

# Food License Exemption Request



Miami County Health District  
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Certain organizations may be exempt from a food license. Exemptions are highly dependent on the types of foods being prepared and served. Since there are many factors that may affect licensing, the Health District must make a determination for exemption on a case-by-case basis. If your organization is exempt, there are still food safety requirements that must be met. Contact the Health District if you have any questions before using this form.

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

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

Location of Event (include address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address (if different from Event Location): \_\_\_\_\_

IRS Income Tax Exempt ID Number (must be a 501c3 number): \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Name

Title

Phone

Fax

Email

Food & Drink Items to be Prepared, Served, and/or Sold (list all items):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing and dating below, you agree that all information on this form is true. You also agree to meet the food safety requirements on the second page of this Food License Exemption Request form. Failure to meet these requirements will result in the revocation of your exemption and the mandatory stoppage of all food and drink preparation, service, and sale.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Health District Use Only:**

Type of exemption: \_\_\_\_\_

Comments: \_\_\_\_\_

Sanitarian: \_\_\_\_\_

**Educational Material Sent:**

Hand Washing Setup      Food Security

Kitchen Companion      Cottage Food

Community Meals      Glove Use

Return this completed form to the Health District at least 10 days prior to your event. If approved, you will receive a copy of this form by email, fax, or mail before your event.

# Hand Washing and Glove Use

## THE MOST IMPORTANT PART OF FOOD SAFETY IS HAND HYGIENE.

- ▶ A temporary hand washing station must be provided.
- ▶ Flowing warm water must be provided. We suggest using a coffee urn to heat water. Once heated, pour the hot water from the coffee urn into a large Igloo-type cooler and add cool water to achieve warm water near 100°F.
- ▶ Anyone preparing or serving food **must** wash their hands **frequently**.
- ▶ Hand soap and paper towels must be provided at the hand wash station. You may not use cloth towels for hand drying.
- ▶ Hand sanitizer is not a substitute for hand washing. You may only use hand sanitizer **after** washing your hands.
- ▶ Gloves should be worn when handling any type of food and drink.
- ▶ Put on gloves **ONLY** after washing your hands!
- ▶ The hand washing station must be set-up as shown below:

Hand washing must be done throughout the day, especially:

- |           |   |
|-----------|---|
| After...  | Using the restroom<br>Coughing or sneezing<br>Smoking<br>Handling money<br>Eating or drinking<br>Handling raw foods<br>Touching trash |
| Before... | Starting to prep food<br>Putting on gloves<br>Touching clean items  |



- 1 Flowing warm water cooler
- 2 Soap (liquid or bar)
- 3 Paper towels
- 4 Catch basin for waste water
- 5 Table

