

# FOOD SERVICE OPERATION & RETAIL FOOD ESTABLISHMENT TEMPORARY APPLICATION



**Public Health**  
Prevent. Promote. Protect.

**Wayne County Health Department**



RETURN APPLICATION (PAGES 3-7) TO THE WAYNE COUNTY HEALTH DEPARTMENT

428 W. Liberty St. Wooster, OH 44691

(330) 264-2426

[www.wayne-health.org](http://www.wayne-health.org)

1. The attached operation information and license application form (pages 3-7) must be completed and returned to the Wayne County Health Department for review and approval at least 7 – 10 days prior to the event. Complete the form in as much detail as possible. The approval of your application form depends on the information provided to us.

2. The temporary license fee must accompany the application form when submitted to this department.



**The temporary fee amount is \$65.00 per day.**

There is no longer a different fee amount between commercial and non-commercial operations.

3. Keep the operation requirements section (pages 10-16) for your reference and post it on location at the event. All food handlers preparing and/or serving food need to read and understand the requirements applicable to your operation.
4. An operation checklist (page 9) is also attached to help assist you in meeting temporary food service operation/retail food establishment licensing requirements.
5. Once your application form is reviewed and approved, you will be notified by email or mail and the hard copy of the license will be issued at the event upon completion of a satisfactory inspection.
6. REMEMBER: You can serve food prior to our arrival for inspection. Often we have inspections to conduct at multiple events and therefore cannot always arrive at the beginning of your event.
7. If any operation changes (i.e., menu, source of food, equipment, etc.) are proposed after approval has been granted, notification must be made in writing or by phone to this department prior to the event.

**APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY:** (check only one)

**INSTRUCTIONS:**

1. Complete the applicable section.
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

**WAYNE COUNTY HEALTH DEPARTMENT**  
**ATTN: Food Safety Program**  
**428 West Liberty Street**  
**Wooster, OH 44691**

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 (Organization, Business or Individual)		Phone Numbers (Cell)	(Work)
Address of License Holder			
City	State	Zip	Email
List All Foods/Beverages Being Served/Sold (Be Specific)			

*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
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**Licensors to Complete Below**

Valid Date(s)	License Fee: <b>\$65.00 per day for (    ) day(s) = \$ _____</b>
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit No.	License No.

AS PER AGR 1271 (REV. 1/2018) THE BALDWIN GROUP, INC.  
 AS PER HEA 5331 (REV. 1/2018) THE BALDWIN GROUP, INC.

Approved \_\_\_\_\_

Receipt # \_\_\_\_\_  
 Cash/Check # \_\_\_\_\_  
 Date \_\_\_\_\_ Initials \_\_\_\_\_

# Temporary Food Service/Retail Food Establishment Operation Information Application

Complete this operation information form and the attached license application form. If there is a blank that does not apply to you or your proposed operation, write "N/A" in the blank. **This information must be received at least 7 – 10 days prior to the event.**

## 1. Event:

- A. Name: \_\_\_\_\_
- B. Location: \_\_\_\_\_
- C. Date(s): \_\_\_\_\_
- D. Serving Time(s): \_\_\_\_\_
- E. Sponsoring Organization: \_\_\_\_\_
- F. Coordinator: \_\_\_\_\_
- G. Coordinator's Telephone Number: \_\_\_\_\_

## 2. Food Service Operation/Retail Food Establishment:

- A. Name: \_\_\_\_\_
- B. Person-in-Charge: \_\_\_\_\_
- C. Address: \_\_\_\_\_
- D. Cell Telephone Number: \_\_\_\_\_
- E. Business/Work Telephone Number: \_\_\_\_\_

## 3. Source of Water Supply:

Where will potable (drinking) water be obtained for ice making, food preparation, ware washing and/or hand washing?

- Municipal Supply (name of municipality) \_\_\_\_\_
- Public Water Supply (name or PWS#) \_\_\_\_\_
- Private Water Supply (water sample required or water must be boiled)
- \_\_\_\_\_
- Purchased Bottled Water (name of supplier) \_\_\_\_\_
- Other Approved Source (name of source) \_\_\_\_\_

How will hot/warm water be provided for ware washing and/or hand washing?

- Coffee Urn
- Stove Top Burner
- Insulated Container
- Other – Specify \_\_\_\_\_



## 6. Support Facilities:

What type of hand washing facilities will be available/provided?

- Insulated Container W/Spigot Containing Warm Water & Waste Catch Basin (soap, paper towels & trash can required)
- Other – Specify \_\_\_\_\_

What 3-compartment sink set-up will be provided for equipment/utensils to be washed, rinsed and sanitized?

- Dishpans, Plastic Buckets or Basins\*\*
- Sink Compartments (water spigot must be available)\*\*
- Other-Specify \_\_\_\_\_

\*\* Containers/compartments must be large enough to submerge the largest piece of equipment/utensil.

What type of sanitizer and test papers will be provided?

- Chlorine (use of scented bleach is prohibited)
- Quaternary Ammonium
- Iodine

What holding facilities will be provided for handling wastewater?

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How/where will wastewater be disposed?

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Where will toilet facilities be located for usage by food handlers?

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**If you have any questions or need further assistance in completion of this Temporary Food Service Operation/Retail Food Establishment Application, please do not hesitate to contact this department at [EHinfo@wayne-health.org](mailto:EHinfo@wayne-health.org) or call any of the following Wayne County Health Department Food Program staff at **330-264-2426**:**

**Janet Rittenhouse, REHS  
Colleen Dundon, MPH, REHS  
Jason Murvine, MPH, REHS  
Mitchell Kutz, EHSIT**

**Steve Rich, MPH, REHS  
Trevor Jones, REHS  
Kelly McQuain, REHS**

**Temporary Food Service Operation/Retail Food Establishment Layout**

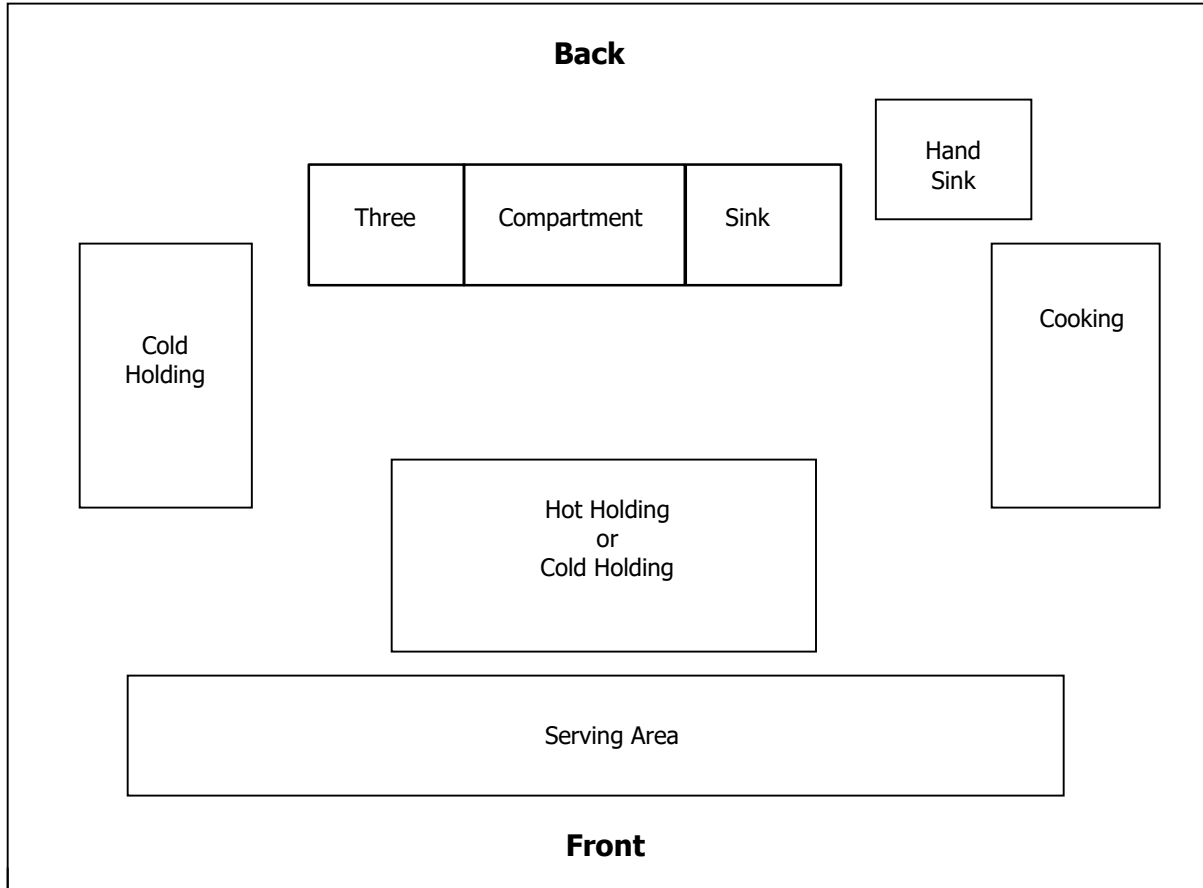
Draw in the box provided below an on-site layout drawing of the proposed operation. Include the location(s) of the following:

- 1. Food Preparation/Cooking
- 2. Food/Paper Goods Storage
- 3. Hot and Cold Food Holding Facilities
- 4. Hand Washing
- 5. Refuse Containers
- 6. Equipment/Utensil Washing
- 7. Toilet Facilities
- 8. Water Supply (include location of water spigots if provided)
- 9. Wastewater Disposal (sanitary sewer and/or holding containers)

<b>Back</b>
<b>Front</b>
<b>Other/Notes:</b>

**See Example Layout Drawing on Next Page**

# Example Layout Drawing



**Other/Notes:**

**EXAMPLE**

## **TEMPORARY FOOD SERVICE OPERATION/RETAIL FOOD ESTABLISHMENT CHECKLIST**

This checklist, not intended to be all inclusive, may help to assist you in meeting temporary licensing requirements:

- Person(s)-in-charge designation (present during all hours of operation)
- Hand washing facilities
- Hair restraints
- Single-use, disposable gloves or other approved hand contact barriers
- Food, water & ice from approved sources (label information as required)
- Cold holding equipment (mechanical refrigeration for overnight storage)
- Hot holding equipment
- Product thermometer (0 - 220° F) or digital thermometer (if preparing & serving thin foods such as hamburgers, pizza, etc.)
- Thermometers for the interior of all cold units (refrigerators and coolers) holding TCS foods
- 3-compartment ware washing set-up
- Approved sanitizer (chlorine, quaternary ammonium or iodine)
- Corresponding sanitizer test papers & comparison color chart
- Wiping cloth container
- Wastewater holding container(s) and/or sanitary sewer disposal
- Non-absorbent floor covering
- Overhead protection
- Extra utility cords rated for the equipment used



## OPERATION REQUIREMENTS

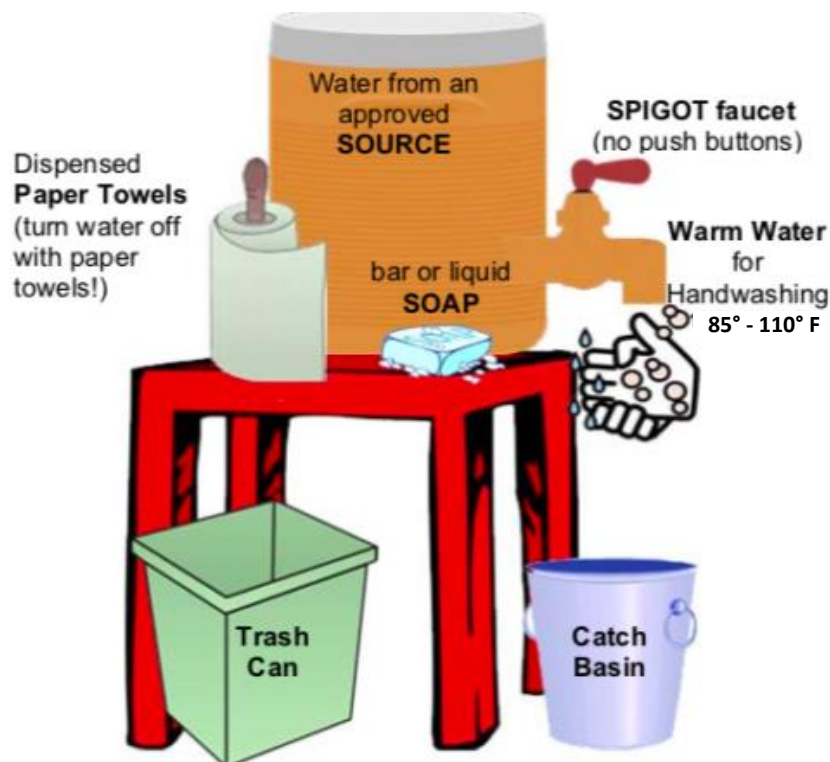
### PERSONNEL

- **Person in Charge:** The license holder must designate a person in charge and ensure that a person in charge is present at the temporary food service operation/retail food establishment during all hours of operation. The person in charge must demonstrate knowledge by operating the temporary food service operation/retail food establishment in compliance with the Ohio Uniform Food Safety Code and/or by responding correctly to the inspector's questions.
- **Hand Washing:** Hand washing facilities must be provided on location for all food employees in preparation, cooking, service and ware washing areas. Food employees must wash their hands before putting on single-use gloves, after touching bare human body parts, using the toilet room, handling animals, coughing/sneezing, using a handkerchief, using tobacco, eating/drinking and handling soiled equipment/utensils, as often as necessary to prevent cross-contamination when switching between raw and ready-to-eat food and after engaging in other activities that contaminate the hands. The following hand washing method is acceptable:
  - A 5-gallon insulated container with a spigot which can be turned on to allow potable, clean, warm water to flow over one's hands into a waste receiving bucket of equal or larger volume; suitable hand soap; disposable paper towels and a waste receptacle.



### HANDWASHING STATION

*Use it OFTEN!*



- **Employee Health:** The person in charge must restrict any food employees who have any of the following symptoms: diarrhea, fever, vomiting, jaundice and/or sore throat with fever. Any cuts or sores on food employee hands must be covered with a clean bandage and single-use disposable glove.
- **Hygiene:** Food employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Food employees shall have clean outer garments and wear effective hair restraints such as hats, caps, scarves, hair nets, etc. Smoking or eating and drinking (unless from a closed beverage container) are not allowed by food employees in the food preparation and service areas. All non-working unauthorized persons, including infants and young children, must be restricted from the food preparation and service areas.
- **No Bare Hand Contact with Ready-To-Eat Food:** Food employees may not contact exposed ready-to-eat food with their bare hands. Suitable utensils shall be used, such as deli paper, spatulas, tongs, dispensing equipment or single-use gloves.
- **Jewelry:** While preparing food, food employees may not wear jewelry on their arms or hands. A plain ring such as a wedding band may be worn. A medical alert bracelet is permitted when a reasonable accommodation is made, such as wearing the bracelet high on the arm or secured in a manner that does not pose a risk to the food but provides emergency medical information if it is needed.
- **Fingernails:** Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough. Unless wearing intact gloves in good repair, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food.



## **FOOD SOURCE AND TEMPERATURE**

- **Source:** All food, beverages and ice must be obtained from approved sources that comply with the law. Label information may be required for some food items due to known allergens and must be discussed with this department prior to the event. Home-canned and home-prepared foods are not allowed except for Cottage Food Production Operation\*\* food items, including non-TCS bakery items (e.g., cookies, fruit pies, brownies, most cakes, etc.), jams, jellies, candy and fruit butter.

\*\* Please refer to the attached Cottage Food Production Operation Fact Sheet for more specific requirements.

**NOTE: Cream, custard, pumpkin, and meringue pies, cheesecakes, and other similar TCS bakery items are prohibited without prior approval by this department.**



- **Preparation:** Food preparation must be prepared at the location on the day(s) of the event or purchased, ready-made from an approved source, as determined by this department.
- **Allergens:** Unintended exposure to food allergens is a serious risk for consumers with food allergies. Consumers depend on correct information about any ingredients that are a major food allergen. Written notification of major food allergens as ingredients is required, and can be provided in many forms such as: physical or electronic means, including, but not limited to, brochures, deli case or menu notifications, label statements, table tents, placards, or other effective written means. An example could be:



- \* The following major food allergens are used as ingredients:  
Milk, Egg, Fish, Crustacean Shellfish, Tree Nuts, Peanuts, Wheat, Soy, and Sesame.  
**Please notify staff for more information about these ingredients.**

- **Temperatures:**

**Hot Holding:** TCS food must be maintained at 135° F or above.

**Cold Holding:** TCS food must be maintained at 41° F or below.



- **Cooking:**

- **165° F or above for <1 Second** – poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta, or poultry.
- **155 ° F or above for 17 seconds** – ground beef, sausage and pooled raw shell eggs cooked to be hot held.
- **145° F or above for 15 seconds** – fish, meat, pork and raw shell eggs that are broken and prepared in response to an individual order and for immediate service.
- **135° F** – commercially processed, ready-to-eat food such as hot dogs and fruits and vegetables cooked for hot holding.

- **Cooking temperature requirements for any other menu items not listed above must be discussed with this department prior to the event.**
- **Consumer advisory may be required for foods that are served/sold raw, undercooked, or without otherwise being processed to eliminate pathogens.**



- **Thawing:** TCS food shall be thawed either under refrigeration that maintains the food temperature at 41° F or below, completely submerged under running water having a temperature of 70° F or below, in a microwave oven and immediately transferred to conventional cooking equipment with no interruption in the process, or as part of a cooking process.

- **Cooling:** Cooked, TCS food shall be cooled from 135° F to 70° F within two (2) hours and within a total of six (6) hours from 135° F to 41° F or less. To facilitate this process, utilize shallow (2 inches or less) containers under refrigeration.



- **Reheating for Hot Holding:** TCS food that is cooked, cooled, refrigerated and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165° F for 15 seconds within two (2) hours.

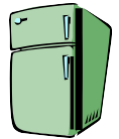
- **Date Marking:** Ready-to-eat TCS food that is held refrigerated for more than 24 hours must be clearly marked at the time of preparation or the day the original container is opened to indicate the date by which the food shall be consumed on the premises, sold, or discarded which is seven (7) days with foods maintained at 41° F or less. The day of preparation or the day the original container is opened counts as day 1.



## **FOOD AND UTENSIL STORAGE & HANDLING**

- **Dry Storage:** All food, equipment, utensils, and single-service items shall be stored at least six (6) inches off the floor on pallets, tables or shelving protected from contamination and shall have effective overhead protection.

- **Cold Storage:** Either mechanical refrigeration units or effectively insulated hard-sided cooler chests with sufficient ice or frozen cold packs to maintain TCS food at 41° F or below shall be provided. Unpackaged food and packaged food that is subject to the entry of water may not be stored in direct contact with ice or water. Adequate mechanical refrigeration must be provided for overnight storage of TCS foods.



- **Hot Storage:** Hot food storage units (i.e. electrical roasters/skillets, propane stoves, charcoal/gas grills, etc.) shall be used to keep TCS foods at 135° F or above. Crockpots are prohibited for cooking/holding TCS foods.

- **Thermometers:** A metal-stem, bi-therm (0 - 220° F) or digital product thermometer (if preparing and serving thin foods such as hamburgers, pizza, fish, etc.) must be provided to check internal temperatures of TCS hot and cold food items. These thermometers can be purchased at most hardware, department and restaurant supply stores. Each cold storage unit, including insulated cooler chests, must have a numerically scaled reading thermometer provided inside to measure the ambient air temperature of the unit.



- **Food Display:** All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of sneeze guards or other effective barriers. Condiments must be dispensed in single-service type packaging, in pump-style dispensers or in protected squeeze bottles, shakers or similar dispensers which prevent the contamination of food items by workers, patrons, insects or other sources.



- **Utensil Storage:** In-use food dispensing utensils shall be stored in the food with their handles extended above the top of the food container. Otherwise between uses they shall be stored on a clean, non-absorbent surface (i.e., plastic lid, aluminum foil, etc.) if utensils are properly cleaned and sanitized every four (4) hours. (Consider keeping a backup supply of clean food dispensing utensils so they can be changed after each four (4) hours of use.)

Single-service knives, forks and spoons that are not prewrapped must be presented so only the handles are touched by employees or by consumers if self-service is provided. Coffee stirrers and/or beverage straws that are intended for food- or lip-contact must be furnished for consumer self-service as prewrapped or from an approved dispenser.

## **CLEANING**

- **Ware Washing:** A three-compartment sink set-up must be utilized on premises to wash, rinse and sanitize equipment and utensils coming into contact with food. Clean equipment/utensils must be air dried.



The minimum requirements for an equipment/utensil washing set-up should consist of three (3) basins, dishpans, plastic buckets or sinks that are large enough for immersion of the equipment/utensils, a potable hot water supply, and an adequate disposal method for the wastewater. In-use equipment and utensils shall be cleaned and sanitized at least every four (4) hours.

- **Sanitizing:** An approved sanitizer must be provided for sanitizing food contact surfaces. Sanitizers must be prepared and used at the following appropriate concentrations:

- Chlorine solution = 50 - 100 ppm at room temperature (**use of scented chlorine bleach is prohibited**)
- Iodine solution = 12.5 to 25 ppm
- Quaternary ammonium = 200 ppm or as specified by the manufacturer.



NOTE: Approved test papers shall be available and used for checking the concentration of prepared sanitizer.

- **Wiping Cloths:** Wiping cloths that are in use for wiping food spills from food contact and nonfood contact surfaces of equipment shall be stored in a clean sanitizing solution at the above appropriate concentrations. All wiping cloths shall be free of food debris and visible soil and shall be used for no other purpose.



## **WATER SUPPLY AND WASTEWATER DISPOSAL**

- **Water:** An adequate supply of potable water from an approved source shall be available on premises for cooking and drinking purposes, cleaning and sanitizing of equipment, utensils and food contact surfaces, and hand washing.

Any water supply hoses and/or holding tanks must be constructed with approved food grade materials. The water supply system must be protected against possible backflow contamination with installation of approved backflow protection device(s). A supply of commercially bottled potable water may be allowed.



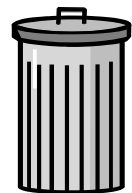
- **Wastewater Disposal:** Wastewater shall be disposed in an approved wastewater disposal system. Wastewater may not be dumped onto the ground surfaces, into waterways or storm drains.

## **PREMISES**

- **Food Contact Surfaces:** All food contact surfaces shall be smooth, easily cleanable, durable and nonabsorbent. All other surfaces shall be finished so that they are easily cleanable.
- **Floors:** Unless otherwise approved, floors of outdoor-type temporary food service operations/retail food establishments shall be constructed of concrete, asphalt, non-absorbent matting, tight wood or removable platforms that minimize dust and mud.
- **Overhead Protection:** The temporary food service operation/retail food establishment must be provided with a canopy or other type of overhead protection unless the food items offered are commercially pre-packaged and served in their original containers.
- **Lighting:** Adequate lighting by natural or artificial means must be provided. Light bulbs shall be shielded, coated or otherwise shatter-resistant in areas where there is exposed food, clean equipment and utensils or unwrapped single-use and single-service articles.



- **Electric:** The use of multiple roasters, skillets and coffee pots often can result in electrical circuit problems. Be sure to take extra utility cords rated for the equipment used.
- **Refuse:** An adequate number of non-absorbent, easily cleanable refuse containers must be provided both inside and outside of the food preparation and/or service areas. Grease/cooking oil must be disposed of properly. Requirements must be discussed with this department prior to the event.



- **Toilet Facilities:** Adequate toilet facilities shall be conveniently provided for food employees. As a minimum, toilets may consist of properly designed, operated and maintained portable toilets.
- **Personal Belongings:** Personal clothing and belongings must be stored at a designated place away from food, equipment, utensils, linens and single-use and single-service articles.
- **Toxic Materials:** Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils and single-use and single-service articles. Only those chemicals necessary for the temporary food service operation/retail food establishment operation shall be provided.



**Notes:**

## **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 not 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 made by a beekeeper exempt under ORC 3715.021; fruit chutney; maple sugar made by a processor of tree syrup exempt under ORC 3715.021; 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 not 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, cheesecakes, pumpkin pies, custard pies, cream pies, etc.) Freeze-drying is not permitted as a “Cottage Food Production Operation”.

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

A “Cottage Food Production Operation” is required to label all 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 for 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 can 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 licensed grocery stores, registered farm markets, farmers market, and sold and/or used in preparing food in a licensed restaurant. Cottage foods may also be sold at festivals or celebrations, on the condition that the festival or celebration is organized by a political subdivision of the state and lasts for a period not longer than seven consecutive days.

### **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; 614-728-6250; E-mail: [foodsafety@agri.ohio.gov](mailto: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

**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

**Statement of Responsibility** – Shall include the:

Business Name  
Street Address  
City, State, Zip Code

All information in the *Statement of Responsibility* shall be continuous.

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* and *cannot* be used in lieu of listing the business name, street address, city, state, and/or zip code.

Ref: ORC 3715.023

## 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.**

ODA – Ohio Department of Agriculture  
ORC – Ohio Revised Code

The 9 major food allergens are sesame, milk, eggs, tree nuts (e.g., almonds, walnuts, pecans), peanuts, wheat, soybeans, fish (e.g., anchovies) and Crustacean shellfish.

**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).

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**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.

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