



MIAMI COUNTY

Public Health

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Prevent. Promote. Protect.

www.miamicountyhealth.net

Food License Exemption Request

Certain organizations may be exempt from a food license. Exemptions are highly dependent on the types of foods beings prepared and served. Since there are many factors that may affect licensing, Public Health 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 Miami County Public Health 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: _____

Public Health Use Only:

Educational Material Sent:

Type of exemption: _____

Hand Washing Setup Food Security

Comments: _____

Kitchen Companion Cottage Food

Sanitarian: _____

Community Meals Glove Use

Return this completed form to Public Health 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 & 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:



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



Hand washing must be done throughout the day, especially:

After... Using the restroom
Coughing or sneezing
Smoking
Handling money
Eating or drinking
Handling raw foods
Touching trash

Before... Starting to prep food
Putting on gloves
Touching clean items