

# Recommended Guidance For Mobile Food Establishments 2006

Prepared By the Plan Review Development Committee  
Of The Conference for Food Protection

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## **INTRODUCTION**

Mobile Food Establishments (MFEs) are in operation throughout the country and, indeed, throughout the world. MFEs present some unique challenges to the Regulatory Authority--mainly because most of the MFE units truly are mobile units and travel from location to location. Many MFEs do not have set hours or days that they are in operation. MFEs are difficult to track down and access to inspect. Identifying the source of food used by the MFE and the food preparation practices that are used on the MFE unit and at its servicing area can be difficult. It is important, then, that the food operations on the MFEs and their servicing area are clearly identified and in agreement with the regulatory agency's requirements **BEFORE** they begin their operations. This MFE Guidance Document has been developed to provide minimum requirements for MFEs and their servicing areas.

MFEs include a wide range of units from push-carts to all types of four-wheeled vehicles and trailers. It is essential that the requirements for MFE units are based upon a menu review of the items to be transported, prepared, cooked, held, and served. Many of these MFE units are high risk operations engaging in the preparation of raw ingredients and in processes that include the cooking, hot and cold holding, cooling, and reheating of potentially hazardous food that is time/temperature controlled for safety (PHF/TCS).

According to data from the Centers for Disease Control and Prevention (CDC), the most commonly reported risk factors that contribute to food borne disease are:

- Improper holding temperature;
- Inadequate cooking of food;
- Poor personal hygiene;
- Contaminated equipment; and
- Foods from unsafe sources

Regardless of whether food is prepared outdoors or indoors, or at permanent, seasonal, or temporary sites, or on mobile food establishment units, these risk factors must be controlled in order to ensure the safety of the foods being consumed.

MFE units can be operated safely when they are in compliance with well-defined regulatory standards that are established to control and minimize the contributing risk factors of food borne disease identified above.

The minimum guidelines set forth in this document for preparing and serving food using MFE units are extracted from, or consistent with, the requirements of the current version of the U.S. Public Health Service, Food and Drug Administration's Food Code (hereafter referred to as the Food Code). These guidelines provide the basis on which regulatory authorities can evaluate and permit MFEs.

## **CRITERIA AND CHECKLIST FOR MOBILE FOOD ESTABLISHMENT OPERATIONS**

### **SUBMITTING AND REVIEWING MOBILE FOOD ESTABLISHMENT PLANS**

No person, firm, or corporation should be allowed to operate or maintain a mobile food establishment (MFE) where food or beverages are served to the public without a valid permit to operate from the Regulatory Authority. Prior to giving approval to and issuing a permit or license for a MFE unit, the Regulatory Authority is responsible for performing a pre-operational plan review and one or more pre-operational inspections consistent with Section 8-203.10 of the Food Code. The plans and specifications for a MFE unit should include all the information necessary, such as outlined in this document, to demonstrate conformance with, and an understanding of, food safety provisions as recommended by the FDA. The pre-operational review provides the Regulatory Authority the opportunity to discuss areas of concern with the applicant and should be conducted prior to the issuance of a permit.

Operators seeking approval for a MFE unit must submit a set of drawings or plans for review consistent with the criteria provided in Sections 8-201.11 and 8-201.12 of the Food Code. The Regulatory Authority may determine that a variance and/or a HACCP plan is necessary based on the type of proposed operation, proposed menu items or proposed equipment, or may restrict the menu based upon the limitations of the MFE unit – the same as for any other food establishment operation.

### **SERVICING AREA**

The MFE unit must be operated in conjunction with a licensed, fixed-location food establishment that will be the servicing area for the MFE unit. The servicing area shall be a fixed facility – not a temporary establishment, a permanent outdoor food establishment, or a mobile type establishment. The servicing area must have on-site hand washing facilities. The servicing area may provide a variety of services to the MFE such as: storage and preparation facilities for food products (including refrigeration and cooking facilities); the supply of potable water; the availability of adequate plumbing and waste disposal; storage and cleaning facilities for equipment and utensils; storage and maintenance of other supplies; and personnel resources. The servicing area must be of such size and scope as to accommodate its own operation, as well as those of the MFE.

The servicing area can be as simple as a storage location for single service items or as complex as a licensed catering kitchen.

The servicing area must be operated in compliance with the Food Code and/or local and state regulations. A copy of the current license and most recent inspection report for the servicing area that will be used by the MFE must be provided to the Regulatory Authority with the MFE application.

The scope and frequency of services provided by both the servicing area and the MFE unit must be determined at the time of plan review and included in the application and must be based on the:

- Menu;
- Number of anticipated customers;
- Frequency of the MFE operation;
- Limitations of the MFE and the servicing area; and
- How often the MFE will be returning to the Servicing Area

The servicing area must have a Person in Charge who is responsible for its overall operation in accordance with Sections 2-101.11 through 2-103.11 of the Food Code. In addition, the MFE must have a Person in Charge present during all hours of its operation unless the only foods offered are commercially pre-packaged, non-potentially hazardous foods that are not time/temperature controlled for safety (non-PHF/non-TCS) foods.

## **TYPES OF MOBILE FOOD ESTABLISHMENT UNITS**

The type of MFE unit must be identified during the application review process of the operation.

**Self Sufficient Vehicle or Trailer:** These units are capable of preparing PHF/TCS and non-PHF/TCS foods, cooking, hot and cold storage, dry storage, utensil washing, hand washing, etc. on the unit. The unit has a self-contained potable water supply and a wastewater storage system.

**Vehicle or Trailer that is not Self-Sufficient:** These units are capable of dispensing hot and cold PHF/TCS and non-PHF/TCS foods. They may be capable of hot and cold holding of PHF/TCS foods, but may not have the facilities to cook or reheat food. These units have hand washing facilities, a potable water supply, and containment for wastewater. They may not have utensil washing facilities. The servicing area may have to be used for cooking, re-heating food for hot-holding, cold and frozen food storage, dry goods storage, utensil washing, washing the MFE unit, access to potable water, and the disposal of wastewater and garbage because this type of MFE may not have the facilities for conducting these activities.

**Push Cart:** These units are not self-propelled and must be hauled by a vehicle or pushed to move them from one location to another. These types of units offer limited PHF/TCS and non-PHF/TCS foods. The units must be designed to safely serve designated food items from the units. These units usually have accessory components such as coolers with ice for cold holding PHF/TCS foods. Hand washing stations must be built into the cart unless a portable hand washing station is allowed by the Regulatory Authority. Potable water must be available for food use and for hand washing. A wastewater containment system must be available and used. A servicing area must be available and

used for cold and frozen food storage, dry goods storage, single-service/single-use storage, utensil storage, utensil washing, cart washing, access to potable water, and the disposal of wastewater and garbage.

**Pre-Packaged Push Carts:** These units are limited to ONLY offering commercially prepared, non-PHF/TCS foods. A servicing area must be used as a site for food storage and cart cleaning.

All MFEs shall comply with all applicable requirements outlined in this document (unless otherwise noted) and any other requirements of the Regulatory Authority. The Regulatory Authority may approve a variance to some of the requirements if no health hazard will result. Such variances shall be reviewed in accordance with the procedures outlined in Sections 8-103.11 and 8-103.12 of the Food Code.

Additionally, each MFE shall have its business name, address, and telephone number of the person, firm or corporation responsible for its operation legibly printed in 4-inch high letters on at least two sides of the unit. The letters must be of a contrasting color from the color of the MFE unit.

#### **LOCATION OF THE MOBILE FOOD ESTABLISHMENT & SERVICING AREA**

The MFE must be located in an area that allows convenient access to the support services provided by the servicing area. Safe and protected transportation of food, equipment, utensils, etc. from the servicing area to the MFE must be evaluated and approved by the Regulatory Authority before operations can begin.

If the MFE is used at a fair, carnival, or other event where it does not or cannot return to the servicing area, the MFE must be licensed and regulated as a Temporary Food Establishment.

## **FOOD PREPARATION AT THE MOBILE FOOD ESTABLISHMENT**

The Person in Charge will be responsible for the overall operation of the MFE unless the ONLY foods offered from the MFE are commercially pre-packaged non-PHF/TCS foods. The menu and manner for transportation, storage, cooking, preparation, and service of the food and beverage items must specifically be identified and evaluated by the Regulatory Authority. Any changes to the menu must be submitted to and approved by the Regulatory Authority prior to their service. All food and beverage items to be offered at the MFE must be identified and approved by the Regulatory Authority during the application process and prior to an evaluation being conducted of the structural components of the MFE.

## **FOOD SOURCE AND TEMPERATURE**

### **SOURCE:**

All food must be obtained from sources that comply with law. All meat and poultry must come from USDA or other acceptable government regulated approved sources. Food must be from an approved source.

Home canned foods are NOT allowed nor shall there be any home cooked or prepared foods offered at the MFE. Ice for use as a food or a cooling medium shall be made from potable water.

A private home may not be used for the storage of food or related items. Food and related items can only be stored on the secured MFE unit, at the servicing area, or at the commercial establishment from which it is purchased.

There shall be no preparation of ice or other food items at a home or other unregulated locations.

The source of food on MFEs must be in compliance with Sections 3-201, 3-202 and 3-203 of the Food Code.

### **PREPARATION:**

All PHF/TCS food which is pre-cooked and pre-cooled either on the MFE or at the Servicing Area must be pre-approved by the Regulatory Authority. The Person in Charge must demonstrate that the facilities on the MFE or at the Servicing Area are adequate to cool PHF/TCS foods in accordance with Sections 3-501.14 and 3-501.15 of the Food Code. The Regulatory Authority may require time/temperature logs for PHF/TCS foods that are cooled.

## **TEMPERATURES:**

PHF/TCS food must be maintained at 135° F or higher or 41°F or below. Food must be cooked to at least the minimum temperatures and times specified below:

**165° F for 15 seconds**--poultry; baluts, wild game animals; stuffing containing fish, meat, poultry or ratites; stuffed fish, meat, pasta, poultry or ratites as specified in 3-401.11 (A) (3) of the Food Code;

**155° F for 15 seconds**--comminuted fish; comminuted meat (hamburgers); pooled raw eggs or as specified in Section 3-401.11 (A) (2) of the Food Code;

**145° F for 15 seconds**-- fish; meat; pork; and raw shell eggs that are broken and prepared in response to a consumer's order for immediate service or as specified in Section 3-401.11 (A) (1) (a) and (b) of the Food Code.

MFEs shall comply with Sections 3-4 and 3-5 of the Food Code regarding the required temperatures for cooking, thawing, cooling, reheating, hot holding and cold storage.

**NOTE:** The Person in Charge of the MFE should consult with the Regulatory Authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) to ensure compliance with the provisions of the Food Code.

## **THAWING:**

PHF/TCS food shall be thawed under refrigeration that maintains the food temperature at 41° F or less; completely submerged under running water at a temperature of 70° F or below; or as part of a cooking process.

Thawing shall be done in compliance with Section 3-501.13 of the Food Code.

## **COOLING:**

Cooked PHF/TCS food shall be cooled from 135° F to 70° F within 2 hours; and from 135° F to 41° F within a total of 6 hours or less.

Cooling shall be done in compliance with Sections 3-501.14 and 3-501.15 of the Food Code.

## **REHEATING FOR HOT HOLDING:**

PHF/TCS food that is cooked, cooled, 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**.

Un-opened, intact, commercially processed and packaged foods to be hot held shall be

reheated to 135° F.

Reheating shall be done rapidly so that the time the food is between 41° F and 165° F (or 135° F) does not to exceed 2 hours.

If proper reheating at the MFE cannot be accomplished, reheating PHF/TCS food must take place at the servicing area and the products hot held on the MFE unit at 135° F or greater.

Reheating shall be done in compliance with Section 3-403.11 of the Food Code.

**LEFTOVERS:**

PHF/TCS foods that have been hot held on the MFE unit shall be served or discarded at the end of the business day.

PHF/TCS cold foods that are prepared on the MFE unit shall be served or discarded at the end of the business day.

**FOOD EQUIPMENT AND UTENSIL REQUIREMENTS, STORAGE & HANDLING at the MFE**

**DRY STORAGE:**

All food, equipment, utensils, and single service items shall be properly stored including storage which is at least 6" off the ground or floor, protected from contamination, and provided with effective overhead protection. Storage shall be in compliance with Sections 3-305.11 & 4-903.11 of the Food Code.

**COLD STORAGE:**

Commercial refrigeration units shall be provided to keep PHF/TCS foods at 41oF or below at all times. Equipment shall be installed and used in accordance with the manufacturer's instructions. An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain PHF/TCS foods at 41oF or below may be approved by the Regulatory Authority for the storage of PHF/TCS foods at MFE units. Unpackaged food may not be stored in direct contact with un-drained ice.

**HOT STORAGE:**

Hot food storage units shall be used to keep PHF/TCS foods at 135oF or above. If used for hot holding, electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 135oF or above. Equipment shall be installed and used in accordance with the manufacturer's instructions.

**TEMPERATURE MEASURING DEVICES:**

Temperature measuring devices, appropriate to the operation, must be used for monitoring temperatures for the types of PHF/TCS foods prepared and held at the MFE as specified in the Food Code.

A thermocouple, thermistor or metal stem thermometer shall be provided to check the internal temperatures of PHF/TCS hot and cold food items. The temperature measuring device must be appropriate for the type of foods served such as for thin foods. Food temperature measuring devices shall be accurate to  $\pm 2^{\circ}$  F and have a suggested range of  $0^{\circ}$  F to  $220^{\circ}$  F. Each refrigeration unit must have a numerically scaled thermometer accurate to  $\pm 3^{\circ}$  F to measure the air temperature of the unit.

Regular calibration of the temperature measuring devices shall be accomplished to ensure accurate food temperature measurements.

#### **FOOD PREPARATION:**

All cooking and serving areas shall be protected from contamination. Open or uncovered working containers of food can be allowed at the MFE provided that the containers can be closed, covered, or otherwise protected after use or the structure of the MFE provides adequate protection. Cooking equipment must be segregated from public access. Patrons or other unauthorized individuals must be prohibited from accessing the food operations areas.

#### **FOOD DISPLAY:**

All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of food shields 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 contamination of the food items by food workers, patrons, insects, or other sources.

#### **COOKING EQUIPMENT:**

The cooking and reheating equipment used on the MFE must be capable of heating all of the PHF/TCS foods offered from the MFE to their required cooking temperatures within two hours or less. If proper temperatures cannot be attained using the equipment on the MFE, then cooking and reheating must occur at the servicing area and will not be allowed on the MFE. Cooking equipment must be installed in accordance with the manufacturer's instructions. The local fire safety authority must approve all cooking devices and their location within the MFE.

#### **IN-USE UTENSIL STORAGE:**

Food dispensing utensils must be stored in a manner to prevent contamination, such as in one of the following ways:

Stored with their handles above the top of the food and container;  
In running water of sufficient velocity to flush particulates to the drain;  
On a clean portion of the food preparation table or cooking equipment; or  
In a container of water if the water is maintained at a temperature of at least 135°F and the water is changed at least every 4 hours or as needed to prevent accumulation of debris in the water.

Back-up utensils must be stored clean and dry and in a protected location.

In-use utensil storage shall be in compliance with Section 3-304.12 of the Food Code.

### **CROSS CONTAMINATION:**

Food shall be protected from cross contamination during transportation, storage, preparation, holding, and display by separating different types of raw animal foods from ready-to-eat foods. Equipment and utensils (including knives, cutting boards, and food storage containers) must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

Cross contamination prevention shall be in accordance with Section 3-302.11 of the Food Code.

## **PERSONNEL**

### **HANDWASHING:**

Hand wash facilities must be located on all MFE's where food preparation or ware washing occur. Potable hot and cold running water under pressure with suitable hand cleaner, dispensed paper towels, and a waste receptacle must be provided.

If there are structural limitations of the MFE and food preparation and service are also limited, the Regulatory Authority may allow alternative hand washing facilities to be used. The minimum requirements for an alternative hand washing facility would be: 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 cleaner; dispensed towels; and a waste receptacle.

Hand washing facilities shall be equipped to provide potable water at a minimum temperature of at least 100° F.

Hand washing must be performed in conformance with Sections 2-301.12, Cleaning

Procedure, 2-301.14, When to Wash, and 2-301.15, Where to Wash, of the Food Code.

Hand wash stations are not required if the **only** food items offered are commercially pre-packaged foods that are dispensed in their original containers.

Food employees shall clean their hands and exposed portions of their arms, including surrogate prosthetic devices for hands and arms, immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms;
- After using the toilet;
- After caring for or handling service animals;
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;
- After handling soiled equipment or utensils;
- During food preparation, as often as necessary to remove soil or contamination;
- When switching between working with raw food and ready-to-eat food;
- Before donning gloves for working with food; and
- After engaging in other activities that may contaminate the hands.

### **HEALTH:**

Food employees who have been diagnosed with communicable diseases which can be transmitted through food (i.e., Norovirus, Salmonella Typhi, Shigella spp., shiga toxin-producing Escherichia coli, and Hepatitis A virus), or who are experiencing vomiting and/or diarrhea or other symptoms of food borne illness, must be excluded from the food operations. Food employees who have an infected or open cut or wound on their hands or arms must have it properly bandaged and covered with an impermeable bandage if on the arms or an impermeable cover such as a glove and finger cot if it is on the wrists or hands.

The management of illness or infection of a food employee shall be done in accordance with Section 2-201 of the Food Code.

### **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 effective hair restraints.

Smoking and eating are not allowed by food employees in the food preparation and service areas.

Drinking by food workers is allowed only from a closed beverage container to prevent contamination of the employee's hands, the container, and exposed food and food contact surfaces.

All non-working, unauthorized persons should be prohibited from food preparation, ware washing, and food service areas.

Food contamination prevention shall be done in accordance with Part 2-4 of the Food Code.

### **FOOD PREPARATION:**

Food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.

In order to prevent contamination of ready-to-eat foods from hands, the requirements in Section 3-301.11 of the Food Code shall be followed.

### **PERSON IN CHARGE:**

The MFE must have a Person in Charge present during all hours of its operation. The Person in Charge shall be responsible for the overall operation of the MFE and for compliance with all health code requirements in accordance with Sections 2-101.11 through 2-103.11 of the Food Code.

A Person in Charge is not required if the only foods offered are commercially pre-packaged, non-PHF/TCS foods.

The servicing area must have a Person in Charge who is responsible for the overall operation of the servicing area and for compliance with all health code requirements in accordance with Sections 2-101.11 through 2-103.11 of the Food Code.

### **EQUIPMENT**

Hot and cold holding equipment, cooking facilities, preparation surfaces, and dispensing equipment must be appropriate for the types and quantities of food items being prepared and served at the MFE.

**GENERAL:**

Construction, maintenance, and cleaning of all equipment shall be in accordance with Chapter 4 of the Food Code and with the manufacturer's instructions. Equipment may be movable; however, it must be capable of being secured when the MFE is in transit to and from its service locations.

**FOOD CONTACT SURFACES:**

All food-contact surfaces used in a MFE shall be designed, constructed, and maintained in accordance with Chapter 4 of the Food Code.

Surfaces shall be non-toxic, smooth, easily cleanable, free of rust, dents or pitting, and durable under the conditions to which they will be exposed.

Materials used in the construction of food contact surfaces shall comply with Parts 4-1 and 4-2 of the Food Code

**COOKING AND REHEATING EQUIPMENT:**

Cooking and reheating equipment shall be installed and used in accordance with the manufacturer's instructions and shall meet all fire safety code requirements.

**HOT HOLDING EQUIPMENT:**

Equipment used at the MFE for hot holding must be capable of maintaining PHF/TCS foods at 135° F or above.

Hot holding equipment shall be installed and used in accordance with the manufacturer's instructions and shall meet all fire safety code requirements.

**COLD HOLDING EQUIPMENT:**

Equipment used for cold holding at the MFE must be capable of maintaining PHF/TCS foods at 41° F or below. If ice is used to cold hold PHF/TCS foods at 41° F or below, it must come from an approved source and be protected from contamination.

Unpackaged foods may not be stored in direct contact with un-drained ice.

Ice used as a coolant for foods shall not be used for drink ice.

Refrigeration, such as mechanical, absorption or thermoelectric, shall be installed and used in accordance with the manufacturer's instructions.

Low ambient air temperature, such as during colder months, shall not be considered an acceptable alternate to cold holding equipment.

### **CLEANING AND SANITIZING**

The servicing area should be used by the MFE for cleaning and sanitizing equipment and utensils if adequate facilities are not available on the MFE. In use equipment and utensils used with PHF/TCS foods must be cleaned and sanitized at least every 4 hours.

#### **WAREWASHING:**

A commercial dishwasher or 3-compartment sink must be utilized to wash, rinse, and sanitize equipment and utensils coming into contact with food.

Ware washing shall be done in compliance with Part 4-6 of the Food Code.

#### **SANITIZING:**

Approved sanitizers should be provided for sanitizing food contact surfaces, equipment, utensils, and wiping cloths. Sanitizers must be used at appropriate strengths and must be used in accordance with the label instructions. An appropriate test kit must be available to accurately measure the concentration of sanitizing solutions used for ware washing and wiping cloths. Sanitization shall be done in compliance with Part 4-7 of the Food Code.

#### **WIPING CLOTHS:**

Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean sanitizing solution at the proper concentration.

### **WATER SUPPLY, CAPACITY AND WASTEWATER DISPOSAL**

#### **WATER:**

An adequate supply of potable water meeting the requirements specified under Subparts 5-101, 5-102, and 5-103 of the Food Code shall be available on the MFE for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for hand washing. Water must come from an approved public water source or an approved well water source.

#### **WATER SYSTEM:**

The water supply system and hoses carrying water must be constructed with approved food contact materials and must be installed to preclude the backflow of contaminants into the potable water supply. All hose and other connections to the potable water supply shall be maintained a minimum of 6" above the ground unless the water authority permanently connects the potable water supply. The use of a supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the Regulatory Authority. If approved by the Regulatory Authority, water supplied to a MFE need not be under pressure.

#### **WASTEWATER DISPOSAL:**

Wastewater shall be disposed in an approved wastewater disposal system in accordance with Section 5-401.11 of the Food Code.

Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains, but shall be collected and dumped into a receptacle or sink drain designated for the collection of wastewater or into a toilet connected to a sanitary sewer.

#### **PREMISES AND STRUCTURAL FACILITIES**

Public health risks must be evaluated when assessing a MFE. Consideration should be given to the exterior environmental factors that the MFEs may be exposed to. The MFE should be protected from improper waste disposal, sewage and rainwater runoff, overgrowth of vegetation around the MFE, and pests which may impact the MFE service area. The local Regulatory Authority should assess the MFE in relation to these types of environmental factors to determine the appropriate protection needed.

#### **COUNTERS/SHELVES:**

All food contact surfaces shall be safe, corrosion resistant, nonabsorbent, smooth, easily cleanable, durable and free of seams and difficult to clean areas.

All other surfaces shall be finished so that they are smooth, nonabsorbent, corrosion resistant, and easily cleanable.

Surfaces shall be constructed in compliance with Parts 4-1 and 4-2 of the Food Code.

#### **OVERHEAD PROTECTION:**

Each individual piece of cooking and hot and cold holding equipment must be separately covered (cooker top, chafing dish lid, etc.) or the MFE must have overhead protection (ceiling). Examples of acceptable overhead protection are roofs or other permanent structures, canopies, awnings, or table-type umbrellas. Canopies and awnings are not

suitable for use over frying or grilling operations that generate airborne grease. Protection of individual food containers may still be necessary even if a tent or canopy is provided. State/local fire codes may dictate the types of overhead protection that is acceptable to be installed over cooking equipment.

#### **WALLS:**

For self-contained MFEs, walls are required to protect against the elements, windblown dust and debris, insects or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees. Screening may be required by the Regulatory Authority to provide protection as well.

Walls must be washable, durable, nonabsorbent, and stain resistant. Pass-through windows may be installed in the walls and may require screening to prevent the entrance of insects.

#### **FLOORS:**

Unless otherwise approved, floors of self-contained MFEs must be constructed of vinyl composition tile, commercial grade linoleum, or similar finish. Push carts and food delivery and dispensing units must be located on concrete, asphalt, or a similar non-absorbent surface that minimizes dust and mud. The service sites should be graded to drain away from the MFE.

#### **VENTILATION AND FIRE PROTECTION:**

Local regulations shall govern ventilation and fire protection requirements at the MFE.

Section 6-304.11 of the Food Code shall also apply to the MFEs in enclosed areas.

#### **LIGHTING:**

Adequate lighting by artificial or natural means must be provided at the MFE. The lighting intensity shall be in accordance with Section 6-303.11 of the Food Code and shielding of the lights shall be in accordance with Section 6-202.11 of the Food Code.

#### **GARBAGE:**

An adequate number of non-absorbent, easily cleanable garbage containers must be provided at the MFE. Garbage containers must be rodent-proof, non-absorbent, and covered when not in use. Grease must be disposed of properly and shall not be dumped onto the ground surface or into the sanitary sewer system. Final disposal facilities for garbage, grease, and other waste materials must be identified, approved by the Regulatory Authority, and used.

#### **TOILET AND HANDWASHING FACILITIES:**

Toilet and hand washing facilities shall be available for food employees at the servicing area. The toilet facilities must be conveniently located to the food preparation and ware washing areas and meet all applicable sections of the Food Code and/or state or local regulations. Toilet and hand washing facilities must be available for MFE employees along their route of service. Toilet facilities may consist of properly designed, operated, and maintained portable toilets; provided that hand washing facilities are available and used at the portable toilets and at the MFE. Hand washing facilities must be provided at all toilet facilities used by the food employees.

**PERSONAL BELONGINGS STORAGE:**

Personal clothing and belongings should be stored in a designated place in the MFE away from food preparation, food service, dry storage areas, utensil and single-service and single-use item storage, and ware washing areas.

**TOXIC MATERIALS:**

Materials necessary for the operation of an MFE shall be properly stored, labeled and used. Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food operation shall be provided.

Toxic materials must be labeled and located in accordance with Parts 7-1 and 7-2 of the Food Code.

**FOOD DEFENSE:**

The MFE must be secured to prevent unauthorized access to food, equipment, utensils, and related items.

Self service operations at MFEs must be supervised at all times.

Unauthorized personnel shall not be allowed at or in the MFE

**MOBILE FOOD ESTABLISHMENT CHECKLIST**

Application Information Submitted

- Service Area
- Location
- Type of MFE Unit
- Listing of Food Dispensing Locations

Food Preparation at the MFE

Food Source and Temperature

- Source
- Preparation
- Temperatures
- Thawing
- Cooling
- Reheating for Hot Holding
- Leftovers

Food Utensil Storage and Handling

- Dry Storage
- Cold Storage
- Hot Storage
- Temperature Measuring Devices
- Food Preparation
- Food Display
- Cooking Equipment
- In-Use Utensil Storage
- Cross Contamination

Personnel

- Hand washing
- Health
- Hygiene
- Food Preparation
- Person in Charge

Equipment

- General
- Food Contact Surfaces
- Cooking and Reheating Equipment
- Hot Holding Equipment
- Cold Holding Equipment

Cleaning of Equipment and Surfaces

- Ware washing
- Sanitizing

Wiping Cloths

Water Supply and Capacity and Wastewater Disposal

Water Supply

Water System

Wastewater Disposal

Premises and Structural Facilities

Counters/Shelves

Overhead Protection

Walls

Floors

Ventilation and Fire Protection

Lighting

Garbage

Toilet and Hand washing Facilities

Personal Belongings Storage

Toxic Materials

Security

**MOBILE FOOD ESTABLISHMENT APPLICATION  
FOR FOOD LICENSE**

Instructions:

This application must be completed to the best of your ability and submitted to the Regulatory Authority for review prior to operating a Mobile Food Establishment (MFE).

In addition, a floor plan of the Servicing Area (Attachment C) and a plan of the Mobile Food Establishment (Attachment A) must be provided for review.

Name of MFE: \_\_\_\_\_

Name and Address Printed On the MFE (For Customer Identification)

\_\_\_\_\_  
\_\_\_\_\_

Vehicle License Plate Number: \_\_\_\_\_

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

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

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

Type of MFE (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): \_\_\_\_\_

Name, Address, Telephone Number for the Servicing Area

\_\_\_\_\_  
\_\_\_\_\_

Describe the location of the MFE in relation to the Servicing Area

\_\_\_\_\_

Locations, Days and Approximate Times the MFE will stop to service its customers

\_\_\_\_\_

---

Anticipated Numbers of Meals/Servings per Day: \_\_\_\_\_

List the name of the Person in Charge who will be present at the MFE during its hours of operation:

---

List the name of the Person in Charge who is responsible for the operation of the Servicing Area:

---

List ALL food and beverage items to be prepared and/or served at the MFE. Attach a separate sheet if necessary. (Note: Any changes to the menu must be submitted to and approved by the Regulatory Authority prior to their service.): \_\_\_\_\_

---

List ALL of the food and beverage items to be prepared at the Servicing Area.

---

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

---

Will all foods be prepared at and stored on the MFE?

YES Complete Attachment D, Food Preparation at the MFE

NO Complete Attachment B, Food Preparation at the Servicing Area and Attachment D, Food Preparation at the MFE and describe how the food will be transported to the MFE

How will food temperatures be monitored at the MFE? \_\_\_\_\_

---

List the equipment and procedures that will be used at the MFE to maintain temperatures of PHF/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 cooking at the MFE: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Describe the location and set-up of the hand washing facility to be used at the MFE.

\_\_\_\_\_

\_\_\_\_\_

Identify the source of the potable water supply and describe how water will be provided to the MFE. If a non-public water supply is to be used, provide the results of the most recent water tests. \_\_\_\_\_

\_\_\_\_\_

Identify how, how often, and how much water will be provided to the MFE. 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 for the MFE.

\_\_\_\_\_

\_\_\_\_\_

Describe where utensil washing will take place. Describe where extra supplies of clean utensils will be stored. \_\_\_\_\_

---

---

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

---

Describe how and where wastewater from hand washing 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. \_\_\_\_\_

---

---

Identify the location of toilet facilities for the MFE workers. \_\_\_\_\_

---

Describe the number, location, and types of garbage disposal containers at the MFE.

---

---

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

---

---

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

---

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

---

---

Please add any information about the MFE & Servicing Area that should be considered.

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Statement: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from the Regulatory Authority may nullify final approval.

Signature(s): \_\_\_\_\_

Printed Name(s): \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Approval of these plans and specifications by the Regulatory Authority does not indicate compliance with any other code, law, or regulation that may be required (federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed MFE (structure or equipment). A pre-opening inspection of the MFE with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing MFEs.

Regulatory Authority Representative: \_\_\_\_\_

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

Restrictions: \_\_\_\_\_

\_\_\_\_\_

Permit Effective Dates: \_\_\_\_\_

Disapproval Date: \_\_\_\_\_

Reasons for Disapproval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Floor Layout--Servicing Area**

In the following space, provide a scaled plan layout of the Servicing Area. Identify and describe all equipment including cooking equipment and hot and cold holding equipment, hand washing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, the potable water supply, and waste water disposal system at the Servicing Area.

**List each food item and its preparation procedures that will take place at the Servicing Area.**

| <b>FOOD</b> | <b>THAW</b><br>How?<br>Where? | <b>CUT/WASH/<br/>ASSEMBLE</b><br>How? Where? | <b>COLD<br/>HOLDING</b><br>How? Where? | <b>COOK</b><br>How?<br>Where? | <b>COOLING</b><br>How? Where? | <b>REHEATING</b><br>How? Where? | <b>DEL<br/>TO T</b> |
|-------------|-------------------------------|--|--|-------------------------------|-------------------------------|---------------------------------|---------------------|
|             |                               |  |  |                               |                               |                                 |                     |
|             |                               |  |  |                               |                               |                                 |                     |
|             |                               |  |  |                               |                               |                                 |                     |
|             |                               |  |  |                               |                               |                                 |                     |
|             |                               |  |  |                               |                               |                                 |                     |
|             |                               |  |  |                               |                               |                                 |                     |
|             |                               |  |  |                               |                               |                                 |                     |

**Attachment C**

**Proposed Floor Layout--Mobile Food Establishment**

In the following space, provide a scaled plan layout of the MFE. Identify

and describe all equipment including cooking equipment and hot and cold holding equipment, hand washing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

### **Attachment D**

#### **Food Preparation at the MFE**

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

| <b>FOOD</b> | <b>THAW</b><br>How?<br>Where? | <b>CUT/WASH/<br/>ASSEMBLE</b><br>How? Where? | <b>COLD<br/>HOLDING</b><br>How?<br>Where? | <b>COOK</b><br>How?<br>Where? | <b>COOLING</b><br>How?<br>Where? | <b>REHEATING</b><br>How? Where? | <b>COMMERCIAL<br/>PRE-<br/>PACKAGED<br/>ITEM</b> |
|-------------|-------------------------------|--|---|-------------------------------|----------------------------------|---------------------------------|--|
|             |                               |  |   |                               |                                  |                                 |  |
|             |                               |  |   |                               |                                  |                                 |  |
|             |                               |  |   |                               |                                  |                                 |  |
|             |                               |  |   |                               |                                  |                                 |  |
|             |                               |  |   |                               |                                  |                                 |  |
|             |                               |  |   |                               |                                  |                                 |  |
|             |                               |  |   |                               |                                  |                                 |  |

**Appendix II**

**FDA Food Code Mobile Food Establishment Matrix**

This table is a plan review and inspectional guide for mobile food establishments based on the mobile unit's menu and operation. Mobile units range in type from push carts to food preparation catering vehicles.

To use the table, read down the columns based on the menu and operation in use. For example, if only prepackaged potentially hazardous food (time/temperature control for safety food) is served, then requirements listed in the **Potentially Hazardous (TCS)**

**Menu - *Prepackaged*** column apply. Likewise, if only food that is not potentially hazardous (time/temperature control for safety food) is prepared on board, then requirements listed in the **Not Potentially Hazardous Menu (TCS) - *Food Preparation*** column apply. Note that if a mobile food establishment has available for sale to the consumer both prepackaged potentially hazardous food (time/temperature control for safety food) and potentially hazardous food (time/temperature control for safety food) prepared on board, then the more stringent requirements of the **Potentially Hazardous (TCS) Menu - *Food Preparation*** column apply.

It is important to remember that mobile units may also be subject to all Food Code provisions that apply to food establishments. Consult the local regulatory authority for specific local requirements.

The local regulatory authority's decision to require auxiliary support services such as a commissary or servicing area should be based on the menu, type of operation, and availability of on-board or on-site equipment.

NOTE: The Food Code definition of "Food Establishment" does not include an establishment that offers only prepackaged foods that are not potentially hazardous (time/temperature control for safety foods).

| <b>FDA FOOD CODE MOBILE FOOD ESTABLISHMENT MATRIX</b> |  |  |  |
|---|--|--|--|
| <b><i>Food Code</i></b>                               | <b><i>Potentially Hazardous Food (TCS food) Menu</i></b> |  | <b><i>Not Potentially Hazardous Food (TCS Food) Menu</i></b> |
| <b><i>Areas/Chapter</i></b>                           | <b><i>Food Preparation</i></b>                           | <b><i>Prepackaged</i></b>                              | <b><i>Food Preparation</i></b>                               |
| <b>Personnel</b>                                      | Applicable Sections of Parts 2-2 - 2-4<br>5-203.11 (C)   | Applicable Sections of Parts 2-2 - 2-4<br>5-203.11 (C) | Applicable Sections of Parts 2-2 - 2-4<br>5-203.11 (C)       |

|                                   |   |   |  |
|-----------------------------------|---|---|--|
| <b>Food</b>                       | 3-101.11<br>3-201.11-.16<br>3-202.16; Applicable Sections of Part 3-3;<br>3-501.16<br>3-501.18(A) | 3-101.11<br>3-201.11-.16<br>3-303.12(A)<br>3-501.16<br>3-305.11; 3-305.12<br>(Applicable to Service Area or Commissary) | 3-101.11; 3-201.11<br>3-202.16; Applicable Sections of Part 3-3                      |
| <b>Temperature Requirements</b>   | 3-202.11; Applicable Sections of Parts 3-4 & 3-5  | 3-202.11<br>3-501.16  | NONE   |
| <b>Equipment Requirements</b>     | Applicable Sections of Parts 4-1- 4-9 and 5-5   | Applicable Sections of Parts 4-1 - 4-2; 4-6 and 5-5   | Applicable Sections of Parts 4-1 - 4-2; 4-5 - 4-6 and 5-5                            |
| <b>Water &amp; Sewage</b>         | 5-104.12<br>5-203.11(A) & (C)<br>Part 5-3; 5-401.11<br>5-402.13-.15                               | 5-104.12<br>5-203.11(A) & (C)<br>Part 5-3; 5-401.11<br>5-402.13 -.15  | 5-104.12<br>5-203.11(A) & (C)<br>Part 5-3; 5-401.11<br>5-402.13-.15                  |
| <b>Physical Facility</b>          | 6-101.11; 6-201.11<br>6-102.11(A) & (B)<br>6-202.15; 6-501.11<br>6-501.12; 6-501.111              | 6-101.11<br>6-102.11(A) & (B)<br>6-202.15<br>6-501.111  | 6-101.11; 6-201.11<br>6-102.11(A) & (B)<br>6-202.15; 6-501.11<br>6-501.12; 6-501.111 |
| <b>Toxic Materials</b>            | Applicable Sections of Chapter 7  | Applicable Sections of Chapter 7  | Applicable Sections of Chapter 7   |
| <b>Servicing</b>                  | 6-202.18 / As necessary to comply with the Food Code  | 6-202.18 / As necessary to comply with the Food Code  | 6-202.18 / As necessary to comply with the Food Code                                 |
| <b>Compliance and Enforcement</b> | Applicable Sections of Chapter 8 and Annex 1  | Applicable Sections of Chapter 8 and Annex 1  | Applicable Sections of Chapter 8 and Annex 1   |

