

Mobile Food Facility Guidelines



COUNTY OF RIVERSIDE
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

Corona Indio Palm Springs Riverside Hemet Murrieta
(951) 273-9140 (760) 863-8287 (760) 320-1048 (951) 358-5172 (951) 766-2824 (951) 461-0284

INTRODUCTION

This booklet has been developed to assist mobile food operators in understanding their part in limiting foodborne illness and complying with State Laws and Riverside County Ordinances. Each mobile food facility is unique and we strive to identify the specific needs of the operation and how each facility can meet sanitation requirements to prevent illness. An Environmental Health Permit is required any time food or drinks are sold or given away to the public. The information in this booklet will help you become familiar with the requirements and procedures for selling food items from a Mobile Food Facility. **A Mobile Food Facility will be referred to in the rest of the guide as a MFF.** The guidelines in this booklet refer only to annual permits for MFFs, and should not be applied to other food service options (*example*: temporary event food booths, etc.). All of the information in this booklet has been referenced from the California Health and Safety Code and Riverside County Ordinances.

IMPORTANT INFORMATION

Our Environmental Health Permit may not be the only permit that will be required for you to operate your MFF in Riverside County. Laws and ordinances within City and County boundaries may not allow you to sell in certain areas without their own form of approval (business licenses, etc.). For example, it would not be a good idea to simply pull over at any roadside to sell food. Also, MFFs must comply with any applicable local fire codes and ordinances. Make sure to contact all relevant City or County agencies BEFORE setting up your MFF business. Any references made herein to the “Department” are meant to refer to the Riverside County Department of Environmental Health.

After reading these guidelines, please do not hesitate to call the Department with any questions.

What are the Steps for Obtaining an Environmental Health Permit?

- STEP 1 - Decide on a **TYPE OF MFF** (see page 2 for listing of types).
- STEP 2 - Submit **PLANS** and pay the appropriate plan check fees.
- STEP 3 - After the plans are approved, **CONSTRUCT** the MFF.
- STEP 4 - Call for an **INSPECTION APPOINTMENT** after the MFF is constructed.
- STEP 5 - Obtain a **COMMISSARY AGREEMENT** from an approved commissary.
- STEP 6 - Bring the MFF into the office for a **CONSTRUCTION APPROVAL INSPECTION**.
- STEP 7 - Complete all **PAPERWORK** and pay annual Environmental Health **PERMIT FEES**.

STEP 1 : TYPE OF MOBILE FOOD FACILITY

There are 5 different categories of MFFs that can be permitted in Riverside County:

NOTE - Construction requirements are based on the MFF category selected.

- 1) **Produce Vehicle:** A MFF limited to the sale of whole, uncut produce obtained from an approved source.
- 2) **Prepackaged Food Push Cart:** A MFF limited to the sale of 100% prepackaged foods from non-motorized vehicles, that are obtained from an approved source.
- 3) **Prepackaged Food Vehicle:** A MFF limited to the sale of 100% prepackaged foods from a motorized vehicle. An example would include ice cream trucks.
- 4) **Non-prepackaged Food Vehicle Or Mobile Support Unit:** A MFF that engages in “limited food preparation”. Examples include shaved ice carts and hot dog carts.

NOTE - “Limited food preparation” means food preparation that is limited to heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food. It also includes dispensing of non-potentially hazardous food, slicing or chopping of food on a heated surface during cooking, cooking and seasoning food to order, and preparing beverages that are for immediate service to the consumer that do not contain frozen milk products. Any food preparation that exceeds this definition must be handled under the “Mobile Food Preparation Unit” or category .

- 5) **Mobile Food Preparation Unit:** A MFF that engages in full food preparation, beyond the scope of “limited food preparation”, as defined in Section 113818 of the California Retail Food Code. Examples of these units would be “food trucks”.

STEP 2: SUBMIT PLANS

- A) Submit two (2) sets of plans drawn to scale and detailing the construction and finishes of the MFF.
- B) A plan check fee will be collected prior to review of the plans, as specified by County Ordinance.
- C) Plans should include:
 1. **Views**

All Views of the MFF (all four sides and top) including overall dimensions of the MFF (Length X Width X Height).
 2. **Construction Material Information**

Finish schedule. *Example:* Stainless steel.
 3. **Food Compartment(s), if applicable**

This includes compartments which enclose and protect food, equipment, contact surfaces and the handling of ready-to-eat food.
 4. **Plumbing System**

Diagram entire system from supply to waste. Include the dimensions (Length X Width X Height) and locations of freshwater tanks, wastewater tanks, ice bins, water heater, hand wash sink and any accessory sink(s). Include potable (drinkable) water inlet and type, the overflow line(s) and the wastewater tank drain valve(s).

5. Equipment List

A complete list and location of *all* equipment. Include equipment specification sheets and model numbers. *Examples:* snow cone machines, espresso machines, blenders, etc. All equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program. Equipment shall be permanently attached flush to the MFF or on approved legs. Portable equipment need not be permanently affixed or on 4 inch legs as long as the unit is under 80 pounds and can be readily moved for easy cleaning.

6. Power

Identify all gas and/or electrical lines. *Note:* Light bulbs shall be enclosed in safety shields or constructed of shatter proof material.

7. Fire Protection Equipment

List type and location (*Example:* 10 BC rated fire extinguisher).

8. Any Other Details

Examples: Location of utensil trays, insulation, non-food storage areas, food preparation area, first aid kit, vehicle maintenance items, trash.

D) How long will the plan check process take?

1. Plans are reviewed on a first come first serve basis with a maximum of 20 days for approval or rejection.
2. A plan evaluation form will be **made available** to the owner after the plan evaluation, detailing either conditions of approval, or needed items for approval.

STEP 3: CONSTRUCT THE MFF

Structural Requirements:

A) Identification

1. Permanently attached signs posted on two sides of the MFF, if motorized, and on one side, if non-motorized, stating: **Business Name** (in lettering at least 3 inches high); **name of permittee** (if different from the business name, in lettering at least 1 inch high) and **city, state and zip code** (in lettering at least 1 inch high).
2. All letters and numbers must be of a contrasting color to the MFF so as to be easily viewable.

B) Surfaces

1. All surfaces shall be smooth, impervious, durable, washable and free of gaps or openings where food and dirt can build up.

C) Gas Appliances

1. Propane tanks must be securely mounted, either outside or in a well-ventilated enclosure (ventilate at the floor level). **The tanks should be placed in an area safe from ignition.**
2. A thermocouple safety shut-off device is required for each propane burner.
3. Insulation around the steam table, burner compartment(s) and the water heater is required to prevent injury to the MFF operator or customers.
4. All cooking equipment containing hot liquid must be equipped with positive closing lids that secure with latches to provide protection during travel and prevent spillage.

D) Food Compartment(s) (if applicable)

1. Compartments shall be COMPLETELY enclosed and located over surfaces where unpackaged food is handled.
2. The opening to the food compartment shall be large enough to permit food assembly and service operations and shall be provided with permanently attached tight fitting door(s).
3. Compartments shall be free of non-food related items, such as electrical panels, plumbing, trash, etc.
4. Coffee urns, coffee grinders, blender jars with lids and refrigeration/freezer units or other equipment that provide protection from airborne contamination on all sides are considered to be food enclosures and as such, may remain outside the food compartment.
5. Adequate areas to store food must be provided. Each area must be secured when in transit.

E) Hand Wash Sink

1. One hand wash sink is required with minimum dimensions of 9 X 9 X 5 inches. The sink shall be an integral part of the MFF, or be located on an approved auxiliary conveyance that is used in conjunction with the MFF. If an auxiliary conveyance is used, then ALL utility connections shall be contained on it.
2. The sink shall provide warm (100° F) water through a mixing valve, that allows both hands to be free for hand washing.
3. A hand soap dispenser and a paper towel dispenser shall also be provided adjacent to the hand wash sink.

F) Warewashing Sink

1. A separate sink used exclusively for warewashing is required for most mobile food facilities that handle non-prepackaged food.
2. The sink shall have at least 3 compartments with 2 integral drain boards. The dimensions of each sink compartment shall be large enough to accommodate the cleaning of the largest utensil and at least 12 X 12 X 10 inches or 10 X 14 X 10 inches. Each drain board shall be at least the size of one compartment.
3. The sink shall also be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments.
4. If both sinks are on one unit then the handwashing sink shall be separated from the warewashing sink by a metal splashguard with a height of at least 6 inches that extends from the back edge of the drain board to the front edge of the drain board. The corners of the barrier will be rounded. No splashguard is required if the distance from the handwashing sink and warewashing sink is 24 inches or greater.
5. Hand washing and warewashing sinks may either be an integral part of the primary unit, or be on an approved auxiliary conveyance (side cart) that is used in conjunction with and maintained immediately adjacent to the MFF.

* Note: Required sinks shall be an integral part of all MFF's

6. An exemption to the warewashing sink requirement will be granted if the food to be sold is non-potentially hazardous and it can be demonstrated that all necessary utensils can be cleaned and sanitized at the commissary and an adequate number of utensils are provided for the working day.

G) Hot Water Heater

1. For those MFFs that only require hand washing, a commercial grade water heater with a minimum capacity of 1/2 gallon and the capability of heating water to a minimum of 100°F, shall be provided. For all other MFFs that utilize 3-compartment or preparation sinks, a minimum 4 gallon capacity is required. The heater shall be connected to a potable water supply.

H) Potable (Fresh-Clean) Water Supply

1. This system shall be constructed of food grade material approved for supplying clean water and be free of leaks. Only food grade hoses may be used to fill supply tanks at the commissary.
2. The clean water inlet must be constructed so contamination is prevented and can be used for no other purpose than filling the potable water tank. The clean water inlet must be located at least 1 inch above the overflow line. Hose connections with V-type threading will not be allowed. **In addition, hoses used for potable water must be clearly labeled to prevent mix-ups and contamination with wastewater hoses.**
3. All tanks shall be sloped to completely drain.
4. There must be enough hot and cold water supply to meet all requirements. At least 5 gallons of water shall be provided for hand washing alone. Facilities with open food preparation that require a warewashing sink must provide at least 15 additional gallons of water for warewashing. Water requirements for steam table and product water will be in addition to above mentioned amounts.

I) Wastewater Tanks

1. The wastewater tank(s) shall hold at least one and a half (1-1/2) times more volume than the fresh water supply. The minimum size of the wastewater tank is 7-1/2 gallons for a 5 gallon freshwater tank.
2. Any bin holding ice needs an additional wastewater tank capacity of one third (1/3) the volume of the ice bin. Example: An ice bin with a 9 gallon volume size will require a minimum 3 gallon wastewater tank capacity.
3. If extra water is needed for the preparation of food or beverages, such as with an espresso machine or soda fountain tower, an additional wastewater tank capacity equal to 15% of this water supply is required. Example: A 10 gallon potable product water tank will require an additional 1-1/2 gallon wastewater tank capacity.
4. All hoses and tanks shall be labeled to prevent mix-ups with the potable water tanks and hoses. No V-type threading for hose connections are allowed.

5. All wastewater tanks must be designed to prevent spillage.
6. All waste lines shall be connected to wastewater tank(s) with water tight seal. The wastewater tank(s) shall have an air vent/overflow provided in such a manner as to prevent potential backflow into sinks and ice bins.
7. If provided, a water tank overflow shall terminate in a downward direction and shall be covered with 16 mesh screening or equivalent when the vent is in a protected area or with a protective filter when the vent is in an area that is not protected from wind blown dirt and debris.
8. All tanks must be adequately sloped to allow for complete drainage.
9. All hoses used for wastewater must be clearly labeled.
10. Steam tables are not allowed to drain into the wastewater tank.

J) Refrigeration

1. Mechanical refrigeration is required for all MFFs that handle potentially hazardous foods.
2. All refrigeration units must be commercial grade.

K) Food Storage Compartment(s)

1. These compartments must be large enough to fit the amount of food storage needed.
2. The compartment must have doors or lids that will provide closure and protection.
3. This area shall be separate from the plumbing compartment or any other non-food compartments.

L) Auxiliary Conveyance (AC)

1. This is a separate cart that may be used in conjunction with, and maintained immediately adjacent to the unenclosed MFFs to house the required sinks. If used, the AC must contain all of the utility connections that support the use of any equipment on the main unit. This is required so that the AC is constructed in such a manner that both the MFF and AC can only be used together, not separately.
2. The allowed use of an AC is dependent upon the main MFF unit and will not be functional without it.

Requirements for OCCUPIED MOBILE FOOD FACILITIES:

- A) An Occupied MFF is a mobile food facility that you stand inside, while conducting business. Examples would be a trailer, food truck, or ice cream truck. The menu is limited to approved foods only, just like any other MFF.
- B) These units must also obtain a “Special Purpose Commercial Coach Insignia” from the California Department of Housing & Community Development (HCD). HCD checks occupied MFFs for conformance to electrical, mechanical, and plumbing codes. The HCD issued insignia is required PRIOR to obtaining County approval. They are located at:

3737 Main St., Ste. 400; Riverside, CA 92501 ; (951) 782-4420

Exterior Requirements for OCCUPIED MOBILE FOOD FACILITIES:

- This section does not apply to MFFs that are limited to the handling of prepackaged food, uncut produce, whole fish and whole aquatic invertebrates -

- A) All openings shall be self-closing. Entrance doors to the food preparation areas and pass-through windows for service shall be self-closing.
- B) Window service openings are limited to 216 square inches each. If there are two or more openings, they shall be at least 18 inches apart.
- C) Service openings shall be covered with a solid or screened window. Screening must not be larger than 16 mesh.
- D) Compressor units that are not an integral part of the food equipment shall be accessible only from the outside of the MFF.
- E) Propane tanks shall be accessible only from the outside of the MFF.

Interior Requirements for OCCUPIED MOBILE FOOD FACILITIES:

- A) The height from floor to ceiling shall be at least 74 inches.
- B) The aisle space shall be clear and a minimum of 30 inches wide.
- C) Floors, walls and ceilings shall be constructed of approved materials that are smooth, durable, easily cleanable and resistant to water.
Note: Contact your local plan checker for questions on approved floor, wall and ceiling materials.
- D) Provide a 3/8 inch radial cove base at the point where the wall and floor meet. The floor surface shall extend up the wall at least four inches. (Vinyl rubber top-set base is not an acceptable material).
- E) Non-portable floor mounted equipment must be sealed to the floor or installed on approved minimum 6 inch legs.

STEP 4: SET UP AN INSPECTION APPOINTMENT

A) An inspection will be conducted once plans are approved and the MFF has been constructed.

B) To make an appointment, **contact** your local Environmental Health office at:

Corona	Indio	Palm Springs	Riverside	Hemet	Murrieta
(951) 273-9140	(760) 863-8287	(760) 320-1048	(951) 358-5172	(951) 766-2824	(951) 461-0284

C) Office Hours are Monday-Friday 7:00 am - 5:30 pm.

STEP 5: OBTAIN A COMMISSARY AGREEMENT

Definitions:

- A) A **Mobile Food Facility Commissary** is an approved, permitted restaurant or a food facility designed and used only for the storage and maintenance of MFFs and Mobile Support Units, including all food preparation for the operation that cannot be done on the MFF. The MFF must be stored and serviced at the approved commissary location on a daily basis.
- B) A **Mobile Support Unit (MSU)** is a vehicle that works from an approved commissary and travels to and services the MFF. The MSU can restock supplies, food and refill clean water. MSUs can also clean the MFF and dispose of liquid and solid waste. Using the MSU service eliminates the need for the MFF to travel back to the commissary daily. The MSU must report to and be cleaned and stored at the commissary on a daily basis. **MSU units cannot be used in conjunction with Mobile Food Preparation Units (Category 5 MFFs)**. Food and supplies must still be stored at the approved commissary only.
- C) A **Commissary Agreement Letter** is a written statement (ATTACHMENT 1, pg. 14) signed by the commissary owner certifying that the MFF will be stored and serviced at the commissary, or that the MFF will be serviced by a MSU that is stored and serviced by the commissary. It is also an agreement to meet all Environmental Health Department commissary requirements.

Frequently Asked Questions:

- Do I have to use a commissary?

Yes. Either the MFF or the MSU (which services the MFF) must report to the commissary EVERY DAY for cleaning, maintenance and storage. **MFFs and MSUs can not be stored at home.**

- Can a restaurant or market be used as a commissary?

Yes, if it is APPROVED by the Department. An on-site evaluation will determine if it meets the requirements necessary to operate as a commissary. A fee is required for this inspection.

NOTE: The MFF PERMIT WILL NOT BE APPROVED, unless a signed commissary agreement letter from an approved facility is provided at the final inspection, and approved by a Environmental Health Specialist from the Department of Environmental Health.

STEP 6: CONSTRUCTION APPROVAL INSPECTION

- A) At the inspection, the following items will be checked:
1. Fresh water supply for hand washing and warewashing sink if applicable.
 2. Hot and cold water at hand sink and warewashing sink if applicable.
 3. All plumbing lines, ice bins, storage areas and tanks for conformance to MFF plan dimensions.
 4. All equipment, installed and working (Example: hot dog steamer, ice shaver, mechanical refrigerator, etc.).
 5. The constructed MFF is built to the approved plans with no changes or additions.
- B) Once the MFF has been approved, a decal will be placed on the rear left section of the MFF.

NOTE: The MFF that is brought in for inspection must be the SAME as the MFF on the plans. If the plans **DO NOT** match the MFF, a decal will not be issued until the differences are corrected. Any changes in structure, menu or equipment requires prior approval (extra plan check fees may apply).

STEP 7: SUBMIT APPLICATION, PAPERWORK & PAY PERMIT FEES

A) **Fill Out Application**

At final inspection, completely fill out the “Application to Operate a Non-Permanent Food Facility” form. Additionally the following applicable paperwork will be required:

- 1). **Submit Commissary Agreement Letter, Commissary Schedule and Route Sheet**
(or other approved alternative means of location/tracking)
These forms provide us with information regarding when your vehicle will be at the commissary and where it will be operating. Once these forms are approved, ANY changes require notification to this Department.
- 2). **Submit Completed Written Operational Procedures Form and Menu**
This information lets us know about your MFF operation. You are asked specific questions about your menu, source of food, utensils, equipment, cleaning, sanitizing, etc. Once the form is approved, you are required by law to keep a copy with the MFF during normal business hours. Any changes to this form (menu, equipment or operation) must first be approved by this Department.
- 3). **A Food Manager Certificate** is required for all MFFs that handle non-prepackaged, potentially hazardous foods (Examples: hot dogs and milk for coffee based drinks). Contact your local Environmental Health office for information on meeting these requirements:
 1. At least one responsible operator must be Food Manager certified within 60 days of receiving a valid Environmental Health permit.
 2. All other employees must obtain a valid Riverside County food handler certificate within 7 days of employment.
- 4). **Annual Water Tank Testing**
You must have your fresh water tank tested annually. Submit the bacteriological results from an accredited laboratory indicating no presence of coliform bacteria, to this Department.
- 5). **Plan for Waste Grease and Trash Disposal**
Your plan must include how you will dispose of these items and where you will store them during operation. One public trash receptacle is required within 20 feet of the MFF during operation.
- 6). **Valid Drivers License for all Proposed Drivers and Current Vehicle Registration**
- 7). **Business Liability Insurance for the MFF Business**
The county must be named as an “additional insured” in the policy.

B) **Pay Fee (cash, money order, or credit card)**

The Annual Permit Fee to operate will also be collected at this time.

Penalties for Late Renewals

- A) Permits expire on **December 31** and will require a new fee payment on **January 1**.
- B) Beyond **30 days** (after January 31) a **20% penalty** is added.
- C) Beyond **60 days** (after the month of February) the penalty is raised to **100%**.

DAILY REQUIREMENTS

Remember to follow these operational requirements daily:

A) FOOD ACTIVITIES

1. All food activities must take place from the MFF.
2. Use of side units, coolers, or tables for food preparation, display, or storage is NOT PERMITTED.
3. MFFs operating at swap meets may purchase an additional swap meet permit from their local environmental health office for table-top display of 100% prepackaged, non-potentially hazardous foods ONLY.

B) FOOD PROTECTION

1. All food must be from an approved source. Approved sources include, but are not limited to, permitted commissaries, markets, restaurants or others as approved by this Department. **Foods prepared or stored at home are not approved.**
2. Keep all potentially hazardous foods at 41°F and below, or at 135°F and above.
3. Store all food products at the commissary at the end of the day. All hot food must be destroyed at the end of the day's operation.
4. Any coffee or cocoa beverage that contains a dairy product must be made to order and immediately served to the customer.

C) CONTAMINATION PROTECTION

1. Protect the MFF foods from possible sources of contamination at all times.
2. Protect condiments from contamination. Use approved dispensers such as: squeeze bottles, pumps, etc. or prepackaged servings.
3. Protect single-service utensils (*Ex.* straws, plastic forks, etc.) by keeping them individually wrapped, or in protective containers or dispensers.

D) SANITIZE

1. All food contact surfaces and utensils must be properly sanitized at least every 4 hours or sooner to prevent cross contamination.
2. As an alternative to sanitizing your utensils every 4 hours, you may keep a backup supply of clean utensils on the MFF. A labeled spray bottle of sanitizing solution may be used for cleaning purposes while operating. Test strips should be available for use to verify proper sanitizer levels.

E) RESTROOMS

1. Shall be located within 200 feet of the MFF, and shall have toilet and hand wash facilities.
2. "Port-A-Potties" and other semi-permanent bathrooms will not be acceptable to fulfill this requirement.

F) REFUSE

1. Provide a refuse container for customers within 20 feet of your MFF.
2. Clean up the area around your MFF at the end of your operation at each stop.

MOBILE SUPPORT UNITS

Definition - Mobile Support Unit (MSU)

Mobile Support Unit (MSU) refers to a vehicle, used in conjunction with a commissary, that travels to, and services MFF's as needed. Requirements for the MSU will be based on the proposed method of operation and the type and location(s) of the MFFs serviced. **MSU'S CANNOT BE UTILIZED WITH MOBILE FOOD PREPARATION UNITS.**

- A) MSU's can restock supplies including food and potable water, clean the MFF and properly dispose of the dirty water and any trash.
- B) The MSU must check in at the commissary, or other location approved by this Department, on a daily basis for cleaning, storage of the MSU, disposal of waste and restocking of food and supplies.

In addition to the requirements in the previous sections of this guideline, the following will be required:

- A) **Detailed Description** of the intended operation(s) of the MSU
This description shall accompany the construction plans for the MSU and shall indicate the following:
 - 1. Number and type of MFFs to be serviced
 - 2. Describe how the MSU will be used
 - 3. The distance from the commissary to each MFF
- B) Decide what **Type of Service** will be provided by the MSU and depending on the operation, the following requirements will apply:
 - 1. **Transport of Fresh Water and Wastewater**
 - a). Fresh water tank(s) must be large enough to contain the amount of water needed to refill the MFF(s) serviced (*Ex.* supply tanks, steam tables, etc.).
 - b). Wastewater tank(s) must be large enough to carry all the waste water from the MFF(s) serviced. Additional volume will be required for MSUs that clean MFFs. The tank(s) shall be located in an area that is separate from clean water, clean linen and food and utensil storage to prevent contamination.
 - c). Indicate the method for securing the tanks during transport.
 - d). All fresh water pumps, hoses and connections shall be food and commercial grade. All hoses and connections shall be clearly labeled (*Ex.* "wastewater" or "potable water") to prevent contamination and the fittings shall be designed in such a way that hoses can not be connected to the wrong connection. In addition, no "V-type" threading will be allowed to be used on any connection.

- e). If wastewater will be pumped from the MFF, the pump and all hoses must be properly labeled “Wastewater Pump/Hose” and stored separately from clean water supply and equipment.
- f). Waste tanks must be equipped with an approved valve and be constructed to prevent leaks onto the ground during transport or when standing still.

2. Cleaning MFF's

- a). When servicing MFFs, a janitorial sink measuring at least 18 X 18 X 12 inches, with hot and cold water under pressure shall be installed in an approved manner.
- b). A minimum 4 gallon hot water heater or commercial continuous flow water heater that is certified to ANSI standards shall be provided.
- c). An extra 3-5 gallons of fresh water is needed for each MFF cleaned by the MSU. Wastewater tank shall be at least 1-1/2 times the freshwater capacity for each MFF cleaned to ensure enough space for waste is provided.
- d). Indicate the transfer method of liquid food waste and properly label all transfer equipment as “Liquid Food Waste”.
- e). Provide adequate storage space for cleaning supplies and equipment. Keep this space separate from clean water, food and utensil storage. Keep dirty rags in separate, leak proof containers. All storage shall be done in a sanitary manner.
- f). Provide a trash compartment for all waste in an area away from clean water, food and utensil storage. This compartment shall be secured for transport.

3. Transporting Food and/or Utensils to and from the Commissary

- a). Provide adequate compartments and shelving to accommodate all food required by each MFF when serviced.
- b). When transporting food for periods greater than 30 minutes, approved refrigeration will be required for holding cold potentially hazardous foods at 45°F or below and an approved hot holding unit will be required for holding foods at 135°F or above.
- c). Floors, sides and top inside of the MSU shall be smooth, easily cleanable and free of cracks, seams or linings where bugs and pests can live.

Remember: MSU's are not approved for utensil washing and each time a mobile food facility is being serviced, the business shall remain closed.



**COUNTY OF RIVERSIDE
DEPARTMENT OF ENVIRONMENTAL HEALTH**

MOBILE FOOD FACILITY COMMISSARY AGREEMENT LETTER

TYPE OF MOBILE FOOD FACILITY (MFF): PRE-PACKAGED FOOD NON-PREPACKAGED FOOD

MOBILE FOOD FACILITY NAME/DBA _____

MOBILE FOOD FACILITY OWNER _____

MAILING ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

PHONE # _____

DRIVER'S LICENSE # _____

VEHICLE LICENSE # _____

YEAR and MAKE/MODEL of VEHICLE _____

OPERATING ADDRESS (Location or description of route is acceptable.) *Required for approval*****

Mr./Mrs./Ms. _____ has my permission to use my commissary/food facility for cleaning and storing of his/her mobile food facility. **To qualify as an approved commissary for a prepackaged mobile food facility, you must comply with items 1-8 below. To qualify as a commissary for a non-prepackaged mobile food facility you must receive approval from this department and comply with items 1-9:

- 1) Provide an approved area for the storage of the mobile food facility.
- 2) Provide an approved area with floor drains for cleaning and maintenance of the mobile food facility.
- 3) Provide direct access to an approved floor sink for proper wastewater disposal from holding tanks and ice bins.
- 4) Provide an approved area for the storage and preparation of food products and supplies, with approved properly installed equipment.
- 5) Maintain a valid environmental health permit.
- 6) Post and maintain a daily log sheet where the mobile food facility can check in and out each day. The mobile food facility operator must sign this form daily stating that they are using your commissary. You must also sign the form verifying that the Mobile Food Facility is using your facility. The mobile food facility operator must provide rental receipts for use of the commissary when requested by the enforcement officer.
- 7) Maintain your commissary in a satisfactory condition as determined by this Department.
- 8) Provide potable water for filling the water tanks of each mobile food facility that requires potable water.
- 9) Provide a food grade potable water hose that can only be attached to a potable water line and is used solely for the purpose of filling water tanks. Liquid waste lines shall not be the same color as hoses used for potable water.

Note: Once approved as a mobile food facility commissary, you must also agree to notify the local Environmental Health office within three (3) days if the above mentioned mobile food facility has not utilized your facility, as required. You must also certify under penalty of perjury that you are the legal owner and/or operator of this food facility and will abide by the contents of this letter.

COMMISSARY NAME/DBA _____

COMMISSARY OWNER'S NAME _____

COMMISSARY ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

COMMISSARY PHONE # _____

COMMISSARY OWNER'S SIGNATURE _____

DATE _____

* Your permit to operate as a mobile food facility commissary will be jeopardized if you are found in violation of this agreement.

THIS AGREEMENT MUST BE UPDATED AND RESUBMITTED ANNUALLY

FOR OFFICE USE ONLY

Record ID # _____ Decal # _____ Space # _____ Approved by: _____

Submit all copies of this agreement to the Mobile Food Facilities Program for final approval.

OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS

For more information call (888) 722-4234

Department Web Site – www.rivcoeh.org