

Massillon City Health Department



Temporary Event

Temporary Event Food Licenses are issued for events that last no longer than five consecutive days. Operators must contact the Massillon City Health Department regarding licensing at least ten days in advance of the event, or a license will not be issued. Please direct all questions to (330) 830-1712.

The following requirements must be met to ensure the safety of the food that you will be serving:

1. No food is permitted to be prepared in a home. All food must be either prepared on site or in a licensed kitchen.
2. A means of washing hands with soap and water is required at all times. Hand sanitizer is not to be used as a substitution for hand washing, and hand wipes are no longer approved. Please note: the license holder is responsible for disposing of wastewater in an approved manner. Dumping wastewater on the ground, into a storm sewer, onto the street, etc. is not permitted.
3. A 3 compartment sink set-up is required to wash, rinse, and sanitize equipment during the event. Make sure you are set up to accommodate your largest piece of equipment. Please note: the license holder is responsible for disposing of wastewater in an approved manner. Dumping wastewater on the ground, into a storm sewer, onto the street, etc. is not permitted.
4. Approved sanitizers include quaternary ammonium (quat), chlorine, or iodine. You must have a sanitizer test kit available to ensure the sanitizer is meeting the following requirements:
Chlorine: 50-100ppm
Quaternary Ammonium (Quat): check label
Iodine: 12.5-25ppm
5. All food contact surfaces, equipment, and utensils shall be cleaned throughout the day, and at least every four (4) hours of use, or sooner if necessary. You must follow the wash, rinse, sanitize procedure.
6. You must have a probe food thermometer available for use in the Temporary if any potentially hazardous foods are being served. The thermometer is necessary to ensure that cold foods stay cold at 41°F or below and hot foods stay hot at 135°F or above. Additionally, each hot and/or cold hold storage unit is required to have a thermometer inside.
7. All food and clean equipment must be protected from contamination.
 - The entire operation must be under cover/roof. An example of a cover would be a tent; however, be aware that certain activities within the Temporary may require a different cover to be in compliance with applicable fire code(s).
 - Utensils provided for customer self-service shall be stored with the handles up.
 - Food and clean equipment must be stored 6 inches or more off of the ground.
8. Only food grade containers are permitted to be used.

9. If storing in-use utensils in the food itself, you must ensure that the utensil handle stays above the food.
10. Hair restraints must be worn by anyone handling food. Some acceptable hair restraints include hair nets, hats, or visors.
11. Smoking and vaping are not permitted within the Temporary.
12. Unauthorized people, as well as pets, are not permitted within the licensed operation, and all persons within the Temporary must be clean and in good health.
13. At all times of operation, you must display a written allergen notification for allergens used in ingredients; milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soy, and sesame. Written notification can be provided in many forms such as: physical or electronic means, including, but not limited to, brochures, case or menu notifications, label statements, table tents, placards, or other effective written means. An example of a written notification statement is: The following major food allergens are used as ingredients: “Milk, Eggs, Fish, Crustacean Shellfish, Tree Nuts, Peanuts, Wheat, Soy, and Sesame. Please notify a food employee for more information about these ingredients.”
14. The license holder is responsible for complying with all requirements of the Ohio Food Safety Code. The Ohio Food Safety Code can be found on the Ohio Department of Health’s website at www.odh.ohio.gov or on the Massillon City Health Department’s website at <https://massillonohio.gov/health-department/>.
15. Please direct questions regarding requirements of the Massillon City Fire Department to the Fire Department at (330)833-1053.

*** Failure to adhere to these requirements and the Ohio Food Safety Code can result in invalidating the license to operate.**



**HEALTH
DEPARTMENT**
Environmental Health Division
(330)830-1795

Food Safety Program Temporary Event License Form

****Complete and Return Along With the Application and
\$68 per event License Fee****

Person-In-Charge (PIC)

Name and Phone: _____

Name and Phone: _____

Name and Phone: _____

Proposed Food Items/Menu:

Licensed Facility Where Purchased:

What is the source of the water to be used during the event? Include type of hose if applicable: _____

How will equipment and utensils be properly washed, rinsed, and sanitized (include the sanitizer that will be used)?: _____

How will potentially hazardous foods be held hot at 135°F or above?: _____

How will potentially hazardous foods be held cold at 41°F or below?: _____

Where will the food be prepared?

At the Event **At a Licensed Food Operation** **Other (Please Specify)**

Name of licensed food operation (If applicable): _____

Describe preparation process: _____

If the event is to last more than one day, how will food be stored overnight?: _____

Describe location of restroom facilities for employee use: _____

Describe location of event dumpsters or where waste will be taken: _____

Describe the type of handwashing system to be used: _____

Describe disposal of gray water: _____

A diagram of your Temporary Food Operation (roughly to scale) must be drawn below. Include the complete set-up, all equipment, prep tables, trash receptacles, food storage, etc.:

Food Safety is the most important aspect of any food service business. Temporary events are special situations that require the appropriate license and guidelines to follow. The purpose of this guide is to ensure that as a food service operator you are aware of your responsibilities. Questions can be directed to Terri Argent, Health Commissioner, by phone at (330) 830-1712 or by email at: targent@massillonohio.gov.

**The Massillon City Health Department
611 Erie St. South
Massillon, OH 44646**



Application for a License to Conduct a Temporary:

Instruction:

1. Complete the applicable section.
2. Sign and date the application.
3. Make a check or money order payable to: **Massillon City Health Department**
4. Return check and signed application to: **611 Erie St. South
Massillon, OH 44646**

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

Licensors to complete below

Valid date(s):	License fee: \$68.00
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By:	Date:
Audit no.:	License no.: