CONSTRUCTION GUIDELINES FOR MOBILE FOOD FACILITIES AND MOBILE SUPPORT UNITS

Hours for Plan Submittals: 8:00 a.m. to 3:30 p.m.

County of Orange Health Care Agency
Environmental Health
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Introduction

This construction guide is for any person wanting to construct, remodel or permit a mobile food facility (MFF) or mobile support unit (MSU) in Orange County. This guide provides an overview of how to get a MFF or MSU health permit which includes the plan check and permitting process, a plan check checklist, operational procedures and an outline of the structural details that the California Retail Food Code (CRFC) requires. CRFC is also known as Cal Code. Chapter 10, starting with section 114294, provides the specific requirements which apply to MFFs. Chapters 1 to 8, inclusive, and Chapter 13 also apply unless specifically exempted. A copy of the CRFC can be found at http://ochealthinfo.com/docs/regulatory/food/CalCode.pdf

MFF and MSU Permitting Process Overview

First, let's take an overview of the Environmental Health MFF and MSU permitting process:

Health Permit: A health permit is required (CRFC section 114294) prior to food operations in Orange County. An MFF or MSU plan review and approval by this agency must be completed for each vehicle before an MFF or MSU permit is issued to ensure that the current health requirements are met. Proof of certification by the California Department of Housing and Community Development (HCD) is required before occupied vehicles with power (i.e. generator, inverter) are inspected and permitted. Once the MFF or MSU is built according to the approved plans, passes inspection and permit fees are paid, then a valid Orange County MFF permit will be issued. For more detailed information on the permitting process see the informational bulletin on "How to Obtain an Orange County MFF Permit" at:
http://ocfoodinfo.com/downloads/obtain_oc_mff_permit.pdf

Which Food Vehicles Must Submit Plans: MFF plans must be submitted to this agency for the vehicle types mentioned below when any of the following situations apply:

(1) New to Orange County,
(2) Remodeling,
(3) A change in menu, equipment or operation, (such as a route truck changing operations by staying at a sales location for an extended period of time) or
(4) The health permit has lapsed or expired

Note: In the case of a change in menu, plans may or may not be required, contact your Health Inspector to discuss the proposed menu change.

Food Vehicle Types:

(1) MFFs (i.e., trucks, trailers, carts) which handle unpackaged food or prepackaged potentially hazardous foods (as defined in the Definitions section at the end of this document),
(2) MSUs,
(3) Single Operating Site (SOS) MFFs, and
(4) MFFs which use an auxiliary sink conveyance (as allowed in CRFC section 114314)

For food vehicles/MFFs (i.e., trucks, trailers, carts) which serve only non perishable prepackaged food, contact your Health Inspector as a plan submittal may not be needed.

Next we will look at an overview of the Environmental Health Plan Check process from the beginning to receiving your permit to operate a food vehicle in Orange County:

Plan Check Process Overview

Plan Submittal: Before beginning any construction or remodeling you must submit two (2) copies of detailed plans/blueprints and specifications to the Environmental Health office (see below for plan specifics). The plans may be prepared by an architect, draftsperson, contractor, or owner. All plans must be drawn in a professional manner encompassing all applicable requirements of this construction guide. Prior to accepting your plans for submittal, a preliminary check will be conducted. The purpose of this check is to ensure that basic information required to review the plans has been included. A copy of the Plan Submittal Checklist is attached to this Construction Guide.

Plan Check Fee: When it has been determined that your plans may be submitted, a plan check fee must be paid. Current fee schedules are available on our website at www.ocfoodinfo.com and by request.

Initial Plan Review: Plans that are submitted will be reviewed and approved as submitted, approved with corrections, or denied. In order for plans to be approved, they must include all the information regarding structural requirements that are listed in this guide, and the plans themselves must be drawn to scale (e.g., 1″ = 1′), using non-erasable ink or print (no pencil). Your plans must include:

1. Menu.

2. Detailed information on the materials and surfaces (finish schedule) for food contact surfaces, counter tops, food compartments, walls, floors and ceilings.

3. Top view of the MFF or MSU. Include equipment layouts.

4. All four (4) interior sides and exterior side views of the MFF or MSU. Include equipment elevation layout.

5. A complete plumbing diagram including:

    a. Potable water tanks (indicate volume and dimensions, length x width x depth). Include access port for inspection and cleaning.

    b. Potable water inlets (indicate type/fitting).

    c. Overflow lines.

    d. Waste water tanks (indicate volume and dimensions, length x width x depth).

    e. Waste tank drain valves and backflow prevention devices.

    f. Water heater (indicate type and size in gallons).

    g. Water pump(s)

h. Hand wash sinks (length x width x depth indicated).

i. Utensil wash sink with two metal integral drainboards (length x width x depth indicated).

j. Ice bins (indicate volume and dimensions – length x width x depth). Include waste tank (indicate volume and dimensions – length x width x depth) for the ice melt.

6. Complete equipment specifications, including make and model and elevation views. Include the weight of each piece of equipment. Indicate sanitation certification or classification by an American National Standards Institute (ANSI) accredited certification program.

7. Food compartment(s) and doors in their open position.

8. Gas and electrical lines and electrical sockets.

9. All other component details (such as utensils, insulation, counters, shelving, storage areas, food preparation areas, etc.).

10. Mechanical ventilation for units with cooking equipment.

11. Type, size and location of fire extinguisher.

12. Power source (include specifications).

13. Approval insignia by California Department of Housing (HCD) for occupied vehicle with power, gas or electrical.

14. Size and location of any pass through windows.

15. Identification signage on one side for a non-motorized and two sides for a motorized MFF or MSU.

16. A commissary agreement letter shall be submitted prior to issuance of a permit.

17. Unenclosed MFFs handling open food shall develop and follow approved written operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils. An approved copy shall be kept on the MFF during operation.

18. Written operational procedures for: 1) Unenclosed MFF handling open food – detail the food handling, and the cleaning and sanitizing of food contact surfaces and utensils. 2) Water tanks without accessible inspection ports – details of the cleaning and sanitizing of the potable water tank. 3) A remodel or a change in menu, equipment or operations from the original approval.

Approval or Denial: If the plans do not contain all the information or do not meet the requirements, the plans may have to be revised before approval is granted. Once your plans meet all the requirements, your plans will be marked with approval stamps and you will be given back one set of the originals that you submitted. It is only after you receive the approval of your plans that you can begin construction.

Modification of Plans: If any changes are proposed to the plans *after* approval, they must be reviewed and re-approved by this Agency prior to being implemented.

Final Inspection: Upon completion of 100% of the construction, including all finishing work, you must call your Plan Checker/Health Inspector to arrange for a construction inspection. Contact your Plan Checker/Health Inspector at least two (2) working days in advance for an appointment for the inspection. Before the inspection, the client will need to fill out an MFF health permit application, pay for annual permit fees, and provide proof of HCD certification and proof of approved commissary usage.

Issuance of Permit: Once your food vehicle has passed the inspection, you will be issued a Health Permit. The permit holder is responsible to obtain approvals from local jurisdictions (i.e., cities) prior to operation. Once an Orange County MFF health permit is issued, food operations may begin throughout Orange County.

(continued)

GENERAL CONSTRUCTION & EQUIPMENT REQUIREMENTS

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A. IMPORTANT OPERATIONAL INFORMATION

A1. COMMISSARY/MSU REQUIREMENTS

MFFs MUST OPERATE FROM AN APPROVED COMMISSARY OR IN CONJUNCTION WITH AN MSU WHICH OPERATES FROM AN APPROVED COMMISSARY.

I. Unless serviced by an MSU, or operating at a community event, MFFs shall report to the commissary or other approved facility on a daily basis. MFFs shall be cleaned and serviced at least once daily during an operating day. Note: An MSU may be used with an MFF conducting limited food preparation.

II. MFFs shall be stored at or within a commissary or other location approved by the enforcement agency.

III. MSUs shall be operated from and stored at a designated commissary and shall be subject to permitting and plan review. MSUs shall report to a commissary or other approved food facility for cleaning, servicing, and storage at least daily. Note: A private residence is not an approved food facility and therefore cannot be used as a commissary or for food operations such as food preparation, food storage or MFF and /or MSU storage.

A2. FOOD SAFETY CERTIFICATION and FOOD HANDLER CARD

MFFs that prepare, handle, or serve unpackaged potentially hazardous food shall have an owner or employee who has successfully passed an approved and accredited food safety certification exam. No person can act as the certified person for more than one food facility.

On 7/1/2011, the California Food Handler Card Law (SB602) went into effect, which requires most food workers in the State of California to obtain a Food Handler Card. To allow time for the clarifications to be adopted, from 7/1/2011 until 1/1/2012, enforcement of the law will be limited to education and notification of requirements for compliance. For additional information visit the following website http://ocfoodinfo.com/downloads/CCDEH_Guidelines.pdf.

B. STRUCTURAL REQUIREMENTS – ALL

B1. GENERAL REQUIREMENTS

I. Equipment, including, but not limited to cooking equipment, the interior of cabinet units, and compartments, shall be designed and made of materials that result in smooth, readily accessible, and easily cleanable surfaces. Unfinished wooden surfaces are prohibited. All equipment, food and supplies are to be located on the MFF. Nonportable equipment (as defined in the Definitions) shall be an integral part of the MFF. Approved auxiliary conveyances (which are handwashing and warewashing sink unit) do not need to be an integral part of the MFF.

II. Construction joints shall be tightly fitted and sealed with no gaps or voids. Silicone sealant or equivalent waterproof compounds shall be acceptable, provided that the gap is smaller than one-quarter inch and applied smoothly so as to prevent the entrance of liquid waste or vermin. All sealant, solder and weld joints located in the food contact areas shall be smooth, and approved for food contact surfaces. Spaces around pipes, conduits or hoses that extend through cabinets, floors or outer walls shall be sealed to be smooth and easily cleanable.

III. All food-related and utensil-related equipment and plumbing, including pumps, accumulators and filters shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program. In the absence of applicable ANSI certified sanitation standard, the equipment design, construction and installation is subject to approval by the jurisdiction. The link to ANSI accredited certification program can be found at

https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=1&prgID=1&status=4

IV. Plumbing fixtures, pumps and filters shall be installed according to the manufacturer's specifications.

B2. EQUIPMENT INSTALLATION

I. For easy of cleaning, equipment shall be spaced apart or sealed together. There shall be a minimum of four inches of unobstructed space beneath counter-mounted equipment or between the sides of adjacent equipment.

II. Threads, nuts, or rivets shall not be exposed where they interfere with cleaning. Threads, nuts, or rivets that interfere with cleaning shall be sealed or capped.

III. All floor-mounted equipment shall be sealed to the floor or it shall be raised at least six inches off the floor by means of an easily cleanable leg and foot. (This does not apply to portable equipment or machinery.)

B. STRUCTURAL REQUIREMENTS – ALL

IV. Electrical appliances shall meet applicable Underwriter's Laboratory standards.

V. Gas fired appliance shall meet applicable ANSI standards.

B3. LIGHTING AND POWER SUPPLY

I. Light bulbs and tubes shall be covered and completely enclosed in plastic safety shields or the equivalent and installed so as not to constitute a hazard to employees or food (such as no exposed wires).

II. Adequate electrical power shall be provided to power all appliances and accessories.

B4. POTABLE WATER TANKS AND PLUMBING

I. Water tanks and plumbing shall be constructed of food grade material as approved by an ANSI accredited testing organization for potable water. Materials that are used in the construction of water tank systems shall be safe, durable, corrosion-resistant, nonabsorbent, and finished to have a smooth, easily cleanable surface. The water system is designed and constructed so as not to contaminate the water supply, food, utensils or equipment.

II. Water tank interiors shall be smooth, free of recesses and crevices, and capable of draining completely.

III. Tanks shall be adequately vented so that water will easily flow. Water tank vents shall terminate in a downward direction and shall be covered with 16-mesh per square inch screen or equivalent when the vent is in a protected area or a protective filter when the vent is in an area not protected from windblown dirt and debris.

IV. Water tanks need to be adequate in size to provide sufficient potable water for food preparation, handwashing and warewashing. Minimum potable water tank capacities include:

	Handwashing Sink	**Warewashing Sink**	**Total Tank Capacity**
MFFs with:	Potable Water Tank Capacity (gallons)*	Potable Water Tank Capacity (gallons)*	Potable Water Tank Capacity (gallons)*
No food preparation	5	0	5
Limited Food Preparation	5	15**	20**
Full food preparation	5	25	30

*Water tank capacities are minimums and may be satisfied with one or more potable water tanks.
**When warewashing sink is required.

B. STRUCTURAL REQUIREMENTS – ALL

V. Potable water inlets shall be easily accessible, protected from contamination and designed to preclude attachment to a non-potable service connection, e.g., quick disconnect. A "V" fitting type threads on a water inlet or outlet is not allowed unless a hose is permanently attached.

VI. When not in use, hose inlet and outlet openings must be protected (such as a cap and keeper chain, quick disconnect, or closed cabinet).

VII. Overflow pipe openings shall be protected from the entrance of dust, insects and other contamination.

VIII. Potable water tanks may be removable, but can be no larger in capacity than 10 gallons (80 lbs). If tanks are removable, they should be labeled „potable' or „waste.'

IX. Connections to the potable and waste tanks shall be of a different type or size so as to eliminate contamination of the potable water supply (including backflow prevention). Waste and potable hose connections shall not be interchangeable.

X. Liquid waste hoses shall not be the same color as the hoses used for potable water.

XI. Potable water tanks shall have an access port for inspection and cleaning. The access port shall be in the top of the tank and flanged upward at least ½ inch and equipped with a port cover assembly that is provided with a gasket and a device for securing the cover in place and flanged to overlap the opening and sloped to drain. Tanks which are not accessible for inspection may comply with this requirement by submitting written operational procedures for the cleaning and sanitizing of the potable water tank. These operational procedures shall be reviewed and approved by this agency prior to implementation and an approved copy of the procedures shall be kept on the MFF during hours of operation.

B5. WASTEWATER TANKS

I. All waste lines shall be connected to wastewater tanks with watertight seals.

II. Any potable or wastewater tank mounted within an MFF or MSU shall have an air vent overflow installed such that it will prevent flooding of the interior of the facility.

III. A water tank vent shall terminate in a downward direction and shall be covered with (1) a 16-mesh per square inch screen or equivalent when the vent is in a protected area or (2) a protective filter when the vent is in an area that is not protected from windblown dirt and debris.

IV. Wastewater tank capacities shall be adequate to match the level of food handling activity. Minimum wastewater tank capacities include:

(1) 150% of (or 1½ times) the potable water supply tanks
(2) Add 15% of the water tank used to prepare food or beverages
(3) In addition, add 33% of the total ice bin volume
(4) Additional wastewater capacity may be required where wastewater production is likely to exceed the tank capacity.

V. Wastewater tanks may be removable (portable), but can be no greater in size than 10 gallons (80 lbs) to be considered suitably portable. If tanks are removable they should be labeled „potable' or „waste.'

VI. Wastewater tanks shall have a discharge valve located to facilitate complete draining of the tank. Wastewater tanks shall have a shut-off valve.

VII. Permanently installed steam tables shall be fitted with a discharge valve and shall not drain to the wastewater tank. Steam table waste water is to be discharged in an approved manner at the commissary.

VIII. Liquid waste lines shall not be the same color as hoses for potable water.

B6. HANDWASHING SINK

I. Handwashing sink requirements

a. A handwashing sink (separate from the utensil washing sink) is required when an MFF sells unpackaged food and was not under valid health permit as of 1/1/1997. MFFs limited to handling only prepackaged foods, whole produce, or the bulk dispensing of non-potentially hazardous beverages, do not require a handwashing sink. MFFs handling unpackaged whole fish and aquatic invertebrates do require a handwashing sink.

II. Handwashing sink structural requirements:

a. The handwashing sink shall be a minimum size of 9 inches wide, 9 inches long, and 5 inches deep.

b. An unobstructed and easily accessible handwashing sink must be in the MFF, or for carts, on the primary cart or on an auxiliary conveyance next to the cart.

c. Handwashing sinks shall provide warm water for a minimum of 15 seconds through a mixing valve or combination faucet capable of delivering a minimum of one gallon per minute.

d. A handwashing sink shall provide water at a minimum temperature of 100°F. If the temperature of water provided to the handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100°F, but not greater than 108°F.

e. A minimum water heater capacity of ½ gallon, or an instantaneous water heater, shall be provided for MFFs with handwashing and no warewashing. The water heater is to operate independently of the vehicle engine.

f. Dispensers for hand soap and sanitary single-use towels or a heated-air hand drying device, shall be at, or adjacent to handwashing facilities.

B7. WAREWASHING SINKS

I. Warewashing sink requirements

a. MFFs where unpackaged food is cooked, blended, or otherwise prepared shall provide an approved warewashing sink with at least three compartments with two integral metal drainboards. Sections b and c specify the exemptions to this requirement.

b. MFFs that are not required to provide a warewashing sink include those that only handle steamed or boiled hot dogs, tamales in the original, inedible wrapper, or only handle nonpotentially hazardous foods that require no preparation other than heating, baking, popping, portioning, bulk dispensing, assembly, or shaving of ice. These MFFs shall wash and sanitize all utensils and equipment on a daily basis at the approved commissary or other approved food facility, and provide and maintain an adequate supply of spare preparation and serving utensils in the MFF as needed to replace those that become soiled or contaminated.

c. Unenclosed MFFs limited to the preparation of beverages (including potentially hazardous beverages), for immediate service in response to an individual customer order, such as cappuccino carts, shall provide one of the following:

(1) An approved three-compartment sink.

(2) An approved two-compartment sink (must meet specific operational requirements of batch washing as detailed in section 114099.3e of the CRFC).

(3) An approved one-compartment sink with at least one integral drainboard, and an approved three-compartment sink in reasonable proximity to the MFF that is readily accessible at all times, and an adequate supply of spare preparation and serving utensils to replace those that become soiled. This warewashing sink does not replace the need for a handwashing sink.

II. Warewashing sink structural requirements

a. An unobstructed and easily accessible warewashing sink (with at least two integral metal drainboards) must be on the MFF, or for unenclosed MFFs (i.e. carts), on the primary unit or on an auxiliary sink conveyance next to the unenclosed MFF (i.e. cart).

b. The dimensions of each sink compartment shall be large enough to accommodate the cleaning of the largest utensil and be either of the following: at least 12 inches wide, 12 inches long, and 10 inches deep; or at least 10 inches wide, 14 inches long, and 10 inches deep.

c. Each drainboard shall be at least the size of one of the sink compartments. The drainboards shall be installed with at least one-eighth inch per foot slope toward the sink compartment, and fabricated with a minimum of one-half inch lip or rim to prevent the draining liquid from spilling onto the floor.

d. The sink shall be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments.

e. A water heater or an instantaneous heater capable of heating water to a minimum of 120° F interconnected with a potable water supply shall be provided and shall operate independently of the vehicle engine. Cold running water must also be supplied.

f. A water heater with a minimum capacity of three gallons shall be provided for MFFs conducting food preparation.

g. The warewashing sink for an unenclosed MFF shall be protected from bird and insect droppings, dust, precipitation, and other contaminants, and kept clean. At a minimum, unenclosed MFFs shall be equipped with approved overhead protection. This overhead protection shall be made of wood, canvas, or other materials that protect the sinks from bird and insect droppings, dust, precipitation, and other contamination. Additional structural requirements may be necessary to ensure these requirements are adequately met. Factors for consideration include location and local environmental conditions.

h. The handwashing sink shall be separated from the warewashing sink by a metal splashguard with a height of at least six inches that extends from the back edge of the drainboard to the front edge of the drainboard. The corners of the barrier must be rounded. No splashguard is required if the distance between the handwashing sink and the warewashing sink drainboards is 24 inches or more.

B8. GAS-FIRED APPLIANCES

I. Thermocouples shall have a safety shut off device.

II. Propane tanks:

a. When propane tanks are enclosed within the MFF there shall be at least two ventilation openings on opposite sides at the cylinder valve level and at least one ventilation opening required at the floor level. Each opening shall be a minimum of 10 square inches, screened with a minimum 16 mesh and shall vent to the exterior of the MFF.

b. Enclosures shall be free of any source of ignition.

c. Propane tanks shall be securely mounted and should not be located on the bumpers of MFFs or MSUs that are designed to be towed by a vehicle.

d. A safety shut off valve.

e. All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury.

III. Sanitation certification by an American National Standards Institute (ANSI) accredited certification program shall be indicated by a decal on the appliance.

IV. All new and replacement gas-fired appliances shall meet applicable ANSI standards.

V. All liquefied petroleum equipment shall be installed to meet applicable fire authority standards, and this installation shall be approved by the fire authority. However, for units subject to HCD, they shall comply with HCD requirements.

VI. All gas lines shall be properly installed and protected. Use grommets as necessary to prevent abrasion of gas lines.

B. STRUCTURAL REQUIREMENTS – ALL

B9. VENTILATION

I. Mechanical exhaust ventilation equipment shall be provided over all cooking equipment as required to effectively remove cooking odors, smoke, steam, grease, heat, and vapors.

II. All mechanical exhaust ventilation equipment shall be commercial and installed and maintained in accordance with the California Mechanical Code, and for occupied MFFs, certified and approved by State of California Department of Housing and Community Development (HCD). Proof verifying that the mechanical exhaust ventilation is installed properly and meets the California Mechanical Code is required.

III. To comply with California Mechanical Code, the following shall be kept in good working order:

a. Cooking equipment.
b. Hoods.
c. Ducts (if applicable).
d. Fans.
e. Fire suppression systems (as required by HCD and/or fire authority).
f. Special effluent or energy control equipment (as required by HCD and/or fire authority).

B10. FOOD COMPARTMENTS

I. All open food must be protected on MFFs. Food preparation (except limited food preparation) must be conducted within a fully enclosed food facility (such as an approved commissary with a kitchen). Limited food preparation must be conducted within a fully enclosed food facility or within food compartment(s), which are adequately sized for the intended operation of the MFF.

II. Food compartment means an enclosed space (such as a plexiglass box with doors on the employee side) within which all unpackaged food activity occurs and which protects all food contact surfaces. The food compartment has all the following characteristics:

a. The space is defined by a physical barrier from the outside environment that completely encloses all unpackaged food, food-contact surfaces, and the handling of open food.

b. All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.

c. It is constructed from materials that are nontoxic, smooth, easily cleanable, and durable and is constructed to facilitate the cleaning of the interior and exterior of the compartment.

III. Limited food preparation shall be conducted within a food compartment or as approved by the enforcement agency. An additional food compartment is not required when adding ingredients to a beverage or dispensing into a serving container when the beverage is prepared for immediate service in response to a customer order. However, based upon local environmental conditions, location, and other similar factors, additional structural or operational requirements or both may be required to ensure that foods, food-contact surfaces, and utensils are of a safe and sanitary quality.

IV. Food preparation counter space that is adequate and suitable shall be provided proportionate to all food preparation operations.

B11. FOOD STORAGE

I. Food storage compartments shall be large enough to accommodate expected food volumes.

II. Food storage compartments shall be enclosed.

III. Food storage compartments shall not contain plumbing.

IV. Potentially hazardous foods (except for prepackaged frozen ready-to-eat foods, whole fish, and whole aquatic invertebrates) shall be stored within approved mechanical refrigeration units (cold plates are not allowed).

B12. FLOORS

I. Ground or floor surfaces where cooking processes are conducted from a grill, barbecue (only acceptable at a community event), or other unenclosed cooking unit on an MFF shall be impervious, smooth, easily cleanable, and slip-resistant. Ground or floor surfaces shall extend a minimum of five feet on all open sides where cooking processes are conducted.

B13. SAFETY

I. All pressure cylinders shall be securely fastened to a rigid structure.

II. A first-aid kit shall be provided and located in a convenient area in an enclosed case.

B. STRUCTURAL REQUIREMENTS – ALL

III. MFFs that operate at more than one location in a calendar day shall be equipped to meet all of the following requirements:

a. All utensils in an MFF shall be securely stored so as to prevent them being thrown about in the event of a sudden stop, collision, or overturn. A safety knife holder shall be provided to avoid loose storage of knives in cabinets, boxes, or slots along counter aisles. Knife holders shall be designed to be easily cleanable and be manufactured of materials approved by the enforcement agency.

b. Coffee urns, deep fat fryers, steam tables, and similar equipment shall be equipped with positive closing lids that are fitted with a secure latch mechanism that will prevent excessive spillage of hot liquids into the interior of an MFF in the event of a sudden stop, collision, or overturn. As an alternative to this requirement, a coffee urn may be installed in a compartment that will prevent excessive spillage of coffee in the interior of the unit.

c. Metal protective devices shall be installed on the glass liquid level sight gauges on all coffee urns.

IV. All liquefied petroleum equipment shall be installed to meet applicable fire authority standards, and this installation shall be approved by the fire authority. However, for units subject to HCD, they shall comply with HCD requirements.

V. A properly charged and maintained, minimum 10 BC-rated fire extinguisher to combat grease fires shall be properly mounted and readily accessible on each MFF with heating elements or cooking equipment.

VI. All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury.

C. OCCUPIED MOBILE FOOD FACILITIES (OMFF) STRUCTURAL REQUIREMENTS

C1. CERTIFICATION INSIGNIA

I. If the OMFF has 110-volt electrical, plumbing, a gas appliance/equipment, or a mechanical generator or compressor, it must have a certification insignia issued by the California Department of Housing and Community Development (HCD). Proof of HCD certification is required before inspection and permitting. HCD may be contacted at (951) 782-4420.

C2. EXTERIOR REQUIREMENTS

I. Entrance doors to the food preparation area and service openings shall be self-closing.

II. Food service openings:

a. Shall be no more than 216 square inches and no less than 18 inches apart.

b. Shall be covered with solid material or a screen. If a screen is used, it must be at least 16-mesh per inch.

c. This section shall not apply to OMFFs that are limited to the handling of prepackaged food and whole produce.

III. Compressor units that are not an integral part of the OMFF shall be installed in an area separate from the food preparation and storage areas.

C3. INTERIOR REQUIREMENTS

I. OMFFs shall have a clear, unobstructed height over the aisle-way portion of the unit of at least 74 inches from floor to ceiling, and a minimum of 30 inches of unobstructed horizontal aisle space.

II. Food preparation area walls and ceilings shall be constructed to be impervious, smooth, and cleanable.

III. Food preparation area floors shall be constructed of approved materials and shall be impervious, smooth, easily cleanable, and slip-resistant. The floor/wall juncture shall be coved with a minimum 3/8 inch radius and the floor surface shall extend up the wall at least four inches. (Vinyl rubber top-set base is not acceptable material). Equipment shall be sealed to the floor or raised 6 inches off the floor by means of easily cleanable legs or feet.

C. OCCUPIED MOBILE FOOD FACILITIES (OMFF) STRUCTURAL REQUIREMENTS

IV. Except for OMFFs subject to the California Department of Housing and Community Development (HCD), a second means of exit shall be provided either in the side opposite the main exit door, in the roof, or the rear of the unit, with an unobstructed passage of at least 24 inches by 36 inches. The interior latching mechanism shall be operable by hand without special tools or a key. The exit shall be labeled “Safety Exit” in contrasting colors with letters at least one inch high. For OMFFs subject to HCD, the size, latching, and labeling of the second means of exit shall comply with standards prescribed by HCD.

(continued)

D. MOBILE SUPPORT UNITS (MSU) STRUCTURAL REQUIREMENTS

D1. GENERAL

MSU requirements are based on the proposed services to be provided to the MFFs, and the number, type and location(s) of the MFFs to be serviced. All MSU construction and equipment will conform to the requirements described in the general MFF sections of this guideline as applicable. MSUs shall not be used to service MFFs conducting food preparation other than limited food preparation as found in CRFC section 114295(e).

D2. METHOD OF OPERATION

A detailed description of the intended operation(s) of the MSU shall accompany the construction plans for the MSU (use the operational procedures) and shall indicate the following:

I. A list of all MFFs to be serviced.

II. A list of services to be provided to each MFF.

III. The distance from the commissary to each MFF to be serviced.

MSUs that provide any of the following services to one or more MFFs shall conform to the applicable requirements under each service heading.

D3. TRANSPORT OF POTABLE AND WASTEWATER

I. Adequate potable water tank(s) shall be provided for all water demand for each MFF serviced including but not limited to, supply tanks, steam tables, utensil washing, hand washing, and equipment cleaning.

II. Wastewater tanks shall be adequate in volume to accommodate all MFFs serviced. Wastewater tanks will be located to prevent contamination of all potable water, clean linen, and food and utensil storage areas.

III. The method for securing removable tanks during transport shall be indicated.

IV. A designated wastewater pump shall be provided when wastewater is pumped from the MFF. The pump and all associated hoses shall be clearly labeled for waste.

V. A designated potable water pump (certified by an ANSI accredited certification program) shall be provided when potable water is pumped to the MFF. The pump and all associated hoses shall be labeled clearly for potable water and not used for any other purpose.

D. MOBILE SUPPORT UNITS (MSU)STRUCTURAL REQUIREMENTS

VI. Liquid waste tanks shall be equipped with an approved valve and shall be constructed to prevent drainage onto the ground during transport or when stationary.

VII. Waste tanks and associated pumps and hoses shall be stored separately from potable water storage, clean linen, paper products, food, equipment and utensil storage areas, and shall be clearly labeled as “waste”.

VIII. If tanks are removable, they shall be labeled “potable” or “waste.”

IX. Connections to the potable and waste tanks shall be of a different type or size so as to eliminate contamination of the potable water supply. Waste and potable hose connections shall not be interchangeable.

D4. TRANSPORT AND RESTOCKING OF FOOD AND/OR UTENSILS

I. Food, utensils, and supplies shall be protected from contamination.

II. The interior floor, sides, and top shall be free of cracks, seams, or linings where vermin may harbor, and shall be constructed of a smooth, washable, impervious material capable of withstanding frequent cleaning with approved sanitizing agents.

III. If used to transport potentially hazardous food, approved equipment to maintain food at the required temperatures shall be provided.

D5. REMOVAL AND TRANSPORT OF WASTE GREASE

I. An approved container(s) or tank(s) of sufficient volume with secure lid(s) shall be provided on each MSU for all MFFs that generate waste grease and are serviced by the MSU.

II. Tanks or containers shall be separate from all potable water, clean linen, paper products, food equipment, food and food utensil storage areas.

III. When grease is transferred from the MFF to the MSU by container, it shall have a tight fitting lid and shall be located so that it is separate from food, equipment, utensils, linens, and single-use articles, and a public health hazard or nuisance is not created.

D6. REMOVAL AND TRANSPORT OF REFUSE

Sufficient storage for all refuse shall be provided with adequate containment during transport. This may be accomplished by bins or cabinets that accommodate trash bags.

D. MOBILE SUPPORT UNITS (MSU) STRUCTURAL REQUIREMENTS

D7. STORAGE OF CLEANING EQUIPMENT, SUPPLIES, AND LINENS

I. Separate and adequate storage shall be provided in an MSU for cleaning equipment, and cleaning or other toxic chemicals.

II. Separate and adequate storage for clean linens/cleaning cloths shall be provided.

III. Soiled linens shall be kept in clean, nonabsorbent receptacles or clean, washable laundry bags and stored and transported to prevent contamination of food, clean equipment, clean utensils, and single-use articles.

(continued)

E. SINGLE OPERATING SITE MOBILE FOOD FACILITY (SOS MFF) STRUCTURAL REQUIREMENTS

SOS MFFs SHALL MEET ALL THE GENERAL MFF REQUREMENTS AS DETAILED IN THIS GUIDELINE.

E1. OPERATIONAL RESTRICTIONS

I. Limited to no more than four unenclosed MFFs and their auxiliary units that operate adjacent to each other at a single location.

II. Restricted to produce, prepackaged food, and limited food preparation.

E2. FOOD COMPARTMENTS

When within a fully enclosed structure, a food compartment is not required. However, based on environmental conditions, location, and other similar factors, additional structural or operational requirements may be necessary. Food barriers may be necessary for protection from customer droplet contamination.

E3. HANDWASHING AND WAREWASHING

When multiple MFFs operating as an SOS MFF require handwashing or warewashing, the handwashing and warewashing sinks may be shared when conveniently located and accessible during all hours of operation. When required, the handwashing and warewashing sinks shall be provided at the SOS MFF site. The permit holder of each MFF within the SOS MFF shall be the same.

F. DEFINITIONS

1. **Assembly:** a collection of parts brought together. Examples include assembling a peanut butter and jelly sandwich.

2. **Auxiliary Conveyance (AC):** a means of transport for the warewashing and/or handwashing sinks used in conjunction with the unenclosed mobile food facility (MFF).

3. **Commissary:** a food facility that services MFFs, MSUs, or vending machines where any of the following occur:

   a. Food, containers, or supplies are stored.

   b. Food is prepared or prepackaged for sale or service at other locations.

   c. Utensils are cleaned.

   d. Liquid and solid wastes are disposed, or potable water is obtained.

4. **Conveyance:** a means of transport: vehicle, cart.

5. **Food compartment:** a physical barrier to protect food from the outside environment that completely encloses and protects unpackaged food, food-contact surfaces and the handling of open food, including, but not limited to, an air pot, blender, bulk dispensing system, covered chafing dish, and covered ice bin. Another example would be a Plexiglas box with tight-fitting doors which effectively protects food from contamination, facilitates safe food handling and minimizes exposure to the environment by completely enclosing and protecting unpackaged food, food-contact surfaces and the handling of open food.

6. **Limited food preparation:** food preparation that is restricted to one or more of the following:

   a. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of open food.

   b. Dispensing and portioning of nonpotentially hazardous food.

   c. Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.

   d. Slicing and chopping of food on a heated cooking surface during the cooking process.

e. Cooking and seasoning to order.

f. Preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

Limited food preparation does **not** include any of the following:

a. Slicing and chopping unless it is on the heated cooking surface.

b. Thawing.

c. Cooling of cooked, potentially hazardous food.

d. Grinding raw ingredients or potentially hazardous food.

e. Reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.

f. Hot holding of open, potentially hazardous food, except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in the original, inedible wrapper.

g. Washing of foods.

h. Cooking of potentially hazardous foods for later use.

7. **Menu change:** a modification of a food facility's menu that would require a change in the food facility's food preparation methods, storage, equipment, or storage capacity previously approved by Environmental Health. These changes may include, but are not limited to, the addition of potentially hazardous foods to a menu, installation of new food preparation or storage equipment, or increasing storage capacity.

8. **Mobile Food Facility (MFF):** 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 unit on a skid or any other unit which is not easily moveable.

9. **Mobile Support Unit (MSU):** a vehicle, used in conjunction with a commissary or other permanent food facility, that travels to and services MFFs as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes. MSUs shall only service MFFs conducting limited food preparation.

F. DEFINITIONS

10. **Occupied Mobile Food Facility (OMFF):** an MFF that is occupied during normal business operations. All food preparation other than limited food preparation must be within a fully enclosed MFF.

11. **Portable:** equipment that does not exceed 80 pounds (36kg) in weight and is:

    a. capable of being lifted and moved **or**

    b. has utility connections that are designed to be disconnected or of sufficient length to permit the unit to be moved for cleaning.

12. **Portioning:** dividing into portions; abstracting from a whole.

13. **Potentially Hazardous Food (PHF):** means food that could make people sick if not held at proper temperatures. For further information on PHF go to CRFC section 113871.

14. **Prepackaged food:** any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, a food facility, or other approved source.

15. **Refrigeration unit:** a mechanical unit that extracts heat from an area through liquefaction and evaporation of a fluid by a compressor, flame, or thermoelectric device, and includes a mechanical thermostatic control device that regulates refrigerated blown air into an enclosed area at or below the minimum required food storage temperature of potentially hazardous foods.

16. **Single operating site mobile food facilities (SOS MFF):** at least one, but not more than four, unenclosed, mobile food facilities, and their auxiliary units, that operate adjacent to each other at a single location.

17. **Tight-fitting:** fabricated so that joining members are in contact along the entire seam with no opening greater than 1/64th inch (.04 cm).

18. **Transporter:** any vehicle used to transport food pursuant to a prior order from a manufacturer, distributor, retail food facility, or other approved source to a retail food facility or consumer.

19. **Vehicle:** a method of carrying or transporting something; conveyance. A vehicle is easily moveable and not at a fixed station or immobile.

Plan Submittal Checklist
Mobile Food Facility/Mobile Support Unit
County of Orange, Health Care Agency, Environmental Health
1241 E. Dyer Rd., Ste. 120, Santa Ana, CA 92705
http://ocfoodinfo.com/vehicles.htm
(714) 433-6416

The intent of this form is to assist our clients in determining the acceptability of the proposed plans for official review and is NOT a substitute for a full and detailed review by Food Vehicle Program staff.

Date _____ ☐ New Construction ☐ Remodel ☐ Consult **PE: 1570**

☐ Plans accepted for plan check review. **SR**

☐ Plans not accepted. Please resubmit two (2) new, complete sets. Include this form with submittal.

Business Name _____

_____

Sales Location Address _____

Contact Name _____ Phone Number (_____)_____

Preferred Method to Receive Letters: ☐ Email_____,

☐ Fax (_____)_____, OR ☐ Mail

Type of Mobile Food Facility (MFF): ☐ *Occupied/truck or trailer ☐ Unoccupied/Cart

Mode of Operation (check all that apply): ☐ Daily ☐ Weekend ☐ Special Events

Does this vehicle stop to conduct business at any sales location for more than one hour? ☐ Yes ☐ No

Y	N	N/A	Criteria
☐	☐	☐	Two identical sets of plans
☐	☐	☐	Floor plan drawn to scale, legible, and in ink (include top view and elevation views). All equipment drawn on the floor plan
☐	☐	☐	Complete menu
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	Complete finish schedule. (Floors, walls, ceiling, food contact surfaces, cabinets, counters etc.)
☐	☐	☐	Make and model numbers of all equipment (include water heater and water pumps) and/or manufacturers specifications sheets
☐	☐	☐	Refrigeration
☐	☐	☐	Food compartment
☐	☐	☐	Storage areas for food & supplies
☐	☐	☐	Food preparation counter space
☐	☐	☐	Separate storage area for poisonous chemicals
☐	☐	☐	Detailed exhaust hood drawings, including elevations and CFMs
☐	☐	☐	Plumbing schematic including tank dimensions
☐	☐	☐	Handwash sink
☐	☐	☐	Utensil wash sink with dual integral drainboards (include how dishes will be protected from exposure to the environment)
☐	☐	☐	Water heater capacity and location

☐	☐	☐	Power source
☐	☐	☐	Operational plan for an unenclosed MFF handling open food
☐	☐	☐	Proposed commissary
☐	☐	☐	Public restroom(s) within 200ft if operating longer than 1hr at one location
☐	☐	☐	*California Dept of Housing and Community Development certification

Type of Mobile Support Unit (MSU): ☐ *Occupied ☐ Unoccupied

The number of Mobile Food Facilities (MFF) being serviced by this MSU _____

Types of food on the MFF being serviced by this MSU_____

Miles and travel time from the MFF sales location to the commissary _____miles/ _____minutes

Y	N	N/A	Criteria
☐	☐	☐	Two identical sets of plans
☐	☐	☐	Floor plan drawn to scale, legible, and in ink (include top view and elevation views). All equipment drawn on the floor plan
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	Complete finish schedule
☐	☐	☐	Make and model numbers of all equipment (include water heater and water pumps) or manufacturers specification sheets
☐	☐	☐	Plumbing schematic including fresh water and liquid waste tank dimensions and location on the MSU
☐	☐	☐	Storage areas for food, clean utensils and supplies
☐	☐	☐	Storage area for dirty utensils
☐	☐	☐	Storage area for trash
☐	☐	☐	Separate storage areas for poisonous chemicals
☐	☐	☐	Refrigeration
☐	☐	☐	Power source
☐	☐	☐	Proposed commissary
☐	☐	☐	*California Dept of Housing and Community Development certification

Comments: _____
_____
_____

Preliminary Checker _____

Written Operational Procedures

County of Orange, Health Care Agency, Environmental Health
1241 E. Dyer Rd., Ste. 120, Santa Ana, CA 92705
(714) 433-6416 / www.ocfoodinfo.com/vehicles.htm

The permit holder of an unenclosed 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. An approved copy shall be kept on the mobile food facility during periods of operation. **Any change of to this form, menu, equipment, assigned commissary, or mobile support unit (MSU) will require approval by this Agency.**

Name of Business		
Owner Name		
Mailing address		
Phone	Fax	Email
Address of Sales Location		
SR#	PR#	Hours of Operation
Commissary		
Address of commissary		

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

Name of facility where restrooms are located:_____
Address of Restrooms: _____

FOOD HANDLING PROCEDURES

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

_____

_____

_____

_____

2. Indicate where food will be purchased.

_____

_____

3. Describe how the food will be stored at the commissary and how it will be maintained at proper holding temperatures.

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

5. Describe how potentially hazardous food (PHF) will be held on the MFF and maintained at proper holding temperatures. Describe if refrigeration or ice will be used in cooling the food.

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

CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS

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

8. 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:

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

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

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

11. Describe how and where the potable water tank(s) will be cleaned. Include any sanitizing solution and concentration to be used.

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

13. A MFF that is serviced by a MSU and that does not report to a commissary on a daily basis shall be stored in a manner that protects the MFF from contamination. Describe how the MFF will be protected from contamination when stored at the sales location during non-operational hours.

_____

_____

_____

_____

_____

FACILITIES OPERATING WITH A MOBILE SUPPORT UNIT/MSU

14. MFF is serviced by a MSU? Yes _____ / No _____

15. Business name of MSU _____

16. Number of facilities the MSU is servicing _____

17. What is the transport time for the MSU to travel from the commissary to the cart?

_____

_____

_____

18. A MFF that is serviced by a MSU shall have all the food removed from the facility and stored at an approved commissary or other approved facility after operating hours. Describe how food will be protected from contamination on the MSU during transport.

_____

_____

_____

_____

19. Describe what equipment will be used on the MSU to maintain proper holding temperatures.

_____

_____

_____

_____

20. Describe how the potable water hose on the MSU will be protected from contamination.

_____

_____

_____

_____

21. Describe how and where the potable water tank on the MSU will be filled.

_____

_____

_____

_____

22. Describe how and where the wastewater from the MSU will be disposed.

_____

_____

_____

_____

23. Describe how and where the MSU will be cleaned and sanitized.

_____

_____

_____

_____

24. Describe how the MSU will be transported from the sales location to the commissary.

_____

_____

_____

_____

25. Indicate where the MSU will be stored at the commissary.

_____

_____

_____

_____

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 _____ PR00_____

MFF Operational Procedures Handwritten
4/5/11