

Mid-Ohio Valley Health Department  
1824 Murdoch Ave-Suite F406  
Parkersburg, WV 26101  
304-485-7374

Mobile Food Establishment Plan Review Application

*To be completed by the Operator and Submitted to the Regulatory Authority*

Mobile Establishment : New \_\_\_\_\_ Conversion \_\_\_\_\_ Change of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Permit Holder: Individual  Corporation  Other Legal Entity

(Name, title and address of person comprising legal ownership)

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Type of Mobile: Self Contained  Commissary provided

Commissary if required: Name \_\_\_\_\_ Permit Number \_\_\_\_\_

Physical address \_\_\_\_\_

Self-contained: All storage including cold storage is maintained on mobile unit. Unit has water storage tank, hot water heater and waste water disposal tank.

Commissary: Permitted facility where mobile returns daily or at end of event. Facility provides additional storage (including cold storage), a minimum of 3 bowl sink, mop sink and hand sink.

Type of operation: Attach sample menu or list on reverse. PHF means Potentially hazardous food, those requiring temperature controls.

- No PHF** Prepackaged non-PHF only or limited preparation of non-PHF
- Limited** One or two main menu items. Cooking, cooling, re-heating limited to 1 or 2 PHF. Limited hot and cold holding PHF.
- Full** Preparing PHF using two or more of the following steps: cooking, cooling, re-heating, hot and cold holding, freezing, or thawing. Extensive handling of raw ingredients. Advanced prep for next day service. Includes specialty departments in retail food stores.

**Mobile Food Service "Plan Review" Fee: \$60.00**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MOBILE UNIT OPERATING DAILY** YES ( ) NO ( )

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**IN CONJUNCTION WITH EVENTS ONLY** YES ( ) NO ( )

**PLEASE ENCLOSE THE FOLLOWING DOCUMENTS:**

- **Proposed menu – including condiments, beverages and ice. Note whether commercially packaged, prepared on-site or prepared in commissary.**

- **Drawing is required to be submitted to the Health Department 45 days prior to operation.**

Show location of all food equipment clearly labeled on the diagram with its common name. cooler, propane grill, burner, hand sink, etc. All heating and cooling including refrigeration equipment must meet NSF standards or equivalent thereof.

List any additional storage trailers, etc used in conjunction with mobile unit, along with plan.

- **Manufacturer specifications sheets for each piece of equipment shown on the plan**

- **Completed Food Establishment application**

- **Copy of last inspection and permit for commissary if needed.**

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- **Safe water and adequate waste water facilities** shall be provided in all mobile units. The system shall be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and hand washing. Liquid waste generated by the operator of the mobile food unit shall be stored in a waste storage tank that is at least 15 percent larger than the potable water supply tank.

- All employees working directly with food must possess a food handler card accepted by the Mid-Ohio valley Health Department.

- Gloves need to be provided for everyone handling ready to eat foods.

**PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS**

Note: Not all sections may be applicable to every Mobile Unit.

**Food Supplies**

1. Are all food supplies from approved sources? Yes / No
2. Provide information on the amount of space (in cubic feet) allocated for:

Dry Storage \_\_\_\_\_

Refrigerated storage \_\_\_\_\_

Frozen storage \_\_\_\_\_

Food and Food Contact Items stored off the floor? YES ( ) NO ( )

3. Identify the location and type of containers that will be used to store bulk food products (flour, sugar, etc) All food containers must be of a safe, food contact approved material.

## **FOOD PREPARATION PROCEDURES**

Explain the handling/preparation procedures for the following categories of food.

Ready to eat foods (salads, cold sandwiches, raw shellfish)

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Produce

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Poultry

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Meat

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Seafood

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### **THAWING METHOD(S) (CHECK ALL THAT APPLY AND INDICATE WHERE THAWING WILL TAKE PLACE):**

Under Refrigeration: \_\_\_\_\_

Running Water less than 70 degrees F \_\_\_\_\_

Microwave (as part of cooking process) \_\_\_\_\_

Cooked from frozen state: \_\_\_\_\_

Other (describe) \_\_\_\_\_

## **COOKING AND FOOD PREPARATION**

List of all foods that will be cooked and served on-site:

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List of all foods that will be cooked at commissary:

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List all foods that will be held hot prior to service: \_\_\_\_\_

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List of all foods that will be cooked and cooled on site: \_\_\_\_\_

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List of all foods that will be cooked and cooled at commissary \_\_\_\_\_

How will food be cooled to 41 degrees within 6 hours (135 to 70 degrees in 2 hours and 70 to 41 degrees in 4 hours)? \_\_\_\_\_

List of all foods that will be cooked, cooled and reheated on site \_\_\_\_\_

List of all foods that will be cooked, cooled and reheated at commissary \_\_\_\_\_

How will food be rapidly reheated within two hours to 165 degrees for 15 seconds? \_\_\_\_\_

Provide a HACCP plan for specialized processing methods of foods such as reduced oxygen packaging, use of additives to render food non-PHF (TCS) food, curing and smoking for preservation, and molluscan shellfish tanks.

Is a temperature chart provided for determining the final cooking temperature of PHF? ( ) Yes ( ) No ( ) NA  
Type of thermometer to be used \_\_\_\_\_

How will thermometer be sanitized between uses? \_\_\_\_\_

#### **HOT/COLD HOLDING**

How will food temperature be maintained during transportation between commissary and mobile unit location? \_\_\_\_\_

If no commissary, how will temperature be maintained between purchase location and mobile unit location? \_\_\_\_\_

How will Hot PHF maintain 135° or above during holding for service? \_\_\_\_\_

How will cold PHF 41° degrees or below during holding for service? \_\_\_\_\_

#### **INSECT AND RODENT CONTROL**

Will all outside doors be self-closing and rodent proof? YES ( ) NO ( ) NA ( )

Do all openings have a minimum of # 16 mesh screening? YES ( ) NO ( ) NA ( )

If no, will air curtains be used? YES ( ) NO ( ) NA ( ) If yes, where? \_\_\_\_\_

Will fans be used? YES ( ) NO ( ) NA ( ) If yes, type and location \_\_\_\_\_

Will electrocution devices be used? YES ( ) NO ( ) NA ( ) If yes, type and location \_\_\_\_\_

**GARBAGE AND REFUSE**

Is there any area for returnable damage goods? YES ( ) NO ( ) NA ( )  
Do all waste containers have lids? YES ( ) NO ( ) NA ( )

**WATER SUPPLY**

Is water Supply Public ( ) or Private ( )?  
If private, has source been approved? YES ( ) NO ( ) NA ( )  
If private, please attach copy of written approval and/or permit.

State the capacity of water storage tank.: \_\_\_\_\_

How is water heated or stored for handwashing and cleaning/sanitizing? \_\_\_\_\_

State the size and recovery rate of hot water tank if provided:

Backflow preventer? YES ( ) NO ( ) Location: \_\_\_\_\_

Is ice made at the commissary ( ), on premises ( ) or purchased commercially ( )?

Describe provision for ice scoop storage if used: \_\_\_\_\_

**SEWAGE DISPOSAL**

State the capacity of wastewater storage tank: \_\_\_\_\_

Where is the wastewater tank emptied? \_\_\_\_\_

If pumped, please list pumper name: \_\_\_\_\_

Attach copy of pumper contract if Mobile operates daily.

How is sewage waste waster tank emptied at end of event? \_\_\_\_\_

**HANDWASHING/TOILET FACILITIES**

Is a handwashing sink provided with a mixing vale or combination faucet producing hot and cold water under pressure? YES ( ) NO ( )

Do self-closing, metering faucets provide a flow of water for at least 15 seconds? YES ( ) NO ( ) NA ( )

Are soap and disposable towels available at all handwashing sinks? YES ( ) NO ( )

Are handwashing signs posted at all hand washing sinks? YES ( ) NO ( )

**WAREWASHING FACILITIES**

Is there a three bowl sink on mobile unit available for ware washing? YES ( ) NO ( )

Does the largest pot or pan fit into each compartment of the sink? YES ( ) NO ( )

If NO, what is the procedure for manual cleaning and sanitizing? \_\_\_\_\_

Do you have a 3 bowl sink in your commissary? YES ( ) NO ( ) NA ( )

Are there drain boards on both ends of the dishwashing sink? YES ( ) NO ( )

If NO, where are dirty items placed? \_\_\_\_\_

Where are items air dried? \_\_\_\_\_

Are drain boards on both ends of the dishwashing sink in commissary? YES ( ) NO ( ) NA ( )

If NO, where are dirty items placed? \_\_\_\_\_

Where are items air dried? \_\_\_\_\_

#### **SMALL EQUIPMENT REQUIREMENTS**

Please specify the number and types of each of the following

Slicers \_\_\_\_\_  
Cutting boards \_\_\_\_\_  
Can openers \_\_\_\_\_  
Mixers \_\_\_\_\_  
Floor Mats \_\_\_\_\_  
Other \_\_\_\_\_

Where is equipment stored when not in use? \_\_\_\_\_  
\_\_\_\_\_

#### **FINISH SCHEDULE**

Indicate what type of materials ( stainless steel, plastic coved molding , etc) will be used in the following areas.

Walls \_\_\_\_\_  
Floors \_\_\_\_\_  
Coving \_\_\_\_\_  
Ceiling \_\_\_\_\_

#### **GENERAL**

Insecticides and rodenticides must be applied by a professional certified pest applicator.

What methods are used for the control and extinction of insects and rodents? \_\_\_\_\_  
\_\_\_\_\_

All containers of toxics, including sanitizing spray bottles, must be clearly labeled. All toxics including cleaners, sanitizers, personal medications and first aid kits, must be stored away from food, equipment, utensils, linens and paper products.

Where are toxic items stored? \_\_\_\_\_  
\_\_\_\_\_

Location of clean linen (wiping/dish cloths, hot pads/mitts) storage: \_\_\_\_\_  
\_\_\_\_\_

Location of dirty linen storage: \_\_\_\_\_

Where and how are linens cleaned? \_\_\_\_\_

Describe storage location for employees' personal belongings. \_\_\_\_\_  
\_\_\_\_\_

Is an exhaust hood or ventilation system installed? YES ( ) NO ( ) NA ( )

IF yes, how is it cleaned? \_\_\_\_\_

Statement: I hereby certify that the above information is correct, and I fully understand any deviation from the above without prior approval from the Mid-Ohio Valley Health Department may nullify final approval.

Signature

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Owner or responsible representative

Date

**Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.**

**\*\*\*\*\* ANY MOBILE UNIT PREPARING POTENTIALLY HAZARDOUS FOOD WILL BE REQUIRED TO BE FULLY SELF-CONTAINED OR WILL BE REQUIRED TO HAVE A PERMITTED COMMISSARY.**

## GENERAL REQUIREMENTS FOR MOBILE FOOD UNITS

### Definitions of terms

**Mobile Food Unit:** An enclosed trailer, van, pushcart, recreation vehicle or similar enclosed mobile facility that is transported from site to site for the purpose of dispensing food to the public.

**Mobile Food Service** – Any mobile unit in which food or drink is prepared for sale or for service to the public with or without charge.

**Potentially Hazardous Food**- A food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, whipped butter, heat treated plant foods, raw seed sprouts, cut melons, garlic in oil mixtures that are not modified (acidified) or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. Food that requires time/temperature control as safety measure against foodborne illness.

### GUIDELINES – DESIGN AND CONSTRUCTION

A mobile food unit Plan Review packet must be submitted along with the appropriate fees to the Mid-Ohio Valley Health Department for approval at least 30 days prior to the beginning of any construction of a new Mobile Food Unit, or major renovation of an existing permitted Mobile Food Unit.

Submit accurate drawing of the interior of the proposed Mobile Food Unit which must include the location and description of all food service equipment, specs for all food equipment, the finish material used on the walls, floor and ceiling, and the proposed menu.

If your proposed Mobile Food Unit will handle and/or sell potentially hazardous foods, it must be fully self-contained, or a permitted commissary will be required. The commissary may be permitted by any jurisdiction with West Virginia or neighboring state; however, the commissary must be within reasonable proximity to the site of the proposed mobile food unit operation. A private residence cannot be approved as a commissary.

Safe water and adequate wastewater facilities shall be provided in all mobile units. The system shall be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and hand washing. Liquid waste generated by the operation of the mobile food unit shall be stored in an installed storage tank that is at least 15 percent larger than the potable water supply tank. Storage tank contents will need to be disposed of in a way that is approved by the WV Sewage regulations.

A hand wash sink with hot and cold running water, hand soap and paper towels must be provided at each mobile food unit.

Mobile units shall be equipped with a water heater that will provide sufficient amounts of hot water to hand sinks and utensil washing facilities.

Utensil washing facilities consisting of a plumbed three compartment sink with drainboard area is required for all mobile units.

Mechanical ventilation consisting of metal hood with removable metal grease collecting filters shall be provided over all cooking equipment if the unit produces smoke, steam or grease vapors.

Mobile Food Units shall be completely enclosed. Protective screens or movable windows shall be provided for customer service windows and openings. Floor, walls and ceiling in the Mobile Food Unit must be covered with materials that are nonabsorbent, smooth and easily cleanable. ( Mobile units handling/selling non-potentially hazardous food may be exempt depending on operation and equipment).

The lighting in the mobile food unit shall be shielded to protect against broken glass contamination of the food or food contact surfaces.

Food preparation and storage equipment must be in good repair and easily cleanable.

**Guidelines – Handling and operations.**

Menu items for a Mobile Food Unit shall be reviewed on an individual basis and depending upon the equipment provided on-board the Mobile Food Unit it may be determined that a commissary will be required.

All foods must be prepared in the Mobile Food Unit or at your permitted commissary and be secured from an approved source. This includes all meat, milk, eggs, ice or other foods dispensed from the mobile unit. **No food may be prepared in a private home and dispensed from the mobile unit.**

Potentially hazardous foods must be stored cold below 41° F or held hot above 135° F. All foods shall be initially cooked to the following temperatures:

Hamburger (ground meats) 155°

Fish and Seafood 145°

Pork and pork products 155°

Poultry 165°

Meats and other potentially hazardous foods must be thawed under refrigeration or under potable running water of 70° or below or as part of the cooking process.

Adequate refrigeration must be provided to maintain product temperature. A thermometer must be provided in each refrigeration unit.

A metal-stem thermometer must be available in each mobile food service establishment. This thermometer must have a temperature range 0° to 220° F. It should be used to check internal temperature of potentially hazardous foods.

All mobile food service employees shall wear hairnets, caps, hats or other effective hair coverings to restrain their hair. All employees must wash hands thoroughly before beginning work and frequently throughout their work shift. Employees must practice good personal hygiene.

All food preparation areas and food contact surfaces of equipment shall be cleaned and sanitized on a regular basis using a sanitizing solution of 1 tsp. of household bleach to 1 gal. of water. Wet wiping cloths must be stored in a sanitizing solution when not in use.

Only single service articles should be provided to the consumer. Single service items must be dispensed from original container or from an approved dispensing device. Single service must be protected from contamination during storage.

All utensils used for the dispensing of potentially hazardous food must be stored in the product, in a running water dipper well after each use.