

## Intermittent and Seasonal Temporary Restaurant Operational Plan Review Application

An operational Plan Review is required before an Intermittent or Seasonal Temporary Restaurant License is issued. The purpose of the Operational Plan Review is to ensure that the food managers and employees are trained and have the correct equipment available to prevent a food borne illness outbreak. Refer to the Temporary Restaurant Operation Guide to help you develop your Operational Plan.

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/tempguide.pdf>

### 1. Identify the type of temporary restaurant that you are requesting to operate.

- Intermittent Temporary Restaurant is a food operation at a specific location in connection with multiple public events having different oversight organizations, at least two events arranged by different organizations. The location must remain the same and the menu is not altered. Examples: multiple events at the Expo or Convention Centers. This license expires after 30 days.
- Seasonal Temporary Restaurant is a food operation at a specific location in connection to an event arranged by one oversight organization. The location remains the same and the menu is not altered. Examples: Farmers market or Little League. This license expires after 90 days.

### 2. Food Booth Name: \_\_\_\_\_

Person in Charge of the Booth: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

#### Office Use Only:

Fee received: \$ \_\_\_\_\_ Application Approved? \_\_\_\_\_

Inspector's Comments: \_\_\_\_\_

\_\_\_\_\_

- Operational Plan Review Applications may take up to 14 days (may take up to 30 days during high volume months) to be approved.
- If you plan to operate at an event before the Operational Plan Review Application is approved, then you must apply for a 30-Day Single-Event Temporary Restaurant License. A 90-Day Seasonal License will be issued after 30-Day License expires.
- If you plan not to operate at an event during the 30-Day approval period, then upon approval, a 90-Day Seasonal License will be issued for your event.
- The 90-Day Seasonal License and 30-Day Intermittent License applications will not be processed until the Operational Plan Review Application is approved.
- An incomplete Operational Plan Review Application will not be processed for approval.
- A new Operational Plan Review is required if there is a change in event location and/or oversight organization.

If your event operates more than 30 days and you have an interruption in food service or your license expires, a written notification is required from the Event Coordinator stating your last date of operation; or notification to the EHS office prior to interruption to avoid late fees.



# Environmental Health Services



**5. Food Temperature Control** (include equipment/devices used for temperature control and monitoring).

- a. How will the food be held cold? \_\_\_\_\_  
\_\_\_\_\_
- b. If applicable, how and where will the food be cooled? \_\_\_\_\_  
\_\_\_\_\_
- c. How will food temperatures be maintained during transport (cambro, ice chest, etc.)? \_\_\_\_\_  
\_\_\_\_\_
- d. How will the food be protected from contamination during transport? \_\_\_\_\_  
\_\_\_\_\_
- e. How will the food be protected from the contamination at the booth? \_\_\_\_\_  
\_\_\_\_\_
- f. Will reheating occur off-site in addition to the event site? .....  Yes  No
- g. How will the food be reheated? \_\_\_\_\_  
\_\_\_\_\_
- h. How will the food be kept hot? \_\_\_\_\_  
\_\_\_\_\_
- i. How will you monitor the food temperatures? What type of thermometers (bi-metallic, small diameter probe, etc.)? \_\_\_\_\_  
\_\_\_\_\_
- j. Will you be using Time as a Public Health Control for any food items? .....  Yes  No  
(if yes, fill out the Time as the Public Health Control form and attach to this packet)

**6. Leftovers – What will happen to prepared food that is leftover?** \_\_\_\_\_  
\_\_\_\_\_

**7. Ice Source – Where is the ice from?** \_\_\_\_\_  
\_\_\_\_\_

**8. Food Supplier – Meat, Poultry, Fish, Shellfish, Produce, Dairy, Wild Mushrooms?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Describe your plan for dealing with ill workers:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Environmental Health Services



**10. Describe how you will train your employees to minimize bare hand contact:** \_\_\_\_\_

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**11. Describe pest control in your booth:** \_\_\_\_\_

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## 12. Booth Construction

a. Describe the type of overhead protection provided: \_\_\_\_\_

b. Describe the type of floor provided: \_\_\_\_\_

## 13. Diagram/Pictures

Attach a diagram and pictures of your booth's layout. Include all hand washing facilities, food storage, cooking equipment, utensils, food preparation surfaces, utensils/equipment washing facilities, cold/hot holding storage, single service products, and sanitizer. Please use graph paper for the diagram.

## 14. Food Handler Cards

Provide a copy of your food handler or food manager training certificate/card.

## 15. Location of Event(s)

Address: \_\_\_\_\_

City: \_\_\_\_\_

## 16. Infrastructure

Does this site provide the following?

Public Water .....  Yes  No

Sewage Disposal .....  Yes  No

Restrooms.....  Yes  No

Hand Washing.....  Yes  No

## 17. If no to any of the above, how will you address each of these items?

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# Environmental Health Services



## 18. Oversight Organization of the Events(s)

Oversight Organization's Name: \_\_\_\_\_

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

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Coordinator's email: \_\_\_\_\_ Cell: \_\_\_\_\_

Services Provided by the Oversight Organization (e.g. garbage collection, portable toilets, hand washing, facilities, ice, gray water collection/disposal site, etc.)

\_\_\_\_\_

\_\_\_\_\_

Dates of Food Service (start date and end date): \_\_\_\_\_

### Days & Times of Food Service (Booth) Operation

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							