FOOD SAFETY PROGRAM

MOBILE FOOD OPERATION PACKET

Mobile Food License Requirements

Summit County Public Health
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www.scph.org

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Licensing

Ohio Law requires that every person, which intends to prepare, serve or sell food from a movable vehicle, portable structure or watercraft that routinely changes location, obtain a Mobile Food Operation License. Ohio Law also requires that every Mobile Food Operation comply with the applicable sections of the Ohio Administrative Code (O.A.C. 3717-1). If you have any questions regarding mobile food operations and mobile retail food establishments or licensing, please contact the Food Safety Program at (330) 926-5600.

Getting Started

Step 1: Read through this entire packet

- Read through all of the different categories of mobile units and see which applies to you.
- Become familiar with the requirements for all mobiles and the differences between them.

Step 2: Submittals

- Review and complete the New Mobile Application. This document can be found at https://www.scph.org/food-safety/licensing. If applicable to your set-up, all elements on the document must be provided to ensure compliance.
- Submit a detailed overhead drawing of your proposed mobile unit. An example of the drawing can be found on page 9. The drawing of the unit must detail the necessary requirements (i.e. hand washing sink, 3-compartment sink, mechanical refrigeration, etc.), and how other requirements will be met if not shown in the drawing.
- Submit a menu or complete list of food and beverage items to be sold from the mobile unit during the license period. This menu will appear on the back of the Operator's license and cannot change unless receiving approval from the licensing inspector.
- These items will be submitted to the inspector prior to the pre-licensing inspection.
- If applicable, a copy of the Ohio Department of Agriculture (ODA) food processing or cold or frozen storage registration may be needed for those mobiles which cannot conduct all activities in the mobile. This will be explained in the General notes section.

Step 3: Contacting Summit County Public Health (SCPH)

- Contact Summit County Public Health to speak with an inspector that works in the Food Program and specializes in mobile inspections. An inspector will be assigned to your mobile based upon the physical address within the county where you store the mobile overnight, which is considered your "home base" of operations.
- The inspector will ask for all of the documents listed above and any additional forms as necessary. We will answer any questions that you may have and guide you through the rest of the process.
- An appointment will be made for the pre-licensing inspection.

Step 4: Pre-Licensing Inspection

- Prior to operating your mobile unit, you must pass a pre-licensing inspection conducted by SCPH.
- The license will not be issued until the mobile unit meets all of the applicable code requirements at the time of the pre-licensing inspection. The Mobile Food Operation Checklist can be used to assure you have everything you need to pass the inspection.
- At the inspection, the mobile unit must be fully operational and utilities and equipment must be connected and properly working. The mobile must be set up according to the detailed drawing that was submitted.
- The operator's knowledge of food safety processes and procedures will also be tested at that time. A menu review will be conducted to ensure that all of the processes and procedures regarding storage, preparation, and service of the foods is satisfactory.
- The application for the license will be made available at the pre-licensing inspection if the inspection

is successfully passed. The license fee must be paid at this time. SCPH accepts cash, check, money orders and credit cards with an applicable service fee charge (by calling in and speaking with the SCPH support staff over the phone).

Note: SCPH personnel will make all attempts to accommodate your timeline for the pre-licensing inspection. Please contact us at least 10 business days in advance of your target operating date to schedule this inspection. Planning ahead helps avoid scheduling conflicts and allows time for re-inspections, if necessary.

What is a mobile food service operation?

A mobile food service operation is an operation that:

1. Is operated from a movable vehicle, portable structure, or watercraft;
2. Routinely changes location;
3. Does not remain at any one location for more than forty (40) consecutive days.

This definition was developed to address food service operations who are truly of a mobile nature who "routinely" or "regularly" change locations. Moving a mobile unit a few feet or pulling an operation around the block and returning to the same location does not comply with the intent of the law.

***If all of the conditions above are not met then the operation <u>cannot</u> be licensed as a mobile food service operation and must be licensed in a different food service category in order to operate.**

What are the different types of mobile units out there?

Mobile units generally fall into six different categories.

1. Concession Trailers / Trucks
2. Pushcarts
3. Knockdown Concessions
4. Frozen Food Trucks / Carts
5. Delivery-Type Trucks
6. Mobile Cookers & BBQ Pits

General Notes:

As with all mobile units, carts, trailers, etc. there may be local regulations that limit where and when these types of units operate. An example of this may be a Peddler's Permit issued by a city. Always contact local building or zoning departments to see if additional permits need to be purchased.

All mobile units must have identification on the body of the unit with individual lettering of at least 3" tall and 1" wide which contain the following information:

1) Company name
2) City of origin
3) Area code and phone number

All equipment in a licensed mobile unit must be of commercial grade and approved from a food equipment testing agency, i.e. NSF, UL Listed, etc. **No residential equipment is allowed for use**.

A food grade water hose must be used for potable water.

If a mobile requires water or electrical hookup at all times this will be notated on the back of the license as a restriction, and may only operate at locations which can meet the requirements.

The local health department must post on the back of each license the layout of the operation including the location and type of major equipment, the menu, the license plate number or unit number, any restrictions or exemptions regarding the unit, commissary location (if applicable), and Sanitarian information.

One complete standard inspection must be completed by the licensing Health Department at least once during the licensing year (conducted prior to obtaining the license). Additional inspections may be conducted as necessary by the licensing health district as well as other health districts in Ohio in which the licensee is set up and selling their product. When an inspection is conducted by a health district other than the licensing district, a copy of the inspection report may be sent to the health district issuing the license.

If the mobile operator cannot perform all necessary activities in the mobile operation, i.e. storing utensils and equipment, washing and sanitizing utensils, preparing or storing food etc., the following may apply:

1) If storing equipment or utensils outside of the mobile set up no additional license is needed.
2) If washing equipment or utensils cannot be conducted in the mobile, then a licensed facility would need to be provided for this activity. This location may be licensed by a local health department or ODA and must have an approved water source and a three compartment sink or mechanical warewashing machine for proper warewashing.
3) If food product cannot be stored in the mobile set up and needs to be stored at home or a licensed food service operation or retail food establishment, then a license must be obtained from the Ohio Department of Agriculture Food Safety Division, Phone: (614) 728-6250 Fax: (614) 644-0720 Email: foodsafety@agri.ohio.gov or on their website at https://agri.ohio.gov/wps/portal/gov/oda/divisions/food-safety/licenses. These licenses include the "Food Safety (cold storage)" and "Food Safety (frozen food)" type. An appointment must be made with an ODA inspector to inspect the food storage area and if all requirements are met a typical turnaround to receive the license is approximately two weeks. A copy of their license needs to be submitted to pass our pre licensing inspection.
4) If food product cannot be prepared in the mobile set-up and needs to be prepared elsewhere, then a food processing "Registration" must be obtained from the Ohio Department of Agriculture Food Safety Division, https://agri.ohio.gov/wps/portal/gov/oda/divisions/food-safety/licenses. An appointment must be made with an ODA inspector for this process as well. A copy of the license needs to be submitted to pass the pre licensing inspection. A license from the local health department alone is not sufficient which is why the Registration from the Ohio Department of Agriculture is needed. A copy of their license needs to be submitted to pass our pre licensing inspection.
5) These locations are considered "Commissaries" and the Commissary Agreement Form which is included in this packet on page 14 would need to be completed and submitted.

All food preparation, handling, storage, employee illness procedures, and vomit and diarrhea clean-up procedures that pertain to a restaurant apply to a Mobile Food Concession as well. Remember, it is a restaurant on wheels.

After the pre licensing inspection is completed, the license will be mailed to the Operator at the designated mailing address. If the license is never received or is lost or damaged during the year, only **ONE** duplicate license will be issued. If additional licenses are requested, a new license will need to be purchased.

Food to be served from the mobile unit must be prepared at the concession or licensed food facility (with approved transport equipment). No food preparation will be allowed from an unlicensed home kitchen and brought to the concession for sale.

Concession Trailers and Trucks

Concession Trailers and Trucks are fully self-contained units with mechanical refrigeration, a complete plumbing system including a hot water tank, and plenty of storage space for multiple day events. These are generally considered "restaurants on wheels."

Basic Requirements for Concession Trailers and Trucks:

Concession Trailers and Trucks that prepare or cook food for customers shall contain the following:

1. Commercial cooking equipment.
2. Commercial refrigerators / freezers that are not moved from the concession unit.
3. Sink systems that are large enough to handle all items that must be washed, rinsed and sanitized in the concession. There must be a portable three compartment sink system with water under pressure and sink basins large enough to accommodate the largest piece of equipment at the concession for proper washing, rinsing, and sanitizing.
4. A handwashing sink with hot and cold water under pressure, hand soap, paper towels, and a handwashing sign must also be provided in the unit.
5. A water system, with a recommended minimum of five gallons (i.e. holding tank) that can handle the hot water needs of the concession trailer must be installed.
6. A wastewater system (i.e. wastewater holding tank) must be provided in the unit, with a size of at least 15% greater than the supply water tank.
7. Adequate food and dry goods storage inside the unit.

***THE ORIGINAL LICENSE MUST BE AT THE UNIT AT ALL TIMES DURING OPERATION. COPIES OF THE LICENSE ARE NEVER ACCEPTED AS SUBSTITUTES. A VIOLATION WITH POSSIBLE SUSPENSION OF THE UNIT WILL BE RECORDED FOR EVERY MOBILE THAT DOES NOT HAVE THE ORIGINAL LICENSE AVAILABLE.**

Pushcarts

Pushcarts usually come in two different configurations; those in which the operator stands inside the cart and those in which they stand behind the cart.

Basic Requirements for Pushcarts:

Pushcarts should contain the following:

1. They usually have a grill, flat top, or hot hold steam table that is part of the body of the cart.
2. Mechanical refrigeration must be provided to maintain time and temperature for safety food cold at 41° F and below.
3. A handwashing sink with hot and cold water under pressure, hand soap, paper towels, and a handwashing sign must be provided in the unit.
4. There must be an integral three compartment sink system with water under pressure and sink basins large enough to accommodate the largest piece of equipment at the concession for proper washing, rinsing, and sanitizing.
5. Due to the limited space for food preparation, utensil washing, and food storage a Commissary must be provided in which an operator begins and ends their day. Licensed food facilities or grocery stores are common commissaries that a pushcart operator works out of.

Things to note:

- A commissary is considered to be a permanent location.
- All food preparation, handling, storage, and employee illness procedures that pertain to a restaurant apply to a Mobile Food Concession Cart as well.
- Pushcarts may be referred to as restricted mobile units and will be notated as such on the back of the license.

***A commissary agreement, attached on page 14, must be signed by the pushcart owner and the owner / operator of the commissary on a yearly basis before the Mobile Food Service License is issued. The owner or operator shall agree to prepare, store, and or cook food at the licensed commissary. In addition, the owner / operator agrees to clean, wash, rinse, and sanitize all utensils and equipment, dispose of solid waste, and refill the water supply in the licensed commissary. A copy of the license may be requested to keep on file.**

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Knockdown Concessions

A knockdown concession consists of a tent and tables which is built up and knocked down at each event. At first impression it may seem like the easiest way to obtain a mobile concession business but in reality they require the most work of all the mobile types.

Basic Requirements for Knockdown Concessions:

Knockdown Concession stands should contain the following:

1. The stand must be set up on a non-absorbent ground surface such as concrete or asphalt; otherwise a tarp must be placed on the ground surface for easy clean-up. Grass or dirt floors are not permitted due to the possible contamination from dust, dirt, or even mud (if inclement weather occurs).
2. Just like all of the other types of mobile units, commercial equipment is required including mechanical refrigeration, chest freezers, hot hold units, to name a few.
3. There must be a portable three compartment sink system with water under pressure and sink basins large enough to accommodate the largest piece of equipment at the concession for proper washing, rinsing, and sanitizing.
4. A portable handwashing sink station with hot and cold water under pressure, handsoap, paper towels, and a handwashing sign must be provided in the unit.
5. Water systems that can handle the hot water needs of the food service must be set-up at each event whether or not alternative water systems are provided on site.
6. There must also be a wastewater disposal system in place to properly collect all of the waste water that is generated from the three compartment and handwashing sinks during the event. A holding tank or "blue boy" is generally used for this purpose.
7. Some type of roof must be provided in case of inclement weather and to protect the food during preparation and storage from possible overhead contamination. A 10 x 10 pop up tent is generally used for this purpose. Check with local fire authorities as an open flame used to cook food product and a tent is not allowed due to the risk of fire.

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Frozen Food Trucks and Carts

A frozen food truck or cart is a mobile motorized or non-motorized concession on wheels that normally contains a commercial freezer and only prepackaged frozen product. These are considered mobile retail food establishments since the food is prepackaged and never opened.

Basic Requirements for Frozen Food Trucks and Concession Carts:

Frozen Food Trucks / Concession Carts should contain the following:

1. The frozen food in the licensed mobile unit must be received in its frozen state, prepackaged, and from a licensed commercial distributor.
2. Frozen food being held in storage before sale to the public is prohibited from being stored inside a non-licensed residence.
3. Just like all of the other types of mobile units commercial equipment is required.
4. A plumbing system, handwashing sink, or three compartment sink is not required since no open food or preparation is taking place.
   *This will be noted on the back of the license.

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Delivery Type Truck

Delivery type trucks carry prepackaged and non-prepackaged hot and cold type foods.

Basic Requirements for Delivery Type Trucks:

Delivery Type Delivery trucks should contain the following:

1. These truck types carry only prepackaged hot or cold foods and are not required to have a handwashing or three compartment sink system.
2. Foods must maintain proper holding temperatures at all times.
3. Packaged food on these trucks must come from a wholesale type facility that is inspected and licensed by the Ohio Department of Agriculture.

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Mobile Cookers or BBQ pits

A Mobile Cooker / BBQ pit is virtually an oven on wheels. The cooking unit is mounted to the frame of the trailer unit.

Basic Requirements for Mobile Cookers or BBQ pits:

Mobile Cookers / BBQ pits should contain the following:

1. The mobile cooker concession must have all the infrastructure of a concession trailer or knockdown unit, such as a three compartment sink, handwashing sink, water and wastewater holding tank, adequate storage space, commercial equipment, etc.
2. Most mobile cooker trailers utilize an auxiliary unit either consisting of another trailer or knockdown concession stand due to infrastructure needs. Refer to Knockdown Concessions on page 6 for additional information.
3. In the case of mobile cookers and BBQ pits, residential and custom-made equipment such as grills and smokers may be conditionally approved on a case by case basis by the licensor. Equipment such as cut oil barrels are not acceptable as they can create a chemical contamination risk.

***Food to be served from the knockdown concession will be prepared at the concession or a licensed food facility. No food preparation will be allowed from an unlicensed home kitchen and brought to the concession for sale. Keep this in mind if barbequing meats take several hours.**

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Mobile Layout Example

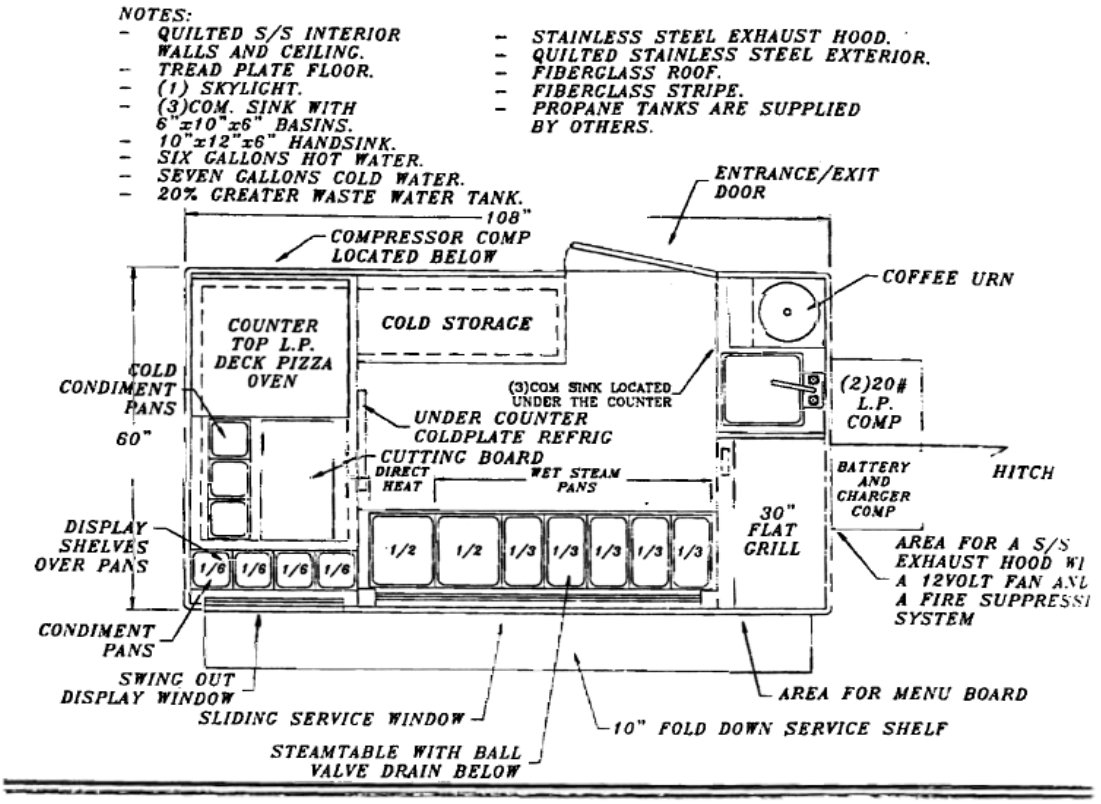
This information is printed on the back of the license.

MENU:
GYROS
CHEESE STEAK HOAGIE
CHICKEN PHILLY
PIZZA STEAK
CHICKEN PARMESAN
PEPPERONI ROLL
MEATBALL & CHEESE
PREPACKAGED SOFT DRINKS

CONTACT:
ANDREW DEIKUN
SUMMIT Co. Health Dept
1100 GRAHAM RD CIR
STOW, OH
330-926-5642

ASSE 1012 or 1024 required

License #:

VIN#: _____

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