



**Adams County
Health Department**

Public Health
Prevent. Promote. Protect.

Environmental Health &
Emergency Preparedness

923 Sunrise Avenue
West Union, Ohio 45693
Phone: (937) 544-5547 extension 116
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jwork@adamscountyhealth.org

TEMPORARY FOODSERVICE REQUIREMENTS

The application and fee must be received at least 5 days prior to the event or the license may not be issued.

License fees are non-refundable.

Fee: Profit License: \$60.00 per day

Non-Profit: \$30.00 per day

INSTRUCTIONS: Please read each requirement carefully. Your license will be issued to you after an inspection of your facility is conducted to verify compliance at the event.

FOOD SOURCE:

- All food must be prepared at the event or:
 - In a licensed food service operation
 - Purchased commercially
 - No home cooked foods allowed

FOOD TEMPERATURE:

- All foods subject to spoilage must be kept:
 - Below 41°F or lower
 - Above 135°F
- Have probe thermometer available to determine these temperatures
- Use disposable gloves, utensils, wax paper, aluminum foil or plastic wrap when handling ready to eat foods.
- Hair restraints or hats must be worn when preparing food.
- Condiments must be provided in individual packets, pumps or squeeze type containers.
- No smoking or chewing tobacco in food prep/serving areas.
- Use of pesticides is prohibited during preparation and serving hours.

FOOD AND UTENSIL STORAGE:

- Store all food products and utensils at least six (6) inches off the ground and protect them from dust and insects, etc. (Please keep all food products covered.)
- Utensils must be either washed-rinsed-sanitized between uses or stored in foods.

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FOOD PROTECTION:

Foods on display for sale must be kept covered.
A sneeze guard is recommended for any self-service or display items.

HANDWASHING:

Provide hand washing facilities with soap and disposable towels.
An insulated spigot style cooler is acceptable with soap, paper towels, and a catch basin to collect water.

CLEANING AND SANITIZING PROCEDURES:

Proper cleaning of utensils and equipment is wash, rinse, and sanitize in three separate compartments. Three separate plastic dish tubs may be used. (Unscented bleach may be used as a sanitizer.)
Two (2) tablespoons of bleach per gallon of water is acceptable (concentration of 200 ppm).
Sanitizer test strips need to be used to check sanitizer concentration.
Dishes must be air-dried.

REFUGE STORAGE AND COLLECTION:

Trash must be stored in durable, cleanable receptacles with tight fitting lids.

WATER SUPPLY:

Water must be from an approved source: county water or an approved well.

WASTEWATER:

Shall be stored in a holding tank or discharged in sanitary sewer.
Gray water may not be dumped on the ground or run into a storm sewer.

TEMPORARY FOOD SERVICE OPERATION APPLICATION

Organization

Name: _____

Organization

Address: _____

Person In Charge of

Food: _____

Address of

Event: _____

Telephone number

(Home): _____ Work/cell: _____

Name and Date of

Event: _____

Day and Time of

Setup: _____

When will you be ready for inspection? (Date /Time)

Date and location of where the food will be prepared (if not on site):

Where will food be

obtained? _____

List all foods and beverages you plan to sell: All foods served must be able to be made on site or purchased commercially. Please indicate next to each food item an (MO) for made on site or a (P) for purchased.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will there be any support facilities, i.e. stock trucks, primary cooking facility, etc?

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How will you keep foods hot (above 135°F)? _____

How will employees wash their hands? _____

Is this event inside or outside? _____

How will you keep the food covered? _____

What type of equipment will you use at the sale site for preparation of food items? _____

How will you keep the work area clean and sanitized? _____

Where will you wash and sanitize your utensils? _____

Draw a floor plan/layout of the operation as close to scale as possible. Please make sure to include: any cooking equipment, any hot/cold storage equipment, hand wash and utensil wash stations.

I certify that the above information is true to the best of my knowledge and that if there are additions or deletions in the information provided, I will contact the Adams County Health Department at (937) 544-5547 prior to operation.

Signature

Date

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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

**Adams County Health Department
923 Sunrise Ave
West Union, OH 45693**

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	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold _____ _____ _____ _____			

I herby 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
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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. 5077

Cottage Food Production Operation

What is a Cottage Food Production Operation?

A “Cottage Food Production Operation” is defined in Chapter 3715 of the Ohio Revised Code to mean, a person who, **in the person’s home**, produces food items that are not potentially hazardous foods, including bakery products, jams, jellies, candy, fruit butter, and similar products specified in rules. These foods must be labeled properly, or they will be considered misbranded or adulterated.

“Home” means the primary residence occupied by the residence’s owner, on the condition that the residence contains only one stove or oven used for cooking, which may be a double oven, designed for common residence usage and not for a commercial usage, and that the stove or oven be operated in an ordinary kitchen within the residence.

What Foods are Permitted to be Manufactured for Sale or Distribution by a Cottage Food Production Operation?

Permitted foods are non-potentially hazardous bakery products (such as cookies, breads, brownies, cakes, fruit pies, etc.); candy (including no-bake cookies, chocolate covered pretzels or similar chocolate covered non-perishable items, jams; jellies; fruit butters; granola (including granola bars and granola bars dipped in candy); popcorn (including flavored popcorn, kettle corn, popcorn balls, caramel corn, but does not include un-popped popping corn); unfilled baked donuts; waffle cones; pizzelles; dry cereal and nut snack mixes with seasonings; roasted coffee (coffee may be whole beans or ground); dry baking mixes (for making items such as breads and cookies); dry herbs and dry herb blends; dry seasoning blends (such as dry barbecue rubs and seafood boils); dry tea blends; flavored honey; fruit chutney; maple sugar; and dry soup mixes containing commercially dried vegetables, beans grains, and seasoning.

What Foods are NOT Allowed to be Manufactured for Sale or Distribution by a Cottage Food Production Operation?

A “Cottage Food Production Operation” is **not** permitted to process acidified foods, low-acid canned foods, potentially hazardous foods or non-potentially hazardous foods not listed above. *Low acid food* means any food with a finished equilibrium pH greater than 4.6 and a water activity greater than 0.85. *Acidified food* means a low acid food to which acids or acid foods are added (Ex. Beans, cucumbers, cabbage, puddings, etc.). *Potentially hazardous food* means it requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms (Ex. Raw or cooked animal products, cooked vegetables, garlic in oil, cheese cakes, pumpkin pies, custard pies, cream pies, etc.)

What are the Requirements for the Labeling of Cottage Food Products?

A “Cottage Food Production Operation” is required to label all of their food products properly, which include the following information on the label of each unit of food product offered or distributed for sale:

1. Statement of Identity - the name of the food product;
2. Net Quantity of Contents - the net weight, in both U.S. Customary System and International System
3. Ingredient List - ingredients of the food product, listed in descending order of predominance by weight;
4. Statement of Responsibility - the name and address of the business;
5. The following statement in ten-point type: **“This Product is Home Produced.”**

An ingredient that is or contains protein from a "major food allergen" must have the presence of the allergen declared by common name in the ingredient statement **or** by placing the word “Contains” followed by the name of each major food allergen present in the food. The “Contains” statement must be immediately after or adjacent to the ingredient statement. The “major food allergens” are milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, and soybeans. The type of tree nut (e.g., almonds, walnuts, pecans, etc.), fish (e.g., anchovies), and crustacean shellfish (e.g., crab, lobster, shrimp, etc.) must be declared.

Note: If nutrient content claims (i.e. low fat, salt free, etc.) or health claims (i.e. may reduce heart disease) are made, the product must bear all required nutritional information in the form of the Nutrition Facts panel. All labeling components are to comply with 21 CFR Part 101, food labeling. The FDA Food Labeling Guide is an excellent resource of the proper labeling of food products. The web-address for the FDA Food Labeling Guide is:

<https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006828.htm>

What does the Statement “This Product is Home Produced” Mean?

The statement means that the food product was produced in a private home that is not subject to inspection by a food regulatory authority.

Where may Cottage Food Production Operations Sell Their Food Products?

Cottage Food Products may only be sold in Ohio. Cottage Food Products that are properly identified and labeled may be sold directly to the consumer from the home where the products are produced. They may also be sold through grocery stores, registered farm markets, registered farmers markets, and sold and/or used in preparing food in a restaurant.

Does a Cottage Food Production Operation Need to Acquire a License to Process and Package Food Products?

No. A “Cottage Food Production Operation” is exempt from inspection and licensing by the Ohio Department of Agriculture. However, all food products, including those produced and packaged by “Cottage Food Production Operations,” are subject to food sampling conducted by the Ohio Department of Agriculture to determine if a food product is misbranded or adulterated.

Questions? Contact ODA Division of Food Safety; 1-800-282-1955 Ext 4366; E-mail: foodsafety@agri.ohio.gov

BASIC REQUIRED FOOD LABELING COMPONENTS LABEL EXAMPLE **(COTTAGE FOOD PRODUCTION)**

This label example is just one way to present the information required on a food product label. Information may be placed in different ways and may appear on more than one label. Labels must comply with all applicable regulations and all information must be accurate and not misleading.

Foods cannot be made with partially hydrogenated oils. Additional information can be found at

<https://www.fda.gov/Food/IngredientsPackagingLabeling/FoodAdditivesIngredients/ucm449162.htm>

Ingredient List – Ingredients shall be listed by common or usual name in descending order of predominance by weight. Meaning, the ingredient that weighs the most is listed first, followed by the next heaviest ingredient, with the ingredient that weighs the least listed last. Any ingredient that is composed of two or more ingredients (sub-ingredients) must list those sub-ingredients parenthetically following the name of the ingredient. The label of any food that contains an ingredient that is or contains a protein from a “major food allergen” shall declare the presence of the allergen by its common or usual name either in the list of ingredients or placing the word “Contains” followed by the name of the food source from which the allergen is derived immediately after or adjacent to the list of ingredients (e.g. Contains: wheat, soy, milk, eggs, almonds).

Ref: ORC 3715.023; CFR 21, Part 101.4; FALCPA – Public Law 108-282, Title 2

Statement of Identity – The *Statement of Identity* is the name of the food. The name shall be the common or usual name of the food and shall accurately identify or describe the basic nature of the food or its characterizing properties or ingredients.

Ref: ORC 3715.023; CFR 21, Part 101.3

State of Responsibility – Shall include the:

Business Name
Street Address
City, State, Zip Code

All information in the *Statement of Responsibility* shall be continuous. If the business name is listed in the local telephone directory, the street address may be omitted. If the business name is listed in the local telephone directory, a Post Office Box may be used in place of the street address.

Telephone numbers, web-site addresses, and e-mail addresses are permitted, but not required. This type of extra information shall not be placed between the *Ingredient List* and the *Statement of Responsibility*.

Ref: ORC 3715.023; CFR 21, Part 101.5

CHOCOLATE CHIP COOKIES

INGREDIENTS: ENRICHED FLOUR (BLEACHED WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), BROWN SUGAR (MOLASSES, SUGAR), SEMI-SWEET CHOCOLATE CHIPS (SEMI-SWEET CHOCOLATE (SUGAR, CHOCOLATE LIQUOR, COCOA BUTTER), SOY LECITHIN, VANILLA), VEGETABLE SHORTENING (SOYBEAN AND COTTONSEED OIL, MONO- AND DIGLYCERIDES, ARTIFICIAL BUTTER FLAVOR, BETA CAROTENE (PRO VITAMIN A-ADDED FOR COLOR)), MILK CHOCOLATE CHUNKS (SUGAR, COCOA BUTTER, MILK, CHOCOLATE LIQUOR, SOY LECITHIN, VANILLIN), EGGS, MILK, BAKING POWDER (POTASSIUM BITARTRATE, CORN STARCH, BAKING SODA), NATURAL FLAVOR, SALT, BAKING SODA.

Agriculture Cookie Co.
8995 E. Main Street
Reynoldsburg, OH 43068

NET WT 8 OZ (227 g)

This product is home produced.

Net Quantity of Contents – The term “NET WEIGHT” - or an appropriate abbreviation - shall be used when stating the *Net Quantity of Contents* in terms of weight. The *Net Quantity of Contents* shall be declared in both the U.S. Customary System and the SI (metric system). The second declaration shall be stated parenthetically.

The quantity of contents shall be placed on the principal display panel. It shall be within the bottom 30 percent of the area of the label panel in lines that are generally parallel to the bottom of the package as it is designed to be displayed.

Ref: ORC 3715.023; CFR 21,
Ref: Part 101.7; FPLA, Title 15 – Chapter 39, 1453(a) (2)

Cottage Food Declaration – Food products that are manufactured in compliance with Ohio’s Cottage Food Rules, must be properly labeled and bear the statement, “This product is home produced.” In 10-point type font.

The statement means that the food product was produced in a private home that is not subject to inspection by a food regulatory authority.

Ref: ORC 3715.023

ODA – Ohio Department of Agriculture
CFR – Code of Federal Regulations
ORC – Ohio Revised Code
FPLA – Fair Packaging and Labeling Act

FALCPA – Food Allergen Labeling and Consumer Protection Act
The principal display panel (PDP) is that portion of the package label that is most likely to be seen by the consumer at the time of purchase.

The 8 major food allergens are milk, eggs, tree nuts (e.g., almonds, walnuts, pecans), peanuts, wheat, soybeans, fish (e.g., anchovies) and Crustacean shellfish.