

MOBILE FOOD ESTABLISHMENT PACKET

You have requested information to begin the process for establishing and operating a mobile food unit. An operational plan will be required for all units (IFC 8-201) and additional information may be required under the following conditions: 1) the unit is going to be new construction 2) the unit will be remodeled or 3) the unit does not meet the current requirements of the Idaho Food Code.

This packet is intended to help you through the process to ensure that your mobile food unit meets the rule requirements. The Operational Plan Review is a document that is a companion to the Idaho Food Code and must be completed as part of the plan review process.

This packet consists of the following information:

- Applicants Checklist for Mobile Food Establishments
- Mobile Food Establishment License Application
- Mobile Food Establishment "Rules Governing Mobile Food Units" and General Requirements and Limitations
- Mobile Food Unit Operational Plan
- Commissary Agreement
- Directions for sanitizing water tanks
- Calibrating thermometers
- Licensed Mobile Food Establishment Requirements Table

Please complete the attached documents and submit them with the required plan review and licensing fee to the Health Department. **Approval from the local Health Department must be obtained prior to construction or operation of your unit.** The following materials must be submitted with your completed packet:

1. Mobile Food Establishment License Application
2. Complete plans of the unit drawn to scale, including equipment location.
3. Operational Plan Review
4. Commissary Agreement

APPLICANT'S CHECKLIST FOR MOBILE FOOD UNITS

Submit:

- Complete the application for Mobile Food Establishment and submit a drawing (to scale) of the layout including all equipment of the mobile food unit and pay required fees (licensing and plan review)
- Complete the Mobile Food Unit operational plan review
- Meeting with a Health Inspector for plan review approval
- Submit commissary agreement during plan review meeting with Health Inspector
- Obtain any required approvals from other agencies
Example: Eating and Drinking License, Planning and Zoning, Fire Marshall, etc...
- Contact the Health Department at least two weeks prior to opening to conduct a pre-operational inspection
- Submit any changes in operating location or schedule



RULES GOVERNING MOBILE FOOD UNITS

The Idaho Food Code, adopted in 2005 applies to food establishments as described in the Idaho Administrative Procedures Act (IDAPA) 16.02.19.001.03, which includes mobile food facilities. To receive a license to operate a Mobile Food Establishment, you must agree to and follow all rules according to the Idaho Food Code.

Basic rules that a mobile food operator must know and adhere to:

1. Be in full and complete compliance with the Idaho Food Code.
2. Food must be from an approved source (Properly labeled and from an inspected facility).
3. Food must be prepared in an approved commissary or in an approved mobile food establishment.
4. Food may not be prepared in a home kitchen. (IFC 6-202.111)
5. Kitchen ware (dishes, utensils, food contact equipment) must be cleaned and sanitized in an approved commissary or in the approved mobile food establishment.
6. Utensils and kitchen ware shall not be cleaned in a home kitchen. (IFC 6-202.111)
7. Food products, kitchen ware, paper product and single service items, must be stored at the approved commissary or in the approved mobile food establishment.
8. A commissary agreement form will be required prior to obtaining a mobile food establishment license, unless the unit is a "self-sufficient" unit. A unit which is not "self-sufficient" must have a commissary for storage, cooking facilities, cleaning facilities and a suitable prep area.
9. A person in charge must be designated during food service and must know food safety practices and demonstrate their knowledge at all times (IFC 2-102.11).

Definitions:

Person-in-charge/Training/Manager's Certification – The License Holder shall be the PERSON-IN-CHARGE or shall designate a PERSON-IN-CHARGE and ensure that a PERSON-IN-CHARGE IS present at the Mobile Food Establishment during all hours of operation. (IFC 2-1 and IDAPA 16.02.19.201)

Mobile Food Unit: Self – Sufficient (Full Service) – refers to an enclosed vehicle-mounted food service establishment designed to be readily moveable that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. Food preparation occurs inside the mobile unit.

Mobile Food Unit: Not Self-Sufficient (Limited Service) – refers to a vehicle designed to be readily moveable which does not contain all of the required equipment to operate independently; agrees to serving limited types of potentially hazardous foods which must be controlled through temperature and time for safety, or serving non-potentially hazardous foods. The use of a commissary for cutting and prepping food is required.

● **A mobile food unit is not a temporary, stationary built structure that is not readily moveable. It must remain mobile at all times.**

Due to the high potential of cross-contamination with ready-to-eat food, potentially hazardous foods will be limited on a mobile unit that does not contain a prep sink AND a 3 compartment sink or other necessary equipment.

Unpackaged non-potentially hazardous foods i.e. those that do not require time and temperature control shall be limited to popcorn, nuts, produce, pretzels and similar bakery products, shaved ice, and snow cones.

**All foods shall be covered, packaged, or protected from environmental and human contamination during storage, transportation and set-up.

Commissary – a licensed food handling operation (typically a restaurant) that has a license from the Health Department.

Mobile Food Unit Requirements

1. **LICENSE** - All units must have a license to operate. The license shall be posted on the mobile unit.
2. **PLAN REVIEW** – The Operational Plan Review must be completed by all applicants. A plan review is required prior to construction or structural modifications. The equipment used for operations must meet the Idaho Food Code requirements i.e. ANSI or NSF certified (commercial grade equipment) per *Idaho Food Code parts 4-1 and 4-2*.
3. **PLUMBING** – A) The waste water tank must be 15% larger in capacity than the fresh water supply tank. B) It must be sloped to a drain of a minimum of 1 inch in inner diameter and equipped with a shut-off valve.
4. **WASTE/SEWAGE DUMPING** – Sewage and other liquid waste must be dumped at an **approved** waste servicing area, or by a sewage transport vehicle. Wastewater shall never be dumped on the ground.
5. **SANITIZING YOUR WATER SYSTEM** – 5-304.11 – The water tank, pump and hoses shall be flushed and sanitized before being placed into service after construction, repair, modification, and/or periods of non-use. (Instructions attached)
6. **HAND-WASH SINK** – a one compartment metal sink **is required** with hot and cold running water via a mixing faucet, or tempered water at 90°F - 110°F equipped with soap and single-service paper towels. The water must be turned on and remain on for a minimum of 20 seconds for adequate washing.

7. **THREE-COMPARTMENT SINK - is required** in Self-Sufficient Mobile units for utensil and ware-washing. Sink must be of commercial quality.
8. **PREP SINK – is required** if there will be any form of prepping/cutting foods i.e. tomatoes, lettuce, meats, etc...
9. **COMMISSARY – is required** to be the base of operations (1-201.10B) The commissary **MUST** be approved by the Health Department and meet the requirements of the Idaho Food Code. The commissary is to be used for cleaning and servicing the unit.
A commissary agreement must be submitted prior to operation and updated once/year when license renewal occurs. **The license will be held until the commissary agreement is received by the Health Department.**
****No food is to be prepared in a home kitchen (1-201.10)**
 - **A mobile unit may not serve as a commissary for another mobile food unit operation or as the base of operation for a caterer.**
10. **TRANSPORTATION OF FOOD –** Transporting food from and to a commissary or event allows for an opportunity for cross contamination and temperature abuse.
Food must be completely protected by wrapping, covering or sealing to prevent contamination during any part of transport, and temperature controlled for safety.
11. **NO BARE HAND CONTACT –** All ready to eat foods must be handled using a gloved hand, utensil or other barrier such as tissue paper, etc... (3-301)
12. **PERSONAL HYGIENE –** Good hygienic practices include wearing clean outer clothing, practicing proper hand-washing (when first starting a shift, after eating, drinking or smoking; after handling garbage, after using the restroom, in between glove changes), and at all times necessary to prevent cross-contamination and to maintain cleanliness. (2-401)
13. **SINGLE-SERVE** knives, forks and spoons shall be protected from contamination and are for one-time use.
14. **GARBAGE AND REFUSE–** must be properly stored and removed as frequently as necessary to prevent a nuisance and be disposed of in a manner approved by the enforcement authority. Grease and oil must be disposed by an approved method.
15. **POWER SOURCE -** Mobile food units must have power available to support equipment holding cold or hot foods and maintaining hot water requirements. By definition, a mobile food unit is a "vehicle mounted food service establishment designed to be readily moved." These units can prepare a variety of foods but must also meet equipment requirements. For example, mechanical refrigeration and an on-board water system with a water heater are required, as well as a hand wash sink, and additional sinks dependent on the menu. Self-sufficient mobile food establishments are required to have a 3-compartment sink.
16. **ILLNESS -** No person who has a communicable or infectious disease that can be transmitted through foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work with a pushcart or mobile food unit in any capacity. This is due to the likelihood of such a person

contaminating food or food-contact surfaces, with disease causing organisms or transmitting the illness to other persons.

REFRIGERATION AND THAWING –

(a) All potentially hazardous foods requiring refrigeration shall be kept at or below 41° F (5° C), except when being prepared or served. An air temperature thermometer shall be provided in all refrigerators.

(b) Refrigeration and freezer capacity shall be sufficient to maintain required temperatures on all potentially hazardous foods.

(c) Potentially hazardous foods shall be thawed:

(1) in refrigerated units at a temperature not to exceed 41° F (5° C);

(2) under potable running water of a temperature of 70° F (21° C), or below, with sufficient water velocity to agitate and float off loose food particles into the overflow;

(3) as a part of the conventional cooking process; or

(4) in a microwave oven only when the food will be immediately transferred to conventional cooking equipment as part of a continuous cooking process or when the entire, uninterrupted cooking process takes place in the microwave oven.

- **Because the mobile food unit design is related to the menu served, the Health Department must approve any change in menu. Failure to obtain approval for a menu change may result in closure of your unit.**
- **If the mobile food unit changes ownership, a new application and process of approval is required.**

While this document contains some detailed information about the rules for the operation and requirements of mobile food establishments, it does not contain all requirements for your unit. Please refer to the Idaho Food Code, found online at www.cdhd.idaho.gov, for further information.



SANITIZING YOUR MOBILE FOOD UNIT'S FRESH WATER SYSTEM

Your water system requires ongoing care and preventative maintenance to ensure that each component remains clean and functioning so the entire system can deliver a consistent flow of fresh and safe water. According to the Idaho Food Code, 5-304.11, *a water tank, pump, and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, and/or periods of nonuse.*

Note: Always check the manufacturer's specifications or instructions for specific guidance on sanitizing your freshwater system, otherwise consider disinfecting the freshwater system as follows:

1. Use one of the following methods to determine the amount of common household bleach needed to sanitize the tank. (Follow any safety precautions printed on the label of the bleach container.)
 - A. Multiply Tank Gallon Capacity by 0.13; the result is the ounces of bleach needed to sanitize the tank. For example, 60 gallon tank = 7.8 ounces of bleach
 - B. Multiply Tank Liter Capacity by 1.0; the result is the ml of bleach needed to sanitize tank. For example, 200 liter tank = 200 milliliters of bleach
2. Mix the bleach with water in a pourable container such as a gallon jug. If the tank is filled through a pressurized fitting, carefully pour the bleach into the hose before attaching the hose to the city water entry. **Warning – do not mix bleach with ammonia.**
3. Pour the bleach solution into the tank and fill the tank with fresh water.
4. Open ALL faucets (hot and cold) allowing the water to run until the odor of bleach is detected. Now the freshwater system must sit to let the disinfectant work. The freshwater system must have four (4) hours of contact time to disinfect completely. Doubling the solution concentration allows for a shorter contact time of one (1) hour.
5. When the contact time is completed, drain the tank. Refill the tank and flush the freshwater system once or twice until the bleach odor has decreased. The residual bleach odor and taste is not harmful if the correct concentration for the size of the tank was used as directed in step 1.

