- 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, acknowledgement of legal responsibility and application must be sent **10 days before event** to:

Columbus Public Health  
Environmental Health Licensing Program  
240 Parsons Ave. Columbus, OH 43215

# 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, OH 43215

<p><b>Check only one:</b></p> <p><input type="checkbox"/> Food Service Operation</p> <p><input type="checkbox"/> Retail Food Establishment</p>
------------------------------------------------------------------------------------------------------------------------------------------------

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	
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:** \_\_\_\_\_

**LICENSOR 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.

AGR 1271 (Rev. 11/00) - Ohio Department of Agriculture  
HEA 5331 (Rev. 11/00) - Ohio Department of Health

---

*Example of a proposed temp food site: under an 8 X 10 tent*

