



Written Operational Procedures

County of Orange, Health Care Agency, Environmental Health
1241 E. Dyer Rd., Ste. 120, Santa Ana, CA 92705
(714) 433-6416 / www.ocfoodinfo.com/mobile

The permit holder of an unenclosed mobile food facility (MFF) handling unpackaged food shall develop and follow written operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils. An approved copy shall be kept on the mobile food facility during periods of operation. **Any change of to this form, menu, equipment, assigned commissary, or mobile support unit (MSU) will require approval by this Agency.**

Name of Business		
Owner Name		
Mailing address		
Phone	Fax	Email
Address of Sales Location		
SR#	PR#	Hours of Operation
Commissary		
Address of commissary		

Whenever MFFs are stopped to conduct business for more than a one-hour period, the MFF shall be operated within 200 ft of approved public restrooms.

Name of facility where restrooms are located: _____

Address of Restrooms: _____

FOOD HANDLING PROCEDURES

1. Provide a complete menu listing all food to be offered including packaged and unpackaged food, bottled beverages and condiments.

2. Indicate where food will be purchased.

3. Describe how the food will be stored at the commissary and how it will be maintained at proper holding temperatures.

4. List each food served and indicate where and how each food item will be prepared. Include all the equipment or utensils that will be used in preparing the food.

5. Describe how potentially hazardous food (PHF) will be held on the MFF and maintained at proper holding temperatures. Describe if refrigeration or ice will be used in cooling the food.

6. Describe how food will be served from the MFF and list all the equipment or utensils to be used.

CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS

7. Describe how food utensils and food contact surfaces will be cleaned and sanitized during hours of operation.

8. What sanitizer or sanitizer method will be used? Indicate if a commercial premixed solution will be used or if a sanitizer solution will be prepared. Approved sanitizer must contain one of the following chemicals at the specified concentrations. Check the sanitizer that will be used:

- Contact with a solution of 100 parts per million (ppm) available chlorine for at least 30 seconds.
- Contact with a solution of 200 parts per million available quaternary ammonium for at least one minute.
- Contact with a solution of 25 parts per million available iodine for at least one minute

9. Describe how and where the potable water tank(s) on the MFF will be filled.

10. Describe how and where the wastewater from the MFF will be disposed.

11. Describe how and where the potable water tank(s) will be cleaned.

a) Indicate the location where the fresh water tank cleaning will take place (e.g. commissary): _____

b) How is the sanitizer introduced/injected into the tank: _____

c) What sanitizer is used (e.g. unscented bleach): _____

d) Concentration (e.g. 100 ppm): _____

e) Contact time (minimum 3 hours): _____

f) Describe the tank flushing procedure before the tank is put back into service: _____

g) Frequency (How often the tanks and plumbing system/pumps, lines etc. is sanitized) (e.g. every 30 days): _____

Additional comments:

12. The MFF must return to the commissary after operating hours (if an approved MSU is not used). Describe how the MFF will be transported and protected from contamination.

13. A MFF that is serviced by a MSU and that does not report to a commissary on a daily basis shall be stored in a manner that protects the MFF from contamination. Describe how the MFF will be protected from contamination when stored at the sales location during non-operational hours.

FACILITIES OPERATING WITH A MOBILE SERVICE UNIT

14. MFF is serviced by a MSU? Yes _____ / No _____

15. Business name of MSU _____

16. Number of facilities the MSU is servicing _____

17. What is the transport time for the MSU to travel from the commissary to the cart?

18. A MFF that is serviced by a MSU shall have all the food removed from the facility and stored at an approved commissary or other approved facility after operating hours. Describe how food will be protected from contamination on the MSU during transport.

19. Describe what equipment will be used on the MSU to maintain proper holding temperatures.

20. Describe how the potable water hose on the MSU will be protected from contamination.

21. Describe how and where the potable water tank on the MSU will be filled.

22. Describe how and where the wastewater from the MSU will be disposed.

23. Describe how and where the MSU will be cleaned and sanitized.

24. Describe how the MSU will be transported from the sales location to the commissary.

25. Indicate where the MSU will be stored at the commissary.

A copy of the approved operational procedure shall be kept on the MFF during periods of operation.

Permit Holder Signature _____ Date _____

Print Permit Holder Name _____ Title _____

For Office Use Only:

Operational Procedure Reviewed By _____

Date Approved _____ PR00 _____