Mobile Food Operational Procedures

The permit holder of a Mobile Food Facility (MFF) handling unpackaged food shall develop and follow written operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils. The following must be completed and returned to this office for approval before a permit is issued. An approved copy shall be kept on the Mobile Food Facility during periods of operation. **Any change to this form, menu, equipment, assigned commissary, or mobile support unit (MSU) will require approval by this Agency.** Use additional paper if necessary.

Name of Business	
Owner Name	
Mailing address	
Phone	Email
Address of Sales Location	
Vehicle License #	Hours of Operation
Commissary	
Commissary Address	

Whenever MFFs are stopped to conduct business for more than a one-hour period, the MFF shall be operated within 200 feet of an approved restroom.

Address of the Restroom: _____

FOOD HANDLING PROCEDURES

1. Provide a complete menu listing all food to be offered including packaged and unpackaged food, bottled beverages and condiments.

_____

_____

_____

_____

2. List each food served and indicate where and how each food item will be prepared. Include all the equipment and utensils that will be used in preparing the food.

_____

_____

_____

_____

3. Indicate where the food will be purchased.

4. Indicate where the food will be stored at the commissary.

Type of Food	Storage at Commissary
Example: Potentially Hazardous Food – milk, creamer	Refrigerator

5. Describe how potentially hazardous food (PHF) will be held on the MFF (for example: mechanical cold holding). Indicate if ice is used on the MFF.

6. Describe how food will be served from the MFF and list all the equipment and utensils to be used.

Food Item	Utensils and Equipment

CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS

7. Describe how food utensils will be cleaned and sanitized.

8. Describe how food contact surfaces will be cleaned and sanitized.

9. What sanitizer or sanitizer method will be used? Indicate if a commercial premixed solution will be used or if a sanitizer solution will be prepared. Approved sanitizer must contain one of the following chemicals at the specified concentrations. Check the sanitizer that will be used. (Note: Appropriate test strips are required.)

- ☐ Contact with a solution of 100 parts per million (ppm) available chlorine for at least 30 seconds.
- ☐ Contact with a solution of 200 parts per million available quaternary ammonium for at least one minute.
- ☐ Contact with a solution of 25 parts per million available iodine for at least one minute.

10. Describe how the MFF will be transported and protected from contamination. The MFF must return to the commissary after operating hours (if an approved MSU is not used).

11. Describe how the MFF will be protected from contamination when stored at the sales location during non-operational hours.

CLEANING AND SANITIZING OF POTABLE WATER TANKS

12. Describe how and where the potable water tank(s) on the MFF will be filled.

13. Describe how and where the wastewater from the MFF will be disposed of.

14. Describe how and where the potable water tank(s) will be cleaned.

a) Indicate the location where the freshwater tank cleaning will take place (e.g., commissary): _____

b) How is the sanitizer introduced/injected into the tank: _____

c) What sanitizer is used (e.g., unscented bleach): _____

d) Concentration (e.g., 100 ppm): _____

e) Contact time (minimum 3 hours): _____

f) Describe the tank flushing procedure before the tank is put back into service: _____

g) Frequency (How often the tanks and plumbing system/pumps, lines etc. are sanitized) (e.g., every 30 days):

Additional comments:

A copy of the approved operational procedure shall be kept on the MFF during periods of operation.

Permit Holder Signature_____ Date_____

Print Permit Holder Name_____ Title_____

For Office Use Only:

Operational Procedure Reviewed by_____

Date Approved _____ MFF ID #_____