



FOOD SAFETY PROGRAM

MOBILE FOOD OPERATION PACKET

Mobile Food License Requirements

Summit County Public Health
1867 West Market Street
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www.scph.org

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 Mobile Food Operations checklist (pages 10-13). This document represents the checklist used by the inspector during the pre-licensing inspection. 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 cannot 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. Generally, there is no electric or mechanical refrigeration associated with a pushcart, due to the size and limited infrastructure of a push 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. A cold storage unit is installed into the body of the cart as cold holding is achieved through ice as the coolant.
3. For events greater than four hours mechanical refrigeration must be provided to maintain time and temperature for safety food cold at 41° F and below.
4. A handwashing sink with hot and cold water under pressure, hand soap, paper towels, and a handwashing sign must be provided in the unit.
5. 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.
6. 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 licenser. 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 barbecuing meats take several hours.**

***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.**

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

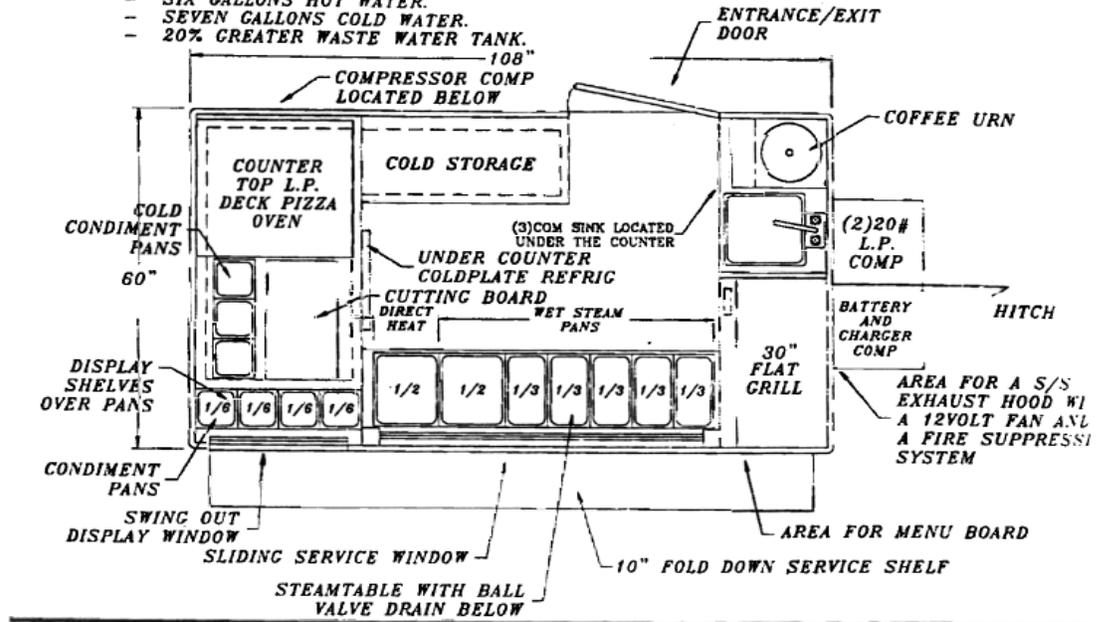
License #:

VIN#:

TOW BEHIND TRAILER

NOTES:

- QUILTED S/S INTERIOR WALLS AND CEILING.
- TREAD PLATE FLOOR.
- (1) SKYLIGHT.
- (3) COM. SINK WITH 6" x 10" x 6" BASINS.
- 10" x 12" x 6" HANDSINK.
- SIX GALLONS HOT WATER.
- SEVEN GALLONS COLD WATER.
- 20% GREATER WASTE WATER TANK.
- STAINLESS STEEL EXHAUST HOOD.
- QUILTED STAINLESS STEEL EXTERIOR.
- FIBERGLASS ROOF.
- FIBERGLASS STRIPE.
- PROPANE TANKS ARE SUPPLIED BY OTHERS.



Summit County Public Health: Mobile Food Operation Checklist

Name of Mobile: _____

Date: ____/____/____

Licensing Year: _____

Type of Mobile:

- Concession Trailers/Trucks
 Pushcarts
 Knockdown Concessions
 Frozen Food Trucks/Carts
 Catering-Type Trucks
 Mobile Cookers & BBQ Pits

Trailer/Truck License Plate: _____

All items must be provided to ensure compliance.	YES	NO	N/A
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Does the potable water come from an approved source? <input type="checkbox"/> Licensed Facility (bottled, packaged, bulk water vending, etc.) <input type="checkbox"/> Approved City Water (source of water _____) <input type="checkbox"/> Tested Well Water Source Recent well water test results provided? <input type="checkbox"/> Yes <input type="checkbox"/> No OEPA PWS # (if applicable) _____			
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Is an approved method for supplying potable water available? <input type="checkbox"/> Food grade water hose (please provide documentation) <input type="checkbox"/> Pour fill without the need for a direct connect. The size of the potable water tank is _____ gal.			
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Is a holding tank with a lid for the collection and disposal of wastewater into a public sanitary sewage system available? Should be at least 15% larger than the potable water tank. The size of the tank is _____ gal. Disposal location: _____			
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Will food waste such as grease and oil be disposed of at an approved location? Disposal location: _____			
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All items must be provided to ensure compliance.	YES	NO	N/A
<p>Is an A.S.S.E. No. 1012 or No. 1024 back-flow prevention device installed on the exterior of the mobile unit on the water supply inlet during periods of fill up?</p> <p>Type of backflow: _____</p>			
<p>Is ice used in the mobile unit? If so, does it come from an approved source?</p> <p>Or is ice used only as an exterior coolant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Source of ice: _____</p> <p>Remember, the same ice used as an exterior coolant cannot be used as a food.</p>			
<p>Is a three-compartment sink provided with hot and cold water under pressure and sink basins that are large enough to accommodate cleaning and the complete submergence of equipment and utensils in sanitizer?</p>			
<p>Do you have an adequate supply of hot and cold water under pressure for the cleaning of equipment and utensils?</p> <p>The hot water requirement is 110°F for utensil washing.</p> <p>Temperature of water: _____ °F</p>			
<p>If the warewashing of all equipment and utensils cannot be performed in the mobile, has the commissary agreement form been filled out and provided?</p> <p>Name of commissary: _____</p>			
<p>Is a chemical sanitizer and correct test strips provided for the proper sanitization of utensils, equipment, and work surfaces?</p> <p>The acceptable sanitizers are <input type="checkbox"/> chlorine (unscented bleach), <input type="checkbox"/> quaternary ammonia, or <input type="checkbox"/> iodine</p>			
<p>For mobile units without adequate facilities for warewashing, is there a traveling restriction placed on the back of the license which permits those operators to operate only within Summit County?</p>			
<p>Is a hand-washing sink with hot and cold water under pressure available for washing hands?</p> <p>The hot water requirement is 100°F for handwashing.</p> <p>Temperature of water: _____ °F</p>			

All items must be provided to ensure compliance.	YES	NO	N/A
<p>Are hand soap, paper towels, a trash receptacle, and a sign stating food employees must wash hands available?</p>			
<p>Are all floors, walls, and ceilings constructed and finished with materials that are smooth, durable, and easily cleanable?</p> <p>Type of flooring for outdoor events: _____ or <input type="checkbox"/> N/A</p>			
<p>Are all multi-use equipment and utensils designed to be smooth, durable, and easily cleanable and meet the standards of a recognized food service equipment-testing agency such as the National Sanitation Foundation (NSF)?</p> <div style="display: flex; justify-content: space-around; align-items: center;">      </div>			
<p>Are containers with tight-fitting lids or plastic bags with ties for the collection, storage, and disposal of garbage, trash, and refuse provided?</p>			
<p>Are all single service straws, knives, forks, spoons, plates, cups and other similar utensils dispensed from a covered dispenser so as to be protected from contamination during handling, storage, and transportation?</p>			
<p>Are all foods that are stored, prepared, displayed, and served reasonably protected from contamination by the use of serving utensils, packaging, food shields, or other protective barriers?</p>			
<p>Are all foods prepared in the mobile unit purchased from an approved source? Remember, wild foraged mushrooms and wild game are unapproved sources.</p> <p>Receipts or invoices may be requested to ensure foods are purchased from approved sources.</p>			
<p>Are all of the food items prepared inside of the mobile unit?</p> <p>All food preparation shall be conducted in the licensed mobile; otherwise, a licensed facility shall be used as the commissary location and a completed commissary agreement shall be provided.</p>			
<p>Is there sufficient lighting available for all working surfaces where food is prepared and where utensils are washed?</p> <p>The required lighting is equal to 50 foot candles.</p> <p>Lighting available: _____ foot candles</p>			

All items must be provided to ensure compliance.	YES	NO	N/A
Is adequate natural or mechanical ventilation such as vents, fans, or windows provided for the unit?			
<p>Do you have a numerically scaled ambient air thermometer for each cold holding refrigeration unit which is placed in the warmest part of the unit usually by the door?</p> <p>Cold holding for time and temperature controlled for safety food is 41°F and below.</p>			
<p>Are hot hold cabinets/cambros/equipment present which need an ambient air thermometer which is placed in the coolest part of the unit, usually by the front door?</p> <p>Hot holding for time and temperature controlled for safety foods is 135°F and above.</p>			
<p>Do you have a metal stem-type probe thermometer, numerically scaled (0 - 220°F) to check internal temperatures of food product?</p> <p>Type of thermometer <input type="checkbox"/> digital <input type="checkbox"/> bimetallic <input type="checkbox"/> other _____</p>			
<p>Are disposable gloves and other means for preventing bare hand contact with ready-to-eat foods for all food handlers available? Are hair restraints for all food handlers available?</p>			
<p>Is a person in charge present during operating hours?</p> <p>This person must demonstrate knowledge of safe food preparation and handling and must be familiar with the requirements of operating a mobile unit.</p>			
<p>Are only articles necessary for the operation and maintenance of the Mobile Food Operation stored in the unit?</p>			
<p>Is the name of the Mobile Food Operation, the city of origin and telephone number with area code displayed on the exterior of the mobile unit with individual lettering measuring at least three inches high by one inch wide?</p>			
<p>Have you read the entire Mobile Food License Requirement packet and have all necessary forms? The mobile food license and forms shall be available at all times in each mobile.</p> <p><input type="checkbox"/> commissary agreement form (if applicable)</p> <p><input type="checkbox"/> vomit and diarrhea clean-up procedures</p> <p><input type="checkbox"/> employee illness policy</p> <p><input type="checkbox"/> ODA licenses/registrations (if applicable)</p>			



Summit County Public Health

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Commissary Agreement Form for Mobile Food Service Operations

Pursuant to OAC Chapter 3717-1-09, mobile food service and mobile food establishments, which include pushcarts, are designed and approved to operate with certain restrictions, limitations and conditions.

In accordance with Summit County Public Health, the owner or operator of the mobile unit agrees to operate from a licensed food service operation or retail food establishment as defined in OAC 3717-1-01, which may include facilities licensed by the Ohio Department of Agriculture (eg. Commissary). The following activities shall be done in a licensed facility as described above:

- storage, preparation and cooking of food products
- washing, rinsing and sanitizing of all utensils and equipment
- disposal of solid and liquid waste

The owner or operator of the designated commissary agrees to designate and properly identify the area to be used by the owner or operator of the mobile unit.

The owner or operator of the commissary shall agree to notify the Food Safety Unit of Summit County Public Health if the owner or operator of the mobile unit fails to regularly (any time the mobile unit operates) return to the commissary to perform the required tasks outlined in this agreement.

The agreement will expire on the last day of February of each license year.

MOBILE'S INFORMATION:

Mobile's Business Name	License Number
Mobile's Owner/Operator	Phone Number
Mobile's Owner/Operator Address	
Signature: Mobile Operator	Date

COMMISSARY'S INFORMATION:

Commissary Name	License or Registration Number
Commissary Owner/Operator	Phone Number
Commissary Owner/Operator Address	
Signature: Commissary Operator	Date