County of San Diego

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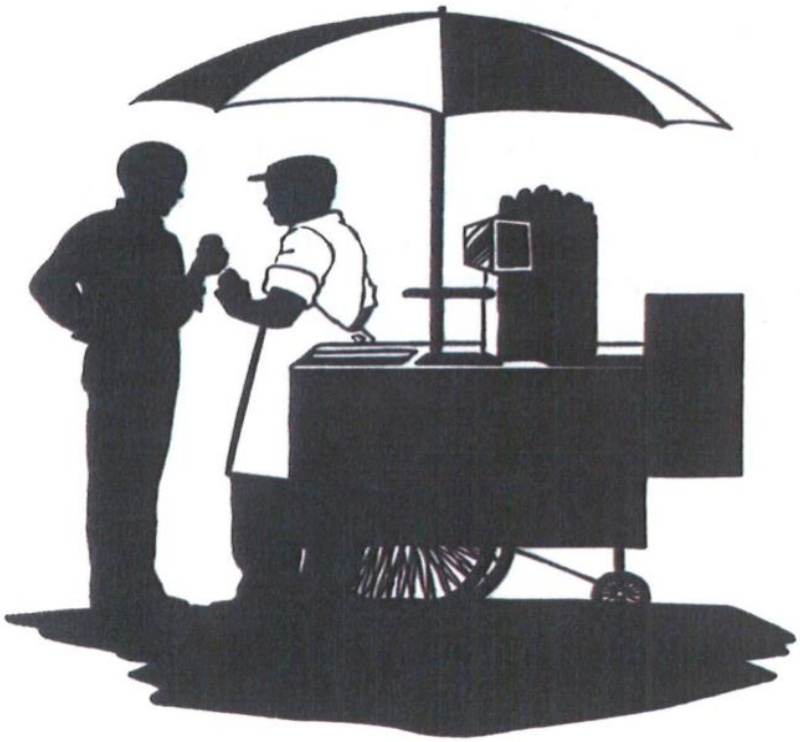
Construction and Operational Guide For Mobile Food Facilities and Mobile Support Units



I. INTRODUCTION

A. The construction and operation of all mobile food facilities (MFF) and mobile support units (MSU) are required to comply with the applicable sections of the California Retail Food Code (CRFC), excerpt from the CA Health and Safety Code. The Department of Environmental Health of the County of San Diego shall initially approve all MFF and MSU in San Diego County as complying with the provisions of the state law and may require re-approval if deemed necessary. After the MFF or MSU is approved to operate no modification may be made to the facility or unit without approval of this department.

B. This construction guide is intended for anyone planning to construct or remodel a mobile food facility or a mobile support unit (MSU) for use in San Diego County. Mobile food facilities include, but are not limited to the following:
   - Motorized ice cream trucks
   - Motorized produce trucks
   - Hot dog carts, Tamale carts and other types of pushcarts
   - Mobile food preparation units (hot food trucks)
   - Stationary mobile food preparation units
   - Single Operating Site Mobile Food Facilities (SOSMFF)

C. Contact the local zoning department for the location requirements to operate mobile food facilities prior to submittal of plans. Zoning information for carts is located at the end of this document.

D. After a MFF or MSU is approved to operate, no modification may be made without approval of this Department

E. If the MFF is occupied and has 110 volt electrical, plumbing, a gas appliance and equipment, or mechanical generator or compressor, it must have a certification insignia issued by the CA Department of Housing and Community Development (HCD). Contact HCD at (951) 782-4420.

This guide is intended to serve as a general overview of mobile food facilities and mobile support unit construction and permit requirements and should not be considered all-inclusive. Please contact the Food Facility Plan Check Unit at (858) 505-6660 if you require further information regarding your particular plan.

II. DEFINITIONS

A. **Assembly** means a collection of parts brought together.

B. **Auxiliary Conveyance (AC)** is a means of transport for the warewashing and/or handwashing sinks used in conjunction with, and maintained immediately adjacent to, the primary unit of the mobile food facility. When used by a Single Operating Site Mobile Food Facility (SOSMFF), the auxiliary conveyance may service up to four carts that do limited food preparation.

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

1. Food, containers, or supplies are stored.
2. Food is prepared or prepackaged for sale or service at other locations.
3. Utensils are cleaned and sanitized.
4. Liquid and solid wastes are disposed, or potable water is obtained.

D. **Conveyance** is a means of transport: vehicle, cart.

E. **Food compartment** means an enclosed space, including, but not limited to, an air pot, blender, bulk dispensing system, covered chafing dish, and covered ice bin with all of the following characteristics:

1. The space is defined by a physical barrier from the outside environment that completely encloses all food, food-contact surfaces, and the handling of non-prepackaged food.
2. 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.
3. 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.

F. **Hot Dog** means a whole, cured, cooked sausage that is skinless or stuffed in a casing and that is also known as a frankfurter, wiener, red hot, Vienna, bologna, garlic bologna, or knockwurst, and that may be served in a bun or roll.

G. **Limited Food Preparation** means food preparation that is restricted to one or more of the following:

1. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
2. Dispensing and portioning of non-potentially hazardous food.
3. Slicing and chopping of food on a heated cooking surface during the cooking process.
4. Cooking and seasoning to order.
5. 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**:

1. Slicing and chopping unless it is on the heated cooking surface, thawing, cooling of cooked potentially hazardous food, grinding raw ingredients or potentially hazardous food.
2. Reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.
3. Hot holding of non-prepackaged, potentially hazardous food, except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in the original, inedible wrapper.

4. Washing of foods, or
5. Cooking of potentially hazardous foods for later use.

H. **Menu change** means 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 the local enforcement agency. 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.

I. **Mobile Food Facility (MFF)** 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.

J. **Mobile Support Unit (MSU)** is a vehicle, used in conjunction with a commissary 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. MSU shall not be used to service a motorized MFF.

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

L. **Portable** means equipment that is capable of being lifted and moved or has utility connections that are designed to be disconnected or of sufficient length to permit the unit to be moved for cleaning, and does not exceed 80 pounds (36kg) in weight.

M. **Portioning** means dividing into portions: abstracting from a whole.

N. **Prepackaged food** means 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.

O. **Refrigeration unit** is 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.

P. **Single Operating Site Mobile Food Facility (SOS-MFF)** means 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. A SOSMFF is restricted to produce, prepackaged food, and limited food preparation. A SOSMFF must be supported by an approved mobile support unit if it is not easily moveable to a commissary.

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

R. **Transporter** is any vehicle used to transport food from a manufacturer, distributor, retail food facility, or other approved source to a retail food facility.

S. **Vehicle** is a means of carrying or transporting something: conveyance.

III. PLAN SUBMISSION

A. Three (3) sets of plans shall be submitted and approved for any new or remodeled MFF, MSU, or auxiliary sink conveyance, prior to construction, as well as those that have been acquired by the operator in the finished state. Plans may also be required for a change in menu on a MFF that has a health permit.

B. A plan check fee must be paid at the time of plan submittal. Current fee schedules are available upon request. Generally, the plan review process takes within twenty (20) working days to complete. If you are planning to open and operate sooner a fee may be paid to expedite plans.

C. Complete, easily readable plans must be drawn to scale (e.g. 1/4" = 1 ft.) on white paper with dark ink, blue prints, or other standard floor plans.

D. Drawings shall show all four (4) sides and the top view of the MFF or MSU, and a complete plumbing diagram.

E. The location and type of each of the following, if applicable, shall be shown on the plans:

1. Potable water tanks; volume and dimensions, length x width x depth indicated.
2. Potable water inlets and overflow lines. Indicate type.
3. Waste water tanks; volume and dimensions, length x width x depth indicated
4. Waste tank drain valves.
5. Water heaters type and size in gallons indicated.
6. Warewashing sink that has two or three compartments with integral drainboards on both ends. Indicate sink compartment length x width x depth. The number of compartments is subject to approval by this Department, based on the MFF's menu, operations and procedures.
7. Handwash sink dimensions and location stated. Soap and towel dispensers shown.
8. All associated plumbing and backflow prevention devices.
9. Each piece of food service equipment and placement.
10. All equipment specifications, including weight, manufacturer, make and model number shall be indicated either separately or on the plan. All equipment shall be listed as certified or classified for sanitation by an ANSI accredited certification program, such as, NSF.
11. Ice bin indicating volume and dimensions, length x width x depth.
12. Finish schedule for food contact surfaces, counter tops, food compartments, walls, floors and ceilings.
13. Food compartment(s) and doors in their open position. Size and location of any pass through windows.
14. Gas and electrical lines.
15. All other component details, such as utensils, tray inserts, insulations, counters, shelving, storage areas, and food preparation areas, etc.
16. Identification signage that is permanently affixed on the customer side of a MFF and on two sides of a motorized MFF and MSU. The identification must include the business name (at least 3" high), the name of the permittee if different from the business name (at least 1" high), the city, state and zip code of the permittee (at least 1" high).
17. Fire protection equipment; type and location indicated.
18. Power source. Indicate size.

19. Mechanical ventilation for units with cooking equipment beneath a roofed enclosure, which must meet California Mechanical Code requirements.
20. Overhead protection during operation and how the MFF is stored or enclosed after the hours of operation for Mobile Food Facilities that operate at a single site. Approval by the local building authority for the proposed enclosure and signage will be required.

C. The following items shall accompany the plans:

1. A commissary agreement letter, if available at that time, must accompany the plans (otherwise to be submitted prior to final issuance of permit.)
2. Menu.
3. Operational procedures for unenclosed (non-occupied) MFFs (food carts). Procedures must include food handling, including water refilling, and the cleaning and sanitizing of food-contact surfaces, food equipment and utensils.
4. Mobile food facilities that operate at a single location must provide a toilet facility agreement letter. The food sales must be conducted within 200 feet of an approved and readily available toilet and handwashing facility.
5. For Single Operating Site Mobile Food Facilities, a site plan is to be provided to show the location of the toilet room(s) as well as the refuse area.
6. Plans for the mobile support unit (MSU) needed to service a stationary MFF shall also be submitted for approval prior to construction. The use of a MSU shall be indicated in the operational procedures. A MSU is not approved to service motorized MFFs that conduct food preparation beyond limited food preparation.

IV. CONSTRUCTION REQUIREMENTS

A. Surface materials of the MFF must be constructed of a smooth, durable, washable, impervious material capable of withstanding frequent cleaning, no unfinished wood and must be free of cracks, seams, or linings where vermin may harbor.

B. Construction joints shall be tightly fitted and sealed with no gaps or voids. All sealant, solder and weld joints located in the food contact areas are to be smooth, and approved for food contact surfaces. Spaces around pipes, conduits or hoses that extend through cabinets, floors or outer walls must be sealed to be smooth and easily cleanable.

C. All food-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, i.e. National Sanitation Foundation (NSF), Intertek Testing Services (ITS or ETL), Underwriter's Laboratory Sanitation (EPH), Canadian Standards Association CSA or other ANSI approved certification agency. In the absence of applicable ANSI sanitation certification, the equipment design, construction and installation is subject to approval by this Department.

D. All food related fixtures, tanks, equipment, plumbing, pumps and filters must meet standards referenced in the current plumbing code. Plumbing fixtures, pumps and filters shall be installed according to the manufacturer's specifications.

E. A minimum gap of 4 inches of unobstructed space to facilitate cleaning must be provided between the bottom of equipment and surfaces when there is a rigid utility connection such as a gas line. If equipment can be easily moved by one person and has a flex connection the 4 inch clear space is not required, all non-portable equipment must be on the primary MFF, except for the handwashing sink and warewashing sink on an approved auxiliary conveyance

F. Lighting and Power Supply:

1. Light bulbs and tubes must be covered and completely enclosed in plastic safety shields or the equivalent.
2. Light fixtures shall be installed so as not to constitute a hazard to employees or food safety.
3. Adequate electrical power shall be provided to power accessories or appliances.

G. Electrical appliances must meet applicable Underwriter's Laboratory standards.

H. Potable water tanks and plumbing:

1. Water tanks and plumbing shall be constructed of food grade material as approved by an ANSI accredited testing organization for drinking water.
2. Interiors shall be smooth and free of recesses and crevices and capable of draining completely.
3. Tanks must be adequately vented for flow. Water tank vents shall terminate in a downward direction and are to 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.
4. Potable water tanks must be sufficient in volume to hold:
   a. Five (5) gallons minimum for hand washing
   b. Fifteen (15) additional gallons minimum for warewashing for facilities with limited food preparation.
   c. Twenty five (25) additional gallons of water for warewashing must be provided for any preparation beyond limited food preparation.
5. Water tank capacities requirements may be met with one or more potable water tanks.
6. Potable water inlets are to be protected from contamination and designed to preclude attachment to a non-potable service connection, e.g. quick disconnect.
7. Potable water inlets must be located at least 1" above the overflow.
8. Overflow pipe openings must be protected from the entrance of dust, insects and other contamination.
9. Potable water tanks may be removable; maximum size of 10 gallons (80 lbs) to be considered suitably portable.
10. Connections to the potable and waste tanks are to be a different type or size so as to eliminate contamination of the potable water supply. Waste and potable hose connections are not interchangeable.
11. Liquid waste hoses are not be the same color as the hoses used for potable water.
12. If tanks are removable they are to be labeled 'potable' or 'waste' to eliminate any confusion.
13. Equipment in which spillage is likely to occur shall have a drip tray fitted to that spillage drains into a waste tank.

I. Handwashing Sink Requirements:

1. The handwashing sink shall have a minimum dimension of 9" in width, 9" in length and 5" in depth, located to be easily accessible by food employees in the MFF. The handwashing sink maybe installed on an approved auxiliary conveyance of a stationary MFF.
2. The handwashing sink shall be provided with hot and cold running water through a mixing faucet capable of delivering a minimum of a gallon/minute; minimum temperature of 100°F, tempered not to exceed 108 ºF

3. Wall mounted hand soap and single-use commercial towel dispensers shall be installed adjacent to the handwashing sink.
4. The handwashing sink shall be separated from the warewashing sink by a 6" high metal splashguard that extends from the back edge of the drainboard to the front edge of the drainboard. The corners of the splashguard shall be rounded. Splashguard is not required if the warewashing sink drainboard edge is 24" or more away from the handwashing sink.
5. A handwashing sink is not required in MFFs limited only to handling whole produce or the bulk dispensing of nonpotentially hazardous beverages.

J. Warewashing sinks:

1. A warewashing sink with at least three compartments with two integral metal drainboards shall be installed in a MFF where non-prepackaged (open) food is cooked, blended, or otherwise prepared.
   a. The dimensions of each compartment shall be large enough to accommodate the cleaning of the largest utensil and either of the following:
      i. At least 12 inches wide, 12 inches long, and 10 inches deep.
      ii. At least 10 inches wide, 14 inches long, and 10 inches deep.
   b. 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.
   c. The sink shall be equipped with a mixing faucet providing hot and cold water and shall be provided with a swivel spigot capable of servicing all sink compartments.
2. If all utensils and equipment of a mobile food facility are washed and sanitized on a daily basis at the approved commissary or other approved food facility, and the mobile food facility provides and maintains an adequate supply of spare utensils for preparation and serving in the MFF, as needed, to replace those that become soiled or contaminated, then the facility shall not be required to provide a warewashing sink to only handle any of the following:
   a. Non-potentially hazardous foods that do not require preparation other than heating, baking, popping, portioning, bulk dispensing, assembly, or shaving of ice.
   b. Steamed or boiled hot dogs.
   c. Tamales in the original, inedible wrapper.
3. An unenclosed mobile food facility that prepares potentially hazardous beverages for immediate service in response to an individual consumer order shall comply with any of the following:
   a. Provide a three-compartment sink described in J.1. a, b, c.
   b. Provide at least a two-compartment warewashing sink limited to batch washing operations for cleaning and sanitizing. The process must consist of setting up the cleaning and sanitizing solutions immediately before use and draining them immediately after use, as well as use of a detergent sanitizer to clean and sanitize in accordance with the manufacturer's label instructions where there is no distinct water rinse between the washing and sanitizing steps. The agent applied in the sanitizing step shall be the same detergent sanitizer that is used in the washing step.
   c. Provide a one-compartment sink, separated from the handwashing sink, with at least one integral metal drainboard, an adequate supply of spare utensils to replace those that become soiled or contaminated, AND a three (3) compartment warewashing sink that

complies with items in J. 1. a, b, c. The warewashing sink shall be located within reasonable proximity to the cart and must be readily accessible for use by, food employees at all times.

4. A warewashing sink must be on the primary MFF unit or on an approved auxiliary conveyance. When on an auxiliary conveyance, the sinks must be located proximal to the limited food preparation cart.
5. A warewashing sink must be supplied with hot water under pressure through a mixing faucet.
6. A water heater or an instantaneous heater capable of heating water to a minimum of 120 ^{o}F for utensil washing or 100 ^{o}F for handwashing only, interconnected with a potable water supply, shall be provided and shall operate independently of the vehicle engine. Cold running water must also be supplied.
7. A water heater with a minimum capacity of four gallons shall be provided for MFF's conducting any type of food preparation. A minimum water heater capacity of one-half gallon shall be provided for MFFs needing only handwashing.
8. The warewashing sink shall be within the MFF or have adequate overhead protection made of wood, canvas, or other materials that protect the sinks from bird and insect droppings, dust, precipitation, and other elements.

K. Gas fired appliances:

1. Thermocouples shall have a safety shut off device.
2. Propane tanks:

   a. That are enclosed within the MFF shall have 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. Shall be securely placed and should not be located on the bumper of a trailer mounted vehicle. The only appropriate placement on the exterior of the MFF is on the front (tongue) of the trailer.

   d. Shall have a safety shut off valve.

   e. 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.

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

3. Certification shall be indicated by a decal on the appliance.
4. All new and replacement gas-fired appliances shall meet applicable ANSI standards.
5. All liquefied petroleum equipment shall be installed to meet applicable fire authority standards, and this installation shall be approved by the fire authority.
6. All gas lines shall be properly installed and protected. Use grommets as needed.

L. Food compartment(s): must be present and adequately sized for the intended operation of the MFF. For a food compartment:

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

2. 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.

3. 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.

4. If doors are a part of the food compartment they will only open outward and will not fold, flip or slide up and over the top portion of the compartment. Folding side by side hinged doors are acceptable.

5. Ice bins holding edible ice shall be placed within a compartment and shall be designed for easy access.

M. Food Storage:

1. Food storage compartments are to be large enough to accommodate expected food volumes.

2. Food storage compartments are to be enclosed to protect from contamination.

3. Food storage compartments cannot contain plumbing of any kind.

4. SOS-MFFs will be evaluated based on the menu provide at time of plan review. A dedicated conveyance may be required for storage of necessary supplies such as food and utensils.

5. Potentially hazardous foods (except for frozen ready-to-eat foods, whole fish, and whole aquatic invertebrates) shall be stored within refrigeration units.

N. Wastewater Tanks:

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

2. Any wastewater tank mounted within an MFF or MSU shall have an air vent overflow provided in a manner that will prevent potential flooding of the interior of the facility.

3. A water tank vent 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 that is not protected from windblown dirt and debris.

4. Wastewater tanks shall be of sufficient capacity to hold 150% or1.5 times that of the potable handwashing and warewashing water supply, 15% of product water, and 33% of the total ice bin volume.

5. Wastewater tanks may be removable, but can be no greater in size than 10 gallons (80 lbs) to be considered suitably portable.

6. Wastewater tanks shall have a discharge valve located to facilitate complete draining of the tank.

7. Permanently installed steam tables shall be fitted with a discharge valve and shall not drain to the wastewater tank.

8. If tanks are removable they should labeled ‘potable’ or ‘waste’ to eliminate any confusion.

O. Ventilation:

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

2. All mechanical exhaust ventilation equipment shall be installed and maintained in accordance with the California Mechanical Code (CMC) or for occupied mobile food facilities (OMFFs), certified and approved by the CA Department of Housing and Community Development (HCD).

3. For California Mechanical Code compliance, the following shall be kept in good working order:

   a. Cooking equipment.
   b. Hoods.
   c. Ducts (if applicable).
   d. Fans.
   e. Fire suppression systems.
   f. Special effluent or energy control equipment.

P. Flooring:

Ground or floor surfaces where cooking processes are conducted from a grill, or other unenclosed approved cooking unit on an MFF shall be impervious, smooth, easily cleanable, and shall provide employee safety from slipping. Ground or floor surfaces shall extend a minimum of five feet on all open sides of where cooking processes are conducted.

Q. Safety:

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

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

3. 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 stored so as to prevent their 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.

4. Light bulbs and tubes shall be covered with a completely enclosed plastic safety shield or its equivalent, and installed so as to not constitute a hazard to personnel or food.

5. 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.

6. 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.

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

V. FULLY ENCLOSED/OCCUPIED MOBILE FOOD FACILITIES - OMFF

In addition to general requirements for MFFs, the following shall apply to OMFFs.

NOTE: 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 CA Department of Housing and Community Development.

A. Exterior requirements:

1. Entrance doors to food preparation area and service openings are to be self-closing.

2. Food service openings:

   a. Maximum 216 square inches and no less than 18 inches apart.

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

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

3. Compressor units that are not an integral part of the MFF shall be installed in an area separate from the food prep and storage areas.

4. Propane tanks shall be located outside the MFF, and there can be no other attachments on the exterior of the MFF (e.g. can opener).

B. Interior requirements:

1. 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.

2. Walls and ceilings shall be constructed so surfaces are impervious, smooth and cleanable.

3. Floors shall be constructed of approved materials. 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 an easily cleanable leg and foot.

   a. This section shall not apply to MFFs that are limited to the handling of prepackaged food and whole produce, unless water flushing of floors is required.

   b. If water flushing of floors is required, a food grade hose shall be installed and maintained in an enclosed compartment. The food grade hose shall be of sufficient length to clean the interior of the vehicle.

VI. MOBILE SUPPORT UNITS - MSU

MSU requirements are based on the proposed services to, and the number, type and location(s) of the MFFs serviced. All construction and equipment will conform to the requirements described in the general MFF sections of this guideline as applicable.

A. Operational Procedure: a detailed description of the intended operation(s) of the MSU shall accompany the construction plans for the MSU and shall indicate the following:

1. A list of all MFFs to be serviced. MSU are not approved to support MFFs that conduct food preparation in excess of limited food preparation.
2. A list of services to be provided to each MFF.
3. The distance from the commissary to each MFF to be serviced.

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

B. Transport of potable and waste water:

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

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

3. The weight of portable potable and/or waste water tanks, that are used to replace the respective water tanks of an MFF, shall not exceed 80lbs each.

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

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

6. Potable water shall only be provided directly from an approved water supply-never from a water tank.

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

8. 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”.

9. If tanks are removable they should labeled ‘potable’ or ‘waste’ to eliminate any confusion.

10. 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.

C. Transport and restocking of food and/or utensils:

1. Adequate compartments and shelving shall be provided for all food to be transported.

2. When unpackaged food is stored during transport, compartments shall be smooth, easily cleanable, non-absorbent, and equipped with tight fitting doors and/ or lids.

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

4. Mobile support units shall not be approved for utensil washing.

D. Removal and transport of waste grease:

1. An approved container(s) or tank(s) of sufficient volume with secure lid(s) shall be provided for all MFFs generating waste grease, serviced by the MSU.

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

3. Pumps and all associated hoses that are used to drain grease shall be clearly labeled as “waste grease” and shall be stored separate from other pumps and hoses.

4. When grease is transferred from the MFF to the MSU by container, it shall have a tight fitting lid. The container and any associated funnels shall be clearly labeled as “waste grease”.

E. Removal and transport of food waste other than grease:

1. Adequate additional volume shall be provided to the waste water tanks when servicing MFFs with liquid food waste.

2. Transfer methods shall be indicated and the proper transfer equipment provided and labeled clearly for waste.

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

F. Removal and transport of equipment to commissary for sanitizing:

1. Adequate shelving or cabinets shall be provided for storage of equipment during transport.

G. Cleaning MFFs:

1. Separate and adequate storage shall be provided for cleaning equipment, and cleaning and other toxic chemicals.
2. Separate and adequate storage for clean rags shall be provided.
3. Separate and adequate, leak-proof storage for soiled rags shall be provided.
4. A separate and adequate receptacle shall be provided for removal of solid and food waste.

VII. OPERATIONAL REQUIREMENTS FOR MOBILE FOOD FACILITIES

A. Operation from a Commissary – Cleaning and Servicing

1. MFFs must operate in conjunction with a commissary, MSU, or other facility approved by the enforcement agency.

2. MFFs must be stored at or within a commissary or other location approved by the enforcement agency in order to have protection from unsanitary conditions. All cart type mobile food facilities must be able to physically fit within their commissary.

3. MSUs must be operated from and stored at a designated commissary and must be permitted and are required to be plan reviewed. MSUs shall report to a commissary or other approved facility for cleaning, servicing, and storage at least daily.

4. Unless serviced by an MSU, or operating at a community event, MFFs must report to the commissary or other approved facility on a daily basis.
5. The commissary must be approved by the Plan Check Unit for the mobile food facility applying to use it. The commissary must be under the permit of the County of San Diego, Department of Environmental Health, unless the application is for a MFF at a community event.
6. MFFs are required to be cleaned and serviced at least once daily during an operating day.

B. Food Safety Certification

1. An owner or employee of MFFs in which potentially hazardous foods are prepared, handled, and/or served is required to have successfully passed an approved and accredited food safety certification examination.
2. No person can act as the food safety certified person at more than one food facility with the exception that multiple contiguous food facilities permitted within the same site and under the same management, ownership, or control shall be deemed to be one food facility

C. Operational Procedures

1. During operation, no food shall be stored, displayed, or served, from any place other than the mobile food facility. The use of tables, benches, and other such devices, to display or serve items for use on the mobile food facility is prohibited.

2. For limited food preparation MFFs not requiring a warewashing sink, utensils shall be restricted to spatulas, tongs scoops, and/or spoons as identified on the Written Operational Procedures.

3. Food condiments shall be protected from contamination. Condiments provided for customer self-service, shall be prepackaged or from approved (pump, pour, squeeze, or auger type) dispensing devices. Potentially hazardous foods, such as chili or perishable cheese cannot be held as a condiment on an unenclosed MFF.

4. During transportation and storage of the mobile food facility, food and food contact surfaces shall be protected from contamination.

5. Food products remaining after each day's operation shall be stored only in an approved food facility. Potentially hazardous foods held at or above 135°F on a MFF shall be discarded at the end of the day.

6. Utensils and equipment shall be handled and stored so as to be protected from contamination. Single-service utensils shall be obtained from sanitary containers or approved sanitary dispensers, stored in a clean, dry place until used, handled in a sanitary manner, and used only once.

7. Wiping cloths must be stored in a clean solution containing 100 parts per million (PPM) of available chlorine as a hypochlorite. Other approved sanitizing compounds at appropriate concentrations may be used. (Mix one ounce of bleach to one gallon of clean water to produce a sanitizing solution of 100 PPM concentration). Provide testing strips kit to check the concentration of the sanitizing solution.

8. Only the mobile food facility operator shall dispense all unpackaged foods. Customer self-service of unpackaged foods is prohibited.

9. Thermometers shall be provided for all warming units and refrigeration units. A probe type thermometer shall also be available for use on a mobile food facility that handles potentially hazardous foods.

10. All food shall be obtained from an approved source.

11. All potentially hazardous foods shall be maintained at or below 41°F or at or above 135°F at all times.

VIII. INSPECTION

A. After your plans have been reviewed you will receive notification of plan review approval from this Department, at which time you may proceed with construction, remodeling, or conversion.

B. The yearly operational Health Permit application and fee is required prior to final inspection. Upon completion of construction, or when the mobile food facility or mobile support unit is in compliance, you may make an appointment to bring it to the Department of Environmental Health office at 5500 Overland Avenue, San Diego, CA 92123 for an initial construction inspection. SOS-MFF inspections will be conducted on site.

C. The vehicle inspection area is located on the parking area north west of the building, in front of the Medical Examiner's Bldg. at 5570 Overland Avenue. The mobile food facility or mobile support unit must be clean and all equipment to be in place and operational at the time of inspection including water heaters.

D. For scheduling an inspection appointment call (858) 505-6660. Inspections are scheduled on Monday, Wednesday or Friday between the hours of 9:00 to 11:30 AM and 1:00 to 4:00 PM.

MOBILE FOOD FACILITY – ZONING INFORMATION

The Department of Environmental Health approves mobile food facilities that comply with all of the requirements of the CA Health & Safety Code. The operator is responsible to know other requirements in the cities where business will be conducted. Below you will find some information about the different cities in San Diego County and the telephone numbers to call for additional information.

County of San Diego, Dept. of Planning and Land Use	Allowed – Private property zoned for commercial use; Must not impact parking space requirements for private property.	**(858) 565-5981**
Carlsbad	Allowed - parking 10 min.	**(760) 602-2494**
Chula Vista	Allowed - max. parking 10 min; Need business license	**(619) 585-5621**
Coronado	Single Operating Site only with approval from City	**(619) 522-7305**
Del Mar	Not Allowed	**(858) 704-3651**
El Cajon	Allowed	**(619) 441-1782**
Encinitas	Allowed with approval from Zoning Dept/Business Permit	**(760) 633-2710**
Escondido	Only Cold Food Trucks Allowed	**(760) 839-4659**
Imperial Beach	Temporary Basis Only - Need a Temporary Outdoor Sales Permit; Business License/Seller's Permit required	**(619) 628-2381**
La Mesa	Allowed – Need business license	**(619) 667-1348**
Lemon Grove	Allowed – Need business license; cannot park within 50 ft. of an existing restaurant	**(619) 825-3800**
National City	Allowed – Business License & Annual Food Vending Permit. Not within 500 ft. of a school; Public area – not to exceed 10 min., and next stop must be 300 ft. away; Private property – may only sell to property owner or his employees	**(619) 336-4341**
Oceanside	Minimum 500 ft. from an existing restaurant	**(760) 435-3520**
Poway	Allowed – Need a Solicitor's Permit	**(858) 668-4600**
San Diego	Allowed – Private Property only with property owner approval; Need a Business License	**(619) 446-5000**

San Marcos	Allowed - Need Business License	**(760) 744-1050 ext. 3204**
Santee	Allowed – Need Business License/Solicitor's Permit	**(619)258-4100 ext. 146**
Solana Beach	Allowed – Need a Solicitor's License	**(858) 720-2403**
Vista	Allowed – Need a Business License; Truck needs a Safety Inspection from City	**(760) 639-6141**

County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
FOOD AND HOUSING DIVISION
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
Phone: (858) 505-6900 ● (800) 253-9933 ● FAX: (858) 999-8920 ● www.sdcdeh.org

WRITTEN OPERATIONAL PROCEDURES FOR MOBILE FOOD FACILITIES

Facility Name: _____ **Health Permit Number:** _____

Hours of Operation:

Time	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start:	❑am ❑pm	❑am ❑pm	❑am ❑pm	❑am ❑pm	❑am ❑pm	❑am ❑pm	❑am ❑pm
End:	❑am ❑pm	❑am ❑pm	❑am ❑pm	❑am ❑pm	❑am ❑pm	❑am ❑pm	❑am ❑pm

Location of Operation: _____ **City**:_____, **CA** **Zip:**_____
Street No. Street Name

Business Owner Name: _____ **Phone: ( )**_____

Fax: ( )_____ **E-Mail:** _____@_____
Mailing Address:_____ **City:** _____ **State:**____ **Zip:** _____
Street No. Street Name

AN APPROVED COPY OF THIS OPERATIONAL PROCEDURE SHALL BE MAINTAINED ON THE MOBILE FOOD FACILITY AT ALL TIMES.
Please note that any changes to the menu, equipment, or procedures listed on this form require prior approval by the Food and Housing Division (FHD) of the Department of Environmental Health.

MENU DESCRIPTION (use additional sheet on page 3, if necessary)

Write below a complete list of food and beverages that will be offered on the mobile food facility menu			Where was this food purchased?	Where will the food be prepared?	
FOOD ITEM	**UNPACKAGED FOOD**	**PREPACKAGED FOOD**		**COMMISSARY**	**ON SITE**

1. Indicate the location where you will store food at the end of the day.

Food Stored at:_____City:_____, CA Zip:_____
Street No. Street Name

2. Indicate the location where you will store the food facility (MFF) unit at the end of the day.

MFF Stored at:_____City:_____, CA Zip:_____
Street No. Street Name

3. Describe the procedure you will use <u>to fill the MFF potable water tank and the location where it will be filled</u>:

_____

4. Describe the procedure you will use <u>to empty the MFF waste water tank and the location where it will be emptied</u>:

_____

WRITTEN OPERATIONAL PROCEDURES FOR MOBILE FOOD FACILITIES

5. Describe the procedures you will use to clean and sanitize the potable water and waste tanks.

Tank	Cleaning Method	Sanitizing Method	How often?
Potable Water			
Waste Water			

6. Name of business providing restroom facility during hours of operation: _____

Business location:_____City:_____, CA Zip:_____
Street No. Street Name

7. List equipment and utensils that will be used on the mobile food facility. Please be specific on equipment's use and function. For example: **Equipment:** Blender **Intended use:** Make Smoothies

Equipment	Intended use in mobile food facility

8. Describe the procedures you will use to clean and sanitize food contact surfaces, equipment and utensils during working hours and at the commissary.

	During working hours	At the Commissary
Clean		
Sanitize		

9. Indicate the specific sanitizer or sanitizing method that you will use by checking the box below:
   - ☐ Contact with a solution of 100 ppm (parts per million) available chlorine for at least 30 seconds.
   - ☐ Contact with a solution of 200 ppm available quaternary ammonium for at least one minute.

   Check the option you will use: ❑ Commercial pre-mixed solution or ❑ I will prepare my own sanitizer solution

10. Acknowledgment

I understand and agree that if I make changes to my operating procedures, I must notify the Food and Housing Division (FHD) within 7 days. Revised operating procedures may be provided by Fax: (858) 999-8920, E-mail: fhdpermits@sdcounty.ca.gov, in person at 5500 Overland Avenue, San Diego, CA 92123 or by U.S. Mail to P.O. Box 129261, San Diego, CA 92112-9261, Attn: FHD Mobile Food Inspection Program. Failure to notify FHD of any changes may result in an administrative citation, suspension or revocation of the Health Permit issued to me to operate this Mobile Food Facility.

Authorized Signature: _____ Date:___ /_____/_____

Print Name: _____ Title: _____

REVIEWER OF OPERATIONAL PROCEDURES:_____, REHS

DATE APPROVED: _____/_____/_____ HEALTH PERMIT TYPE/NUMBER: _____

MENU DESCRIPTION

(continued)

SOURCE OF MENU AND PREPARATION METHODS

Write below a complete list of food and beverages that will be offered on the mobile food facility menu			Where was this food purchased?	Where will the food be prepared?	
FOOD ITEM	UNPACKAGED FOOD	PREPACKAGED FOOD		COMMISSARY	ON SITE