



## **MOBILE FOOD OPERATION PLAN REVIEW PACKET**



**→ The following items must be checked off before plans can be submitted:**

- ☐ Read this entire packet.
- ☐ Submit all questions answered.
- ☐ Submit detailed drawing and photographs (electronically or printed) of your proposed mobile unit.
- ☐ Equipment schedule: submit manufacturer specification sheets (showing NSF certification or comparable certification by an approved food service equipment-testing agency) for all equipment.
- ☐ Submit menu and/or list of all foods that you wish to serve.
- ☐ Employee verifiable illness policy (ex. on website).
- ☐ Body fluid clean-up procedure (ex. on website).

**→ Upon plan approval, call Miami County Public Health to schedule a pre-operational inspection:**

- ☐ At the inspection, the mobile unit must be fully operational – utilities and equipment must be connected and properly working (keep in mind that an approved backflow prevention device must be working as well).
- ☐ The operator's knowledge of food safety will be tested during the inspection.

**→ After pre-operational inspection:**

- ☐ Submit payment of the license, \$183.00, along with the application filled out. Cash, credit cards, and checks are accepted. Make checks payable to Miami County Public Health.
- ☐ The license will be issued upon completion of a satisfactory inspection.

# MOBILE FOOD OPERATION Q & A

## **What is a mobile food operation?**

A “mobile food operation” is a self-contained food establishment that operates from a movable vehicle, portable structure, or watercraft; routinely changes location; and it does not remain at any one location for more than forty consecutive days. If all of the above conditions are not met, then the operation cannot be licensed as a mobile food operation. This definition was developed to address food service operations of a truly mobile nature who “routinely,” meaning “regularly” or as “a matter of custom” changes location. Moving a mobile a few feet or pulling an operation around the block and returning to the same location does not comply with the intent of the law.

All operations that conform to the conditions above are now considered mobile operations including confections, popcorn, bakery products, etc.

## **How are mobile food operation licenses obtained?**

The operator of a mobile food operation shall make application for a license to the board of health of the district in which the operator’s business headquarters are located. The application must be submitted prior to commencing operation in a new licensing year. If a mobile food operation’s business address is located outside Ohio, the health district in which the operation is first operated is to issue the mobile food service operator’s license.

If the unlicensed mobile food operation’s business headquarters are located in Ohio but outside the jurisdiction of the local health department, the local health department in which the operation wants to operate has two options.

1. The operator should be instructed that they can contact the local health department having jurisdiction of their business address and make an appointment for an inspection or they may be issued, a temporary food service operation license, if the inspecting local health department issuing the temporary so desires.
2. The temporary license will be valid for five days only. Under no circumstances can this operation, at this location, be issued a mobile food operation license. If such an operation, as described above, is issued a temporary food service license the local health department having jurisdiction of the operator’s business address must be notified so that the operator can be accessed a late charge.

## **Are plans required to be reviewed prior to issuing a license?**

Yes, plans must be submitted showing a list of equipment (make and model numbers) surface finishes, lighting, and location of major equipment as well as a menu. Photographs of your mobile unit must be submitted as well (either electronically or printed). This is needed so a determination can be made that this operation has the appropriate equipment to adequately provide the items on the proposed menu. This floor plan and menu are also needed for the back of the license when it is issued.

## **What items are required to be on the back of the mobile food operation license?**

The health district must post on the back of each license the layout of the operation; including the location, type of major equipment, and menu. As well as any exemptions, restrictions, or conditions limiting the types of food that may be prepared or served by the licensee based on the equipment or facilities.

## **What information is required to be placed on the mobile?**

The name of the operation, the city of origin, and the area code and telephone number must be conspicuously displayed on the exterior of the mobile unit.

The name and city of origin of the food service operation shall be displayed with individual lettering measuring at least three inches high and one inch wide.

### **When are inspections required and what items are subject to inspection?**

One complete standard inspection must be completed, by the licensing health department, at least once during the licensing period. **This is to be done prior to issuing the license each licensing year.**

Inspections may be conducted as necessary and at reasonable times determined by the health district in which it is operating. When an inspection is conducted by a health district other than the licensing health district, a copy of the inspection report must be sent to the health district issuing the license.

Any and all equipment used in the operation of the mobile food service is to be inspected and must be in compliance with the law and rules at all times when in operation. This includes support vehicles, such as supply trucks, refrigerators, etc.

### **Can mobile licenses be revoked or suspended?**

Yes, if a violation presents an immediate danger to the public health, the license may be suspended without giving written notice or the opportunity to make corrections. The licensor that issued the license or the licensor for the health district in which the operation is being operated may suspend the license.

When a license is suspended, the licensor that suspended the license shall hold the license until the suspension is lifted and the licensor receives written notice of the next location at which the licensee proposes to operate the food service operation. Revoking a mobile food operation license can only be accomplished by the health district issuing the license.

An appeal on a suspension or revocation must be made to the licensor that suspended or revoked the license.

### **Food Equipment Decisions?**

All equipment and plumbing fixtures must be approved for food service by an approved food service equipment-testing agency. The following are examples of symbols for some of the agencies/companies that are accepted to approve food service equipment:



### **What types of foods may be served?**

Any food may be served as long as all of the equipment on the floor plan and menu are consistent with the information on the back of the license.

All food must be prepared at the mobile food operation and no preparation may be conducted at home. No home canned foods are permitted. All foods shall be obtained from sources that comply with all the laws relating to food and food products. Only government inspected meats shall be used. Only clean whole eggs with shells intact and without cracks or checks, pasteurized liquid, frozen, dry eggs or pasteurized dry egg products shall be used. Hard boiled, peeled eggs, commercially prepared and packaged may be used.

Any bulk foods that are not in their original containers and/or are not easily identified must be properly labeled by its common name.

### **How are foods required to be protected (temperature requirements)?**

All Time/temperature Control for Safety (TCS) foods are to be maintained at an internal temperature of 41 °F or below or at an internal temperature of 135 °F or above during storage, display, and transportation.

All TCS foods requiring cooking shall be cooked to heat at the temperature of at 165 °F or above for at least fifteen seconds.

#### **EXCEPT:**

- Raw, rare, or undercooked TCS foods may be served if so ordered by the consumer. (*Consumer advisory required*)
- TCS foods cooked in a microwave oven shall be covered and rotated or stirred midway throughout the cooking process. After allowing the food to stand, covered, for two minutes, it should reach the temperature of 165 °F.

### **What are the requirements for reheating at a mobile food operation?**

Foods that are to be reheated must be reheated to an internal temperature of at least 165 °F or higher and held at least fifteen seconds. This must be accomplished within two hours; steam tables, warmers, etc. are not permitted to be used for this purpose.

TCS foods that are to be reheated in a microwave shall be covered and rotated or stirred throughout or midway during cooking or according to the label instructions. Food must be reheated to 165 °F and allowed to stand for two minutes after reheating.

Any ready-to-eat food taken from a commercially pre-packaged food shall be heated to a temperature of at least 135 °F if it is to be placed into hot holding.

### **What equipment is necessary to maintain product temperature?**

This will vary with the type of operation. However, **all equipment must be certified by an approved testing agency such as NSF or ETL Sanitation.**

Some operations will need both hot and cold holding facilities. If the operation is serving TCS foods, it must at least have refrigeration facilities that can assure proper maintenance of temperatures. Each refrigerated facility must be provided with a numerically scaled thermometer (or recording thermometer) accurate to +/- 3 °F located to measure the air temperature in the warmest part of the facility and located to be easily readable. A metal stem-type numerically scaled product thermometers, accurate to +/- 2 °F shall be provided and used to assure proper cooking, holding, or refrigeration temperatures are being maintained and/or attained. These facilities must be sufficient to allow for storage of foods to prevent cross contamination.

If potentially foods are to be held hot then adequate hot holding facilities will be required in addition to the items in the preceding paragraphs. The number of the hot holding facilities will be determined by the size and scope of the operation. Each hot holding facility storing TCS foods shall be provided with a numerically scaled indicating thermometer

or recording thermometer, accurate +/- 3 °F located to measure the air at the coolest part of the facility and located to be easily readable.

### **What is the proper way to thaw foods?**

There are **only** four acceptable ways to thaw TCS foods:

1. In the refrigerator at a temperature not to exceed 41 °F.
2. Under cold potable running water, in the prep sink, with sufficient velocity to agitate, and float off loose particles into the overflow.
3. In a microwave if the food will be cooked immediately by microwave or by conventional means.
4. As part of the conventional cooking process.

### **What foods can be re-served by a mobile food operation?**

Only packaged foods that are **not TCS foods** may be reserved if the packages have not been opened and the food is in sound condition.

### **How are foods to be protected in a mobile food operation?**

All foods must be protected at all times, including while being stored, prepared, displayed, or transported, from potential contamination including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, hair, overhead leakage, or dripping from condensation.

Foods, raw and prepared, removed from the original container must be stored in a clean, covered, and approved container. Raw animal foods must be stored in a manner that will not lead to cross contamination of ready-to-eat foods.

Raw animal foods must also not be stored in a manner that will allow foods that require a higher cooking temperature to contaminate foods that require lower cooking temperatures.

All equipment, surfaces, and utensils must be cleaned and sanitized.

Only ice scoops may be stored, with handles out of ice, in ice intended for human consumption.

Ice used to cool beverage lines attached to exposed cold plates may not be used for human consumption.

Packaged food shall not be stored in contact with water or undrained ice.

Raw fruits and vegetables shall be thoroughly washed with potable water before being cooked or served.

### **How must food be handled in mobile operations?**

Food and ice shall not be touched with bare hands.

### **How are dispensing utensils to be stored?**

Dispensing utensils must be stored, cleaned, and dried or in the food with handles out of food.

Malt collars and dispensing utensils used in preparing frozen desserts shall be stored in a potable running water dipper well or clean and dry.

Ice scoops may not be stored in ice machines unless the ice machine is designed for such storage.

### **What is required of all employees when working in a mobile?**

All employees are to be healthy, have clean clothing, have their hair under control and restrained, practice safe food handling procedures, and wash their hands when needed.

### **What equipment and utensils can be used in a mobile?**

All equipment must be approved prior to licensing. If in the event that a piece of equipment should break during the course of the year it could be replaced by an approved piece of equipment. All equipment/utensils must be in good condition at all times.

### **What type sinks are required on mobiles?**

All mobiles handling exposed foods are required to have proper hand wash facilities. This would include hot and cold, or warm water under pressure soap and single service hand towels. These sinks are used **ONLY** for handwashing.

A three-compartment sink is required on all mobiles if utensils will be washed continuously. An approved sanitizer is required to be used and test strips are to be available at all times to monitor the concentration of the sanitizing solution while in use.

Depending on the menu, mobiles may be required to have a preparation sink for the washing, soaking, thawing, and use of ice baths for/of produce and other foods. The preparation sink must have an air gap.

### **How are sanitizers to be used?**

If you are using chlorine or a quat-ammonia base as a sanitizer in a three-compartment sink, the sanitizer water would be found in the last compartment. The first compartment would be used for detergent and water, and the middle compartment would be used for a clear water rinse and the third.

Chlorine @ 50-100 ppm

Quat-ammonia @ 200 ppm

**In all cases follow the manufacturer's instructions.**

Wiping cloths should be stored in a solution of approved sanitizer at the concentration recommended by the manufacturer.

### **How are cleaned and sanitized equipment to be stored?**

All cleaned and sanitized utensils shall be handled in a way to prevent contamination; knives, spoons and forks handled by handles only; cups, bowls, plates and similar items shall be handled without contact with inside surfaces or surfaces that contact the user's mouth.

Equipment must be air dried or stored in a self-draining position and must be stored six inches off the floor.

### **How often is the equipment in a mobile operation required to be cleaned?**

Equipment, food contact surfaces, and utensils used to prepare TCS foods on a continuous basis, shall be washed rinsed and sanitized every four hours based on the food temperature, type of food, and amount of food particle accumulation.

The food contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwaves shall be cleaned at **least once a day**. The only exception is that this requirement shall not apply to hot oil cooking equipment and hot oil filtering systems. The food contact surfaces of all cooking equipment shall be kept free of encrusted grease deposits and other accumulated soil.

Non-food contact surfaces of equipment shall be cleaned as often as is necessary to keep the equipment free of an accumulation of dust, dirt, food particles, and other debris.

### **How are single service utensils stored and dispensed on a mobile?**

Unless pre-wrapped, all knives, forks, and spoons shall be dispensed with the handle of the utensil to the consumer.

All cups, bowls, etc. must be stored in a manner that will prevent contamination during storage and/or dispensing.

**Reuse of single-service articles is prohibited.**

### **What are the requirements with regard to water that apply to a mobile?**

All water used in a mobile must be from an approved source. It shall be adequate and shall be of a safe and sanitary quality. If a fresh water holding tank is used, it must be filled with water from an approved source (ex. City water).

Hot, cold, or warm running water under pressure must be provided to all fixtures while in operation. Bottled water may be used but it must be obtained from a source that complies with applicable laws. The bottled water must be handled and stored so that it will not become contaminated. Bottled and packaged water must be dispensed from the original container.

All mobiles must be equipped with a back-flow device to prevent possible contamination of public water supply if connected to water supply with a hose. If a hose is used, it should be a food-grade hose and not a standard garden hose.

**If a fresh water holding tank is used it must be separate from the holding tank for sewage.**

### **How is the wastewater disposed of in mobiles?**

A holding tank, portable sewage dolly, or "blue boy" must be available if a direct sewage connection is not provided. The dolly or blue boy must be properly emptied in an acceptable sanitary manner at the facilities provided. If a hose is connected to a sewer or dump site, it must be connected so there is no spillage of waste. **This hose may only be used for wastewater and under no circumstances can it be used for a fresh water supply.**

**What are the requirements of plumbing in mobiles?**

Mobiles are not covered by any plumbing code.

All sinks must have all drains hooked up to the sewage holding tank or portable dolly.

Ice bin drains should not be directly connected to the sewage holding tank to prevent possible contamination of ice in the event of sewage back up.

A mop sink is not required in a mobile.

**What facilities are required on mobiles to dispose of garbage and trash?**

Trash containers that are leak proof, durable, cleanable, insect and rodent proof and that have tight fitting lids are required in all mobiles. Trash cans are to be covered at all times and dumped in approved dumpsters or other facilities when full to prevent insect and rodent attraction.

**Overnight storage of garbage on mobiles is prohibited.**

**What are the requirements of floors walls and ceilings in a mobile?**

All floors, walls, and ceilings are to be constructed of a material that is easily cleanable and kept clean at all times.

If mats are used on the floors, they must be non-absorbent and grease resistant. These floors must be kept clean.

**Carpeting may not be used.**

Floors, walls, and ceilings are to be maintained in good repair at all times.

**What are the lighting requirements in a mobile?**

Permanently installed fixed artificial light sources shall be installed to provide at least fifty foot-candles of light on all food preparation surfaces, equipment, and utensil washing work levels. The lights must be properly shielded or shatter-resistant bulbs used to protect against broken glass falling onto food.

Infrared or other heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.

**How are chemicals and personal belongings to be stored on a mobile?**

All chemicals needed to operate the mobile must be stored in their original container and stored separately from all food products. Only those chemicals needed for the operation of the mobile are permitted.

Personal medications, clothing etc. are to be stored to avoid food contamination or food contact surfaces.

All pressurized tanks shall be chained or secured to a wall or fixed equipment.

**Can a mobile be used as sleeping or living quarters?**

Under no circumstances may a mobile be used as either sleeping or living quarters.



## **Instructions:**

This application must be completed and submitted to Public Health for review prior to operating a Mobile food operation (MOBILE UNIT).

In addition, a plan of the Mobile Food Operation (Attachment A and B) must be provided for review.

Name of mobile: \_\_\_\_\_

Name of Owner/Operator: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Type of unit (circle one):

Self-Sufficient Vehicle or Trailer

Vehicle or Trailer that is not Self-Sufficient

Push-Cart

Pre-Packaged, Non-TCS Push-Cart

Other (describe): \_\_\_\_\_

List all food and beverage items to be prepared and/or served. Attach a separate sheet if necessary. (Note: Any changes to the menu must be submitted to and approved by the Miami County Public Health prior to their service): \_\_\_\_\_

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Identify the sources for all food items. Include the source of the ice.

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Will all foods be prepared at and stored on the mobile unit?

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What are the methods to which the mobile will handle the washing and prepping of raw vegetables and meats? *(This includes the installation of prep sink)*

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How will food temperatures be monitored at the mobile unit? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the equipment and procedures that will be used on the mobile unit to maintain temperatures of TCS foods: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specifically identify how ready-to-eat foods will be protected from raw foods of animal origin during storage, transportation, preparation by food workers, and cooked: \_\_\_\_\_  
\_\_\_\_\_

How will food and related items that are not temperature sensitive (paper products, utensils, etc.) be stored? \_\_\_\_\_  
\_\_\_\_\_

Identify how, how often, and how much water will be provided. Specify the location, number, and volume of any potable water tanks to be used. Describe the procedures for cleaning and refilling the tanks. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify the location, source, and capacity of the hot water supply. \_\_\_\_\_  
\_\_\_\_\_

What are the dimensions of the three-compartment sink? How will your largest pan, utensil, etc., fit into your three-compartment? \_\_\_\_\_  
\_\_\_\_\_

What types of backflow preventers will be used? \_\_\_\_\_  
\_\_\_\_\_

What type of water hose will be used on the three-compartment sink? \_\_\_\_\_  
\_\_\_\_\_

From where will the water be supplied from (company, home, etc)? \_\_\_\_\_  
\_\_\_\_\_

Identify which sanitizer(s) will be used at the mobile unit and where they will be stored.

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Describe how and where wastewater from handwashing and utensil washing will be collected, stored, and disposed of. Specify the volume and location of the wastewater collection vessels and the procedures for emptying the tanks. \_\_\_\_\_

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Identify how, when, and where the garbage disposal containers will be emptied.

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Describe the structure of the mobile unit (floors, walls, overhead protection, surfaces, and general facilities for food protection). \_\_\_\_\_

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Describe how electricity, gas, propane, and other utilities will be provided to the mobile unit.

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Please add any additional information about the mobile unit that should be considered.

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What type of thermometers are being used for monitoring food temperatures? Provide name, type, and manufacture. \_\_\_\_\_

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Food must be protected by using sneeze guards or some other effective form of protection, describe how open food will be protected from contamination from the customers.

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I understand catering is prohibited from mobile food operations. Please acknowledge by initialing here: \_\_\_\_\_

## **Attachment A**

### **Proposed Floor Layout – Mobile food operation**

In the following space, provide a scaled plan layout of the mobile unit. Identify and describe all equipment including cooking equipment, hot and cold holding equipment, hand washing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

## Attachment B

### **Food Preparation at the MOBILE UNIT**

List each food item and its preparation procedures that will take place on the mobile unit.

<b>FOOD</b>	<b>THAW</b> How? Where?	<b>CUT/WASH/ ASSEMBLE</b> How? Where?	<b>COLD HOLDING</b> How? Where?	<b>COOK</b> How? Where?	<b>COOLING</b> How? Where?	<b>REHEATING</b> How? Where?