



MOBILE FOOD FACILITY INFORMATION PACKET **OPERATIONAL GUIDELINES** **and HEALTH PERMIT APPLICATION**

These guidelines have been established to assist in the permitting process for a mobile food facility. The following requirements are extracted from the California Health & Safety Code, California Retail Food Code (Cal Code).

A **Mobile food facility** is any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. Mobile Food Facility does not include a transporter used to transport packaged food from a food facility, or other approved source to the consumer.

A **Mobile Support Unit** is a vehicle, used in conjunction with a commissary that travels to, and services, mobile food facilities as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes.

A. **ADMINISTRATIVE**

1. PERMITS

All vehicles shall have a valid County of Marin Environmental Health Services (EHS) Annual Health Permit in order to operate legally in the County of Marin. The permit shall note the specific vehicle license plate number and the name of the current registered owner of the mobile food facilities. A valid DMV registration, if applicable and a valid identification are required to obtain a public health permit.

The health permit shall be posted or otherwise maintained within the vehicle at all times. All vehicles are to display a current Public Health Permit and a current certification decal which is provided by EHS at the inspection of the unit before operation may begin.

2. COMMISSARY

All mobile food facilities shall operate from a commissary, a mobile support unit, or other approved facility.

A commissary is a food facility that services mobile food facilities, and mobile support units; where food, containers, or supplies are stored; food is prepared or prepackaged for sale or service at other locations; utensils are cleaned; liquid and solid wastes are disposed of; and potable water is obtained. A restaurant or market may also act as a commissary when approved by this agency.

STORAGE OF THE MOBILE FOOD FACILITY OR ANY TYPE OF FOOD PRODUCT AT HOME IS NOT APPROVED.

Owners of mobile food facilities shall provide a written statement signed by the commissary owner stating that the unit will be housed and serviced at that location. A copy of the Shared Food Facility / Commissary Agreement is included in this document. This

Department conducts random inspections for verification of commissary use. A permit shall not be issued, until the commissary location is verified and approved by this Department.

3. MINIMUM STANDARDS OF KNOWLEDGE IN FOOD SAFETY

All food employees shall have adequate knowledge of, and shall be properly trained in, food safety as it relates to their assigned duties. Food facilities that prepare, handle, or serve nonprepackaged potentially hazardous food, shall have an owner or employee who has successfully passed as approved and accredited food safety certification examination. The certification is valid for five years from the issue date. There shall be at least one food safety certified owner or employee at each food facility.

No certified person at a food facility may serve at any other food facility as the person required to the food safety certification.

A food facility that commences operation, changes ownership, or no longer has a certified owner or employee pursuant to this section shall have 60 days to comply.

4. WRITTEN OPERATIONAL PROCEDURES

The permit holder of a mobile food facilities handling nonprepackaged food shall develop and follow written operational procedures for food handling and the cleaning and sanitizing of food contact surfaces and utensils. EHS shall review and approve the procedures prior to implementation and an approved copy shall be kept on the mobile food facilities during periods of operation.

5. BUSINESS LICENSES

Owners shall obtain the necessary business permits from the local City Hall or County Business License office prior to operating. Local cities may have restrictions regarding sales from vehicles.

6. IDENTIFICATION

- The business name or name of the operator, city, state, zip code and the name of the permittee, if different from the name of the food facility, shall be legible, clearly visible to patrons, and permanently affixed on the customer side of the mobile food facilities and mobile support unit.
- The name shall be in letters at least three inches high and shall be of a color contrasting with the vehicle exterior.
- Letters and numbers for the city, state, and zip code shall not be less than one inch high.
- Motorized mobile food facilities and mobile support units shall have the required identification on two sides.

7. TOILET FACILITIES

Mobile food facilities shall be operated within 200 feet travel distance of approved and readily available toilet and hand washing facilities or as otherwise approved by the enforcement agency, to ensure restroom facilities are available to facility employees

whenever the mobile food facilities is stopped to conduct business for more than a one hour period.

Written documentation must be provided to EHS indicating permission for the food handlers to use these toilet facilities. A copy of the letter shall be maintained inside the vehicle at all times during operation.

8. CERTIFICATION INSPECTION

Each mobile food facilities is required to be certified by the County of Marin Environmental Health Services (EHS) once a year. After passing an inspection conducted at the commissary, the mobile food facilities will be issued a Certification Decal/Sticker.

B. GENERAL OPERATIONAL REQUIREMENTS FOR MOBILE FOOD FACILITITES

1. All food handlers shall wash their hands with soap & water before beginning to handle or prepare food, and also after visiting the toilet.
2. All food handlers/operators shall wear clean outer garments and keep their persons clean at all times while engaged in handling food, utensils, or food contact equipment. Gloves shall be worn if the employee has any cuts, sores, rashes, artificial nails, nail polish, and rings. All food handlers shall wear approved hair restraints (i.e. hairnet, cap). The use of tobacco in any form is prohibited within the food preparation area.
3. Hot and cold running water shall be supplied to the handwashing sink and the warewashing sink. The minimum water temperature for mobile food facilities conducting warewashing is 120°F. For mobile food facilities utilizing a hand washing sink only, a minimum of 100°F is required.
4. All potentially hazardous foods shall be maintained at or above 135°F or below 41°F. An accurate thermometer shall be provided to facilitate the checking of food temperatures. Potentially hazardous foods held at 135°F shall be destroyed at the end of the operating day.
5. All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure and free from adulteration and spoilage; shall have been obtained from an approved source; and shall be protected from dirt, vermin, unnecessary handling, droplet contamination, and overhead leakage. Condiments shall be prepackaged or placed in approved dispensing devices.
6. All perishable pre-packaged food that is prepared on the vehicle and made available for self-service shall be marked with the date that the food is being offered for sale, "Day Prepared For". All perishable prepackaged foods shall be marked "Perishable, Keep Refrigerated."
7. No foods which are required to be wrapped and dated shall be rewrapped, used, sold, or given away, after the "Day Prepared For" which is inscribed on the container or package. The "Day Prepared For" marking shall not be removed or obliterated. All prepackaged food shall be properly labeled in English. Invoices shall be presented upon request, i.e. tamales, Gulf oysters.
8. Ice used for cooling is not for human consumption.
9. Single-service utensils such as forks, spoons, napkins, straws, etc., shall be stored in a manner that protects them from contamination, e.g. forks and spoons shall have only the handles exposed.

10. All food contact surfaces and storage areas shall be cleaned daily. All food facilities in which food is prepared or in which multi-service utensils and equipment are used shall provide manual methods to effectively clean and sanitize utensils as specified in Section 114099.
11. All potable water tanks and waste water tanks shall be thoroughly flushed and sanitized during the servicing operation.
12. Cleaning supplies and wiping cloths shall be stored in an area away from all food and food equipment.
13. An adequate number of easily cleanable containers for refuse disposal shall be provided. All refuse shall be removed and disposed of in a sanitary manner as frequently as may be necessary to prevent the creation of a nuisance.
14. Any discharge of wastewater onto the surface of the ground is strictly prohibited. Waste tank outlets shall be maintained closed or tightly capped and shall be maintained in good repair. All wastewater generated by the vehicle shall be disposed of at an approved commissary or at other approved facility.

C. FULL FOOD PREPARATION

1. Full food preparation shall be conducted in a fully enclosed mobile food facility.
2. All food in the warming oven and steam table shall be held at 135°F, or above at all times. An accurate oven thermometer shall be placed in the warming oven and a probe thermometer shall be placed in the steam table to facilitate the checking of the food temperature.
3. Thawing of foods shall be conducted by an approved method only.
4. All areas of the vehicle where unpackaged food or beverages are displayed for sale shall have tight fitting doors which, when closed, completely enclose the food compartments and shall be maintained clean.
5. All windows, door and other openings shall be in good repair and provided with screens or flaps to prevent the entrance of flies. Pass through windows shall be covered when not in use. Self-closing screens are required to be attached to the exterior of all pass through openings.
6. The door to the food preparation area shall be self-closing and shall be maintained closed.
7. Aisle space shall be unobstructed at all times. Foods and food supplies shall be maintained off of the floor.
8. Food, food supplies or personal items shall not be stored in the sinks. Personal items shall not be stored in food compartment of the vehicle.
9. Mobile Food Facilities serving raw oysters shall comply with requirements outlined in the Health Advisory Bulletin.

D. LIMITED FOOD PREPARATION

1. Limited food preparation may be conducted in unenclosed mobile food facilities or a fully enclosed mobile food facility.
2. All potentially hazardous food shall be cooked to order. Hot holding of potentially hazardous food for later use is not approved.
3. All raw ingredients shall be peeled, sliced and prepared in advance, at the commissary.
4. Food handling shall be conducted within the approved food compartment.
5. Utensils shall be washed, rinsed, and sanitized in an approved manner depending on the food operation.
6. Warewashing shall be performed within the enclosure affixed to the 3-compartment sink.

E. PREPACKAGED FOOD

1. All food items i.e. candy shall be from an approved source. Do not sell lead tainted candy.
2. Peeling or slicing of fruits shall only be conducted at the commissary or other approved facility.
3. Scooping, i.e. ice cream, icees, ice, shall only be conducted in an approved mobile food facilities.
4. Prepackaged food shall not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, container, or it's positioning in the ice or water.
5. Mobile food facilities approved for the sale of produce and prepackaged food shall not store or sell potentially hazardous food unless an approved refrigeration system is installed.
(Plan submittal required)

F. MOBILE SUPPORT UNIT (MSU)

1. When used in conjunction with an off site commissary, the mobile support unit shall be equipped with approved equipment to maintain food at the required temperatures.
2. Hoses for potable water transfer shall not come into contact with the floor or the ground.
3. All storage compartments on a MSU used in conjunction with an off-site commissary shall be permanently affixed to the MSU. The food compartments shall be properly labeled and not used for storage of cleaning supplies, soiled rags, etc.
4. The MSU shall be used per the approved plan. For example, MSU's without a sink cannot service mobile food facilities without sinks.

LABELING REQUIREMENTS FOR FOOD PREPARED ON MOBILE FOOD FACILITIES

The California Health & Safety Code requires that unpackaged food shall not be displayed for self-service on a mobile food facility. Food prepared on a mobile food facility and offered for self-service to the public, shall be wrapped or packaged to protect the food from contamination and shall be labeled as required in the Health & Safety Code (commencing with Section 109875), Sherman Food, Drug, and Cosmetic Law.

The current requirements for packaged foods, available for self-service are:

- The name and place of business of the manufacturer, packer, or distributor
- An accurate statement of the quantity of the contents in terms of weight, measure, or numerical count
- The common or usual name of the food in English
- An ingredient statement listing the common or usual name of each ingredient in descending order of predominance if the food is fabricated from two or more ingredients.

All prepackaged food offered for sale from a place other than where it was manufactured shall comply with all the existing labeling requirements of the California Health & Safety Code. Violations involving the sale of improperly labeled or unlabeled packaged food offered for self-service from a mobile food facility shall be subject to reinspection penalty fees.

If you have any questions, contact County of Marin Environmental Health Services (415) 473-6907.

MOBILE FOOD FACILITY CHECKLIST

FAILURE TO COMPLY WITH STRUCTURAL AND OPERATIONAL REQUIREMENTS MAY RESULT IN A RE-INSPECTION FEE AND/OR CLOSURE OF VEHICLE!

FOOD PROTECTION

- Maintain potentially hazardous hot foods at or above 135°F
- Maintain potentially hazardous cold foods at or below 41°F
- Provide protective plastic covers for all light fixtures
- Food for customer self-service needs to be pre-packaged
- Properly label prepackaged foods sold for customer self-service. On the label, include common name, weight, name/address of manufacturer or distributor, ingredients in descending order by weight, and for potentially hazardous foods only include the words "perishable keep refrigerated"

FOOD STORAGE

- Maintain refrigeration unit(s) in good repair
- Provide approved mechanical refrigeration (food grade)
- Provide refrigerator doors that are tight-sealing
- Eliminate rust on racks within refrigerator unit(s)
- Provide an accurate thermometer in the refrigeration unit
- Provide an accurate thermometer in the warming oven
- Provide/maintain an approved probe thermometer that is $\pm 2^\circ\text{F}$ accurate
- Provide an accurate thermometer in the customer service chillers
- Store all hazardous items (i.e., insecticides, cleaners, etc.) separate from food items

EMPLOYEE SANITATION

- Provide soap and paper towels in wall-mounted dispenser at handwashing sink
- Smoking, consuming food and/or beverages in food preparation areas is prohibited
- Assure food handlers wear appropriate hair covering and clean clothing
- Provide and maintain approved sanitizer in vehicle

VERMIN

- Eliminate vermin infestation(s) – i.e., cockroaches, flies, rodents
- Provide a receipt of pesticide treatment from a licensed pest control company
- Remove all dead insects/rodents/droppings from all parts of the vehicle
- Provide self-closing device for entry door, keep door closed
- Provide/maintain tight-fitting insect screens at service openings that are self-closing and in good repair
- Provide/maintain in good repair insect screens at all ceiling vents
- Seal all seams, holes and gaps to prevent vermin entrance/harborage

WATER

- Provide hot (120°F minimum) and cold running water to sinks at all times
- Provide quick disconnect for water fill line
- Provide secured pistol grip nozzle for washdown hose

WASTE

- Eliminate leak(s) in wasteline(s) from sinks and/or coffee urn
- Connect all wastelines to waste tanks
- Eliminate leaks from ice compartment
- Provide waste tanks with proper cap and valve assemblies
- Maintain cap and valve assemblies to waste tanks closed when outside commissary
- Provide watertight trash receptacles large enough to accommodate a day's business
- Provide/maintain an approved first aid kit

- Repair/replace damaged and worn cutting boards
- Dispense self-serving customer utensils with mouthparts down, handles-up in proper dispensers
- Provide a wall-mounted, minimum 10 B-C approved fire extinguisher with a current State Fire Marshall tag, in the vehicle
- Provide positive closing lids and latches for coffee urns, deep fat fryers, steam tables
- Maintain all utensils on the vehicle clean and in good repair
- All equipment must be NSF/ANSI certified; eliminate all unapproved cookware from vehicle (i.e., enamel and/or porcelain-based)

FACILITIES

- Provide/maintain exhaust fans and approved baffle filters in good operating condition
- Clean exhaust hood and grease filters
- Clean ceiling vent screens
- Clean floor
- Clean walls/ceiling
- Clean under warming oven; shelf under grill; under steam table
- Provide an approved alternate, unobstructed means of exit (minimum 2 ft x 3 ft) in the side opposite the main exit door, roof, or the rear of the unit. The exit shall be labeled "Safety Exit", in contrasting color to the vehicle, with at least 1-inch high letters
- Repair/replace defective light fixtures and/or bulbs throughout vehicle and provide shatterproof covers

MISCELLANEOUS

- Maintain valid County of Marin Health Permit in vehicle
- Maintain City business license in vehicle and conditional use permit
- Provide business name of vehicle (at least 3-inches high and 3/8-inch brush stroke letters), address and telephone number (at least 1-inch high) of operator or commissary on both sides of the vehicle
- Provide documentation of approved commissary
- Obtain Fire Department approval
- Provide proof of vehicle certification by the State Department of Housing and Community Development
- Maintain vehicle registration
- Provide food safety training certificate
- Maintain bathroom agreement on vehicle

Please see reverse side for important conditions concerning IMMEDIATE vehicle closure.

IMMEDIATE CLOSURE OF THE VEHICLE WILL OCCUR IF ANY OF THE FOLLOWING VIOLATIONS ARE OBSERVED:

- 1. Lack of hot/cold water at sinks**
- 2. Major temperature violations observed in foods and equipment**
- 3. Mechanical refrigeration unit not operating**
- 4. Liquid waste being produced from vehicle and draining onto the ground**
- 5. Lack of sanitizer in vehicle**
- 6. Lack of soap and towels in vehicle for proper handwashing**
- 7. Vehicle is not maintained in a clean and organized manner**
- 8. Presence of vermin**
- 9. Lack of permit**

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FOOD HANDLING OPERATIONAL PROCEDURE FORM FOR FULL SERVICE AND LIMITED FOOD PREPARATION OCCUPIED MOBILE FOOD FACILITIES

1. Provide a complete menu. List all foods to be offered to the public including beverages, prepackaged and unpackaged foods. Include sample packaging with labels. _____

2. Indicate which foods will be prepared at the commissary.

3. Explain how food preparation will be conducted without the use of a food preparation sink. For example, how will fresh produce be cleaned? _____

4. Describe in detail how foods will be prepared at the commissary for use on the mobile food facility. Include sample packaging with labels.

5. Describe in detail, the procedure for the sanitizing of utensils in the warewashing sink. Indicate an approved sanitizer, containing one of the following chemicals in the specified concentration:

- (a) Chlorine at 100 parts per million (ppm) for at least 30 seconds of contact;
- (b) Quaternary ammonium at 200 ppm for at least one minute of contact. Test strips are required.

6. List all equipment and utensils that will be used on the Mobile Food Truck. All equipment and utensils are subject to approval by the County of Marin Environmental Health Services. _____

7. Describe how food contact surfaces will be cleaned and sanitized during hours of operation.

8. Describe how and where the potable water tank will be filled. _____

9. Describe how and where the wastewater will be disposed. _____

10. Describe how hot foods will be held hot (@ 135°F or above). Potentially hazardous foods held at or above 135°F shall be destroyed at the end of the operating day. Thermometers are required. _____

11. Describe how precooked foods will be heated prior to hot holding on the mobile food facility. _____

12. Describe how cleaning chemicals, spare times and specialty tools will be stored separate from food and utensils. _____

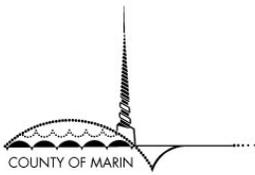
13. Describe how potable water hoses will be maintained free from contamination on the truck. _____

14. . Describe how and where the truck will be stored overnight. _____

15. Describe other operational procedures specific to this business. _____

Attach additional information as needed to describe all operating procedures.

FOR EHS OFFICE USE ONLY	
Operational Procedures Reviewed and Approved by: Environmental Health Specialist	Date of Approval:



SHARED FOOD FACILITY/COMMISSARY AGREEMENT

I. To be completed by APPLICANT — *Please print or type.*

Business Name _____ Bus. Phone _____ Bus. Fax _____

Business Address _____ City/State _____ Zip _____

Owner Name _____ Home Phone _____ E-mail Address _____

I hereby state that the above information is current, true and correct to the best of my knowledge and agree to utilize my approved commissary in accordance with the California Health & Safety Code. (**Note:** If this Commissary Agreement is modified or cancelled, and a new Commissary Agreement is not provided to this office, your permit to operate a food facility will be subject to suspension or revocation.)

Signature of Business Owner _____ Date _____

II. To be completed by COMMISSARY OWNER/OPERATOR — *Please print or type.*

Commissary Name _____ Bus. Phone _____ Bus. Fax _____

Commissary Address _____ City/State _____ Zip _____

Commissary Owner Name _____ Home Phone _____ E-mail Address _____

I understand and agree to provide for the following requirements: (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> sanitary wastewater disposal | <input type="checkbox"/> adequate storage for food/equipment |
| <input type="checkbox"/> potable water | <input type="checkbox"/> utensil washing |
| <input type="checkbox"/> proper disposal of refuse & garbage | <input type="checkbox"/> electrical hookups |
| <input type="checkbox"/> hot & cold water for vehicle cleaning | <input type="checkbox"/> toilet & hand washing facilities |
| <input type="checkbox"/> food preparation area | <input type="checkbox"/> overnight vehicle storage |
| <input type="checkbox"/> vehicle/cart storage (circle one) vehicle make/year _____ license plate # _____ | |

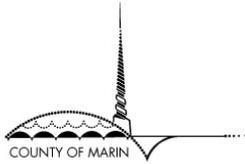
I hereby declare that I hold a valid Environmental Health Permit to Operate a commissary as defined by the California Health and Safety Code §114326. (INCLUDE A COPY OF VALID ENVIRONMENTAL HEALTH OR STATE PERMIT.) I hereby declare and certify that the business named in Section I is operating out of the above commissary. I will notify Marin County Environmental Health, by written document, of any change in the status of my operation, my environmental health permit, or when this commissary agreement is terminated.

Signature of Commissary Owner/Manager _____ Print Name _____ Date _____

III. To be completed by the local ENVIRONMENTAL HEALTH DEPARTMENT to verify the current commissary Health Permit when the above commissary establishment is located outside of Marin County — *Please print or type.*

The food establishment is located in _____ County and meets the commissary requirements set forth in the California Health and Safety Code §114326. The above checked requirements are available at the proposed commissary.

Signature of REHS _____ Print Name _____ Bus. Phone _____ Date _____



Mobile Food Facility Route Sheet

Name of Mobile Food Facility: _____ Lic plate #: _____

Name of operator: _____ Cell Phone#: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Please list your current route information/location of operation in the spaces provided below:

Location/Address with city:	Days of Operation:							Start Time:	End Time:
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
1. _____	<input type="checkbox"/>	_____	_____						
2. _____	<input type="checkbox"/>	_____	_____						
3. _____	<input type="checkbox"/>	_____	_____						
4. _____	<input type="checkbox"/>	_____	_____						
5. _____	<input type="checkbox"/>	_____	_____						
6. _____	<input type="checkbox"/>	_____	_____						
7. _____	<input type="checkbox"/>	_____	_____						
8. _____	<input type="checkbox"/>	_____	_____						
9. _____	<input type="checkbox"/>	_____	_____						
10. _____	<input type="checkbox"/>	_____	_____						

In addition, my current route information/location of operation is posted on our website.

NOTE: Additional agency approval may be required for the MFF operating locations (i.e code enforcement, zoning/planning). If you are going to park your MFF at one location for longer than one hour, you must have written permission from owner for use of restroom.

Revised route information may be provided by fax: (415) 473- 4120, email: ehinfo@marincounty.org or US mail.

I understand and agree that if I make changes to my route or business location, I must notify Environmental Health Services within 30 days.

Signed: _____ Title/Position: _____ Date: _____

E-mail: _____ Website: _____

OFFICE USE ONLY

Received/Reviewed by: _____ Date: _____