



# County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH  
FOOD & HOUSING DIVISION

PLAN CHECK & CONSTRUCTION UNIT

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## Construction & Operational Guide For Mobile Food Facilities & Mobile Support Units



## I. Introduction

A. This construction guide is intended for anyone planning to construct or remodel a mobile food facility (MFF) or a mobile support unit (MSU) for use in the County of San Diego. Mobile food facilities include, but are not limited to, motorized ice cream trucks, motorized produce trucks, hot dog carts, and all other types of pushcarts, mobile food preparation units (hot food trucks) , stationary mobile food preparation units (temporary event hot food trucks) and Single Operating Site Mobile Food Facilities (SOSMFF).

B. Mobile support units provide the means to clean and stock the mobile food facilities without having it return to the commissary. These are not approved to service MFFs that conduct food preparation beyond limited food preparation.

C. Contact the local zoning for the requirements to operate mobile food facilities prior to submittal of plans. Zoning information for carts is located at the end of this document.

D. After cart is approved to operate no modification may be made to a MFF or MSU without approval of this department.

E. If the MFF is occupied and has 110 volt electrical, plumbing, a gas appliance/equipment, or a mechanical generator or compressor, it must have a certification insignia issued by the CA Department of Housing and Community Development (HCD). Contact HCD at (951) 782-4420.

This guide is intended to serve as a general overview of mobile food facilities and mobile support unit construction and permit requirements and should not be considered all-inclusive. Please contact the Plan Check & Construction Unit if you require further information regarding your particular plan.

## II. Definitions

A. **Assembly** means a collection of parts brought together.

B. **Auxiliary Conveyance (AC)** is a means of transport for the warewashing and/or handwashing sinks used in conjunction with, and maintained immediately adjacent to, the primary unit of the mobile food facility. When used by a Single Operating Site Mobile Food Facility (SOSMFF), the auxiliary conveyance may service up to four carts that do limited food preparation.

C. **Commissary** means a food facility that services MFFs, MSUs, or vending machines where any of the following occur:

- (a) Food, containers, or supplies are stored.
- (b) Food is prepared or prepackaged for sale or service at other locations.
- (c) Utensils are cleaned.
- (d) Liquid and solid wastes are disposed, or potable water is obtained.

D. **Conveyance** is a means of transport: vehicle, cart.

E. **Food compartment** means an enclosed space, including, but not limited to, an air pot, blender, bulk dispensing system, covered chafing dish, and covered ice bin with all of the following characteristics:

- (a) The space is defined by a physical barrier from the outside environment that completely encloses all food, food-contact surfaces, and the handling of nonprepackaged food.
- (b) All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.
- (c) It is constructed from materials that are nontoxic, smooth, easily cleanable, and durable and is constructed to facilitate the cleaning of the interior and exterior of the compartment.

F. **Hot Dog** means a whole, cured, cooked sausage that is skinless or stuffed in a casing and that is also known as a frankfurter, wiener, red hot, Vienna, bologna, garlic bologna, or knockwurst, and that may be served in a bun or roll.

G. **Limited Food Preparation** means food preparation that is restricted to one or more of the following:

- (1) Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of nonprepackaged food.
- (2) Dispensing and portioning of nonpotentially hazardous food.
- (3) Slicing and chopping of food on a heated cooking surface during the cooking process.
- (4) Cooking and seasoning to order.

(5) Preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

Limited Food Preparation **does not include**:

1. slicing and chopping unless it is on the heated cooking surface,
2. thawing,
3. cooling of cooked potentially hazardous food,
4. grinding raw ingredients or potentially hazardous food,
5. reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.
6. Hot holding of nonprepackaged, potentially hazardous food, except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in the original, inedible wrapper.
7. washing of foods, or
8. cooking of potentially hazardous foods for later use.

**H. Menu change** means a modification of a food facility's menu that would require a change in the food facility's food preparation methods, storage equipment, or storage capacity previously approved by the local enforcement agency. These changes may include, but are not limited to, the addition of potentially hazardous foods to a menu, installation of new food preparation or storage equipment, or increasing storage capacity.

**I. Mobile Food Facility (MFF)** means any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. "Mobile food facility" does not include a "transporter" used to transport packaged food from a food facility, or other approved source to the consumer.

**J. Mobile Support Unit (MSU)** means a vehicle, used in conjunction with a commissary that travels to and services MFFs as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes. MSU shall not be used to service a motorized MFF.

**K. Occupied Mobile Food Facility (OMFF)** means an MFF that is occupied during normal business operations; a fully enclosed MFF. All food preparation other than Limited Food Preparation must be within an OMFF.

**L. Portable** means equipment that is capable of being lifted and moved or has utility connections that are designed to be disconnected or of sufficient length to permit the unit to be moved for cleaning, and does not exceed 80 pounds (36kg) in weight.

**M. Portioning** means dividing into portions: abstracting from a whole.

**N. Prepackaged food** means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, a food facility, or other approved source.

**O. Refrigeration unit** means a mechanical unit that extracts heat from an area through liquefaction and evaporation of a fluid by a compressor, flame, or thermoelectric device, and includes a mechanical thermostatic control device that

regulates refrigerated blown air into an enclosed area at or below the minimum required food storage temperature of potentially hazardous foods.

P. **Single Operating Site Mobile Food Facility (SOS-MFF)** means at least one, but not more than four, unenclosed mobile food facilities, and their auxiliary units, that operate adjacent to each other at a single location. A SOSMFF is restricted to produce, prepackaged food, and limited food preparation. A SOSMFF must be supported by an approved mobile support unit if it is not easily moveable to a commissary.

Q. **Tight-fitting** means fabricated so that joining members are in contact along the entire seam with no opening greater than 1/64th inch (.04 cm).

R. **Transporter** means any vehicle used to transport food from a manufacturer, distributor, retail food facility, or other approved source to a retail food facility.

S. **Vehicle** means a means of carrying or transporting something: conveyance.

### III. Operation from a Commissary – Cleaning and Servicing

A. MFFs must operate in conjunction with a commissary, MSU, or other facility approved by the enforcement agency.

B. MFFs must be stored at or within a commissary or other location approved by the enforcement agency in order to have protection from unsanitary conditions. All cart type mobile food facilities must be able to physically fit within their commissary.

C. MSUs must be operated from and stored at a designated commissary and must be permitted and are required to be plan reviewed. MSUs shall report to a commissary or other approved facility for cleaning, servicing, and storage at least daily.

D. Unless serviced by an MSU, or operating at a community event, MFFs must report to the commissary or other approved facility on a daily basis.

E. The commissary must be approved by the Plan Check Unit for the mobile food facility applying to use it. The commissary must be under the permit of the County of San Diego, Department of Environmental Health, unless the application is for a MFF at a community event.

MFFs are required to be cleaned and serviced at least once daily during an operating day.

### IV. Food Safety Certification

MFFs that prepare, handle, or serve nonprepackaged potentially hazardous food are required to have an owner or employee who has successfully passed an approved and accredited food safety certification exam. No person can act as the

certified person at more than one food facility with the exception that multiple contiguous food facilities permitted within the same site and under the same management, ownership, or control shall be deemed to be one food facility

## V. Plan Submission

- A. Three (3) sets of plans to be submitted and approved for any new or remodeled MFF, MSU, or auxiliary sink conveyance, prior to construction, as well as those that have been acquired by the operator in the finished state. Plans may also be required for a change in menu on an MFF that is presently permitted. A plan check fee must be paid at the time of plan submittal. Current fee schedules are available upon request. Generally, the plan review process takes up to 10 working days to complete. If you are planning to open and operate sooner a fee may be paid to expedite plans.
  
- B. Complete and easily readable plans must be drawn to scale (e.g. 1/4" = 1 ft.) on white paper with dark ink, blue prints, or other standard floor plans. Drawings shall show all four (4) sides and the top view of the MFF or MSU, and a complete plumbing diagram. The location and type of each of the following, if applicable, shall be shown on the plans :
  1. Potable water tanks (indicate volume and dimensions, length x width x depth).
  2. Potable water inlets (indicate type).
  3. Overflow lines.
  4. Waste water tanks (indicate volume and dimensions, length x width x depth).
  5. Waste tank drain valves.
  6. Backflow prevention devices.
  7. Water heaters (indicate type and size in gallons).
  8. Utensil and hand-wash sinks (length x width x depth indicated).
  9. All associated plumbing.
  10. Each piece of food service equipment and its placement.
  11. Specifications for the equipment indicating manufacturer make and model number shall be indicated either separately or on the plan. Weight of equipment should also be listed.
  12. Ice bins (indicate volume and dimensions, length x width x depth).
  13. Finish schedule for food contact surfaces, counter tops, food compartments, walls, floors and ceilings.
  14. Food compartment(s) and doors in their open position.
  15. Gas and electrical lines.
  16. All other component details (such as utensils, tray inserts, insulations, counters, shelving, storage areas, and food preparation areas, etc.).
  17. Identification signage on one side for a non-motorized and two sides for a motorized MFF or MSU. The identification must include the business name (at least 3" high), the name of the permittee if different from the business name (at least 1" high), the city, state and zip code of the permittee (at least 1" high). The signs shall be permanently affixed to the MFF or MSU.
  18. Type and location of fire protection equipment.

19. Power source (size indicated).
  20. Mechanical ventilation for units with cooking equipment beneath a roofed enclosure, (must meet California Mechanical Code requirements).
  21. Size and location of any pass through windows.
- C. The following items shall accompany the plans:
1. A commissary agreement letter, if available at that time, must accompany the plans (otherwise to be submitted prior to final issuance of permit.)
  2. Menu.
  3. Operational procedures for unenclosed (non-occupied) MFFs. Procedures must include food handling, including water refilling, and the cleaning and sanitizing of food-contact surfaces, food equipment and utensils.
  4. Mobile food facilities that operate at a single location must provide a toilet facility agreement letter. The food sales must be conducted within 200 feet of an approved and readily available toilet and handwashing facility.
  5. For Single Operating Site Mobile Food Facilities, a site plan is to be provided to show the location of the toilet room(s) as well as the refuse area.
  6. If the MFF uses a MSU, then a letter confirming the use of a MSU must accompany the plans and the MSU must be included in the operational procedures. A MSU is not approved to service MFFs that conduct food preparation beyond limited food preparation.

## **VI. Construction Requirements**

- A. Surface materials of the MFF must be constructed of a smooth, durable, washable, impervious material capable of withstanding frequent cleaning, no unfinished wood and must be free of cracks, seams, or linings where vermin may harbor.
- B. Construction joints are to be tightly fitted and sealed with no gaps or voids. All sealant, solder and weld joints located in the food contact areas are to be smooth, and approved for food contact surfaces. Spaces around pipes, conduits or hoses that extend through cabinets, floors or outer walls must be sealed to be smooth and easily cleanable.
- C. All food-related equipment and plumbing, including pumps, accumulators and filters shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program, i.e. National Sanitation Foundation (NSF), Intertek Testing Services (ITS or ETL), Underwriter's Laboratory Sanitation (EPH), Canadian Standards Association CSA or other ANSI approved certification agency. In the absence of applicable ANSI sanitation certification, the equipment design, construction and installation is subject to approval by this Department.
- D. All food related fixtures, tanks, equipment, plumbing, pumps and filters must meet standards referenced in the current plumbing code. Plumbing fixtures, pumps and filters shall be installed according to the manufacturer's specifications.
- E. A minimum gap of 4 inches of unobstructed space to facilitate cleaning must be provided between the bottom of equipment and surfaces when there is a rigid

utility connection such as a gas line. If equipment can be easily moved by one person and has a flex connection the 4 inch clear space is not required, All non-portable equipment must be on the primary MFF, except for the handwashing sink and warewashing sink on an approved auxiliary conveyance

F. Lighting and Power Supply:

1. Light bulbs and tubes must be covered and completely enclosed in plastic safety shields or the equivalent.
2. Light fixtures shall be installed so as not to constitute a hazard to employees or food safety.
3. Adequate electrical power shall be provided to power accessories or appliances.

G. Electrical appliances must meet applicable Underwriter's Laboratory standards.

H. Potable water tanks and plumbing:

1. Water tanks and plumbing shall be constructed of food grade material as approved by an ANSI accredited testing organization for drinking water.
2. Interiors shall be smooth and free of recesses and crevices and capable of draining completely.
3. Tanks must be adequately vented for flow. Water tank vents shall terminate in a downward direction and are to be covered with 16 mesh per square inch screen or equivalent when the vent is in a protected area or a protective filter when the vent is in an area not protected from windblown dirt and debris.
4. Potable water tanks must be sufficient in volume to hold:
  - a. Five (5) gallons minimum for hand washing
  - b. 15 additional gallons minimum for warewashing (facilities with limited food preparation)
  - c. 25 additional gallons of water for warewashing must be provided (For any preparation beyond limited food preparation)
5. Water tank capacities requirements may be met with one or more potable water tanks.
6. Potable water inlets are to be protected from contamination and designed to preclude attachment to a non-potable service connection, e.g. quick disconnect.
7. Potable water inlets must be located at least 1" above the overflow.
8. Overflow pipe openings must be protected from the entrance of dust, insects and other contamination.
9. Potable water tanks may be removable, but can be a maximum size of 10 gallons (80 lbs) to be considered suitably portable.
10. Connections to the potable and waste tanks are to be a different type or size so as to eliminate contamination of the potable water supply. Waste and potable hose connections are not interchangeable.
11. Liquid waste hoses are not be the same color as the hoses used for potable water.
12. If tanks are removable they are to be labeled 'potable' or 'waste' to eliminate any confusion.



I. Handwashing Sink: Requirements

1. Minimum size of 9x9x5 inches in depth. MFFs limited to handling prepackaged foods, whole fish, or whole aquatic invertebrates do not require a handwashing sink.
2. To be located on the operator side of the MFF or auxiliary conveyance, and be unobstructed and easily accessible. The sink can be on the countertop or below a countertop cutaway extending at least halfway from the edge of the sink to the faucet handles. When used in conjunction with an MFF, an auxiliary conveyance shall contain all of the utility connections.
3. Hot and cold water through a mixing faucet capable of delivering a minimum of one gallon/minute.
4. A handwashing sink shall be supplied with water at a minimum temperature of 100°F and shall be tempered not to exceed 108°F so as to prevent scalding.
5. A single-use commercial towel dispenser must be mounted adjacent to the hand sink.
6. A hand-soap dispenser must be mounted adjacent to the hand sink.

J. Warewashing sinks:

1. MFFs where nonprepackaged food is cooked, blended, or otherwise prepared shall provide a warewashing sink with at least three compartments with two integral metal drainboards.
2. If all utensils and equipment of a MFF are washed and sanitized on a daily basis at the approved commissary or other approved food facility, and the mobile food facility provides an adequate supply of spare preparation and serving utensils in the mobile food facility as needed to replace those that become soiled or contaminated, then the MFF shall not be required to provide a warewashing sink to only handle any of the following:
  - (a) Nonpotentially hazardous foods that do not require preparation other than heating, baking, popping, portioning, bulk dispensing, assembly, or shaving of ice
  - (b) Steamed or boiled hot dogs
  - (c) Tamales in the original, inedible wrapper
3. An unenclosed MFF that prepares potentially hazardous beverages for immediate service in response to an individual consumer order shall do one of the following:
  - (a) Provide a 3-compartment warewashing sink as described in items 4 through 11, or:
  - (b) Provide at least one 2-compartment sink with all warewashing limited to batch washing operations for cleaning and sanitizing. The process must consist of setting up the cleaning and sanitizing solutions immediately before use and drains them immediately after use, as well as use of a detergent sanitizer to clean and sanitize in accordance with the manufacturer's label instructions where there is no distinct water rinse between the washing and sanitizing steps. The

agent applied in the sanitizing step shall be the same detergent sanitizer that is used in the washing step.

(c) Provide a 1-compartment sink, separate from the handwashing sink with at least one integral drainboard, an adequate supply of spare preparation and serving utensils to replace those that become soiled or contaminated, AND a 3-compartment warewashing sink that complies with items 4 through 11. The warewashing sink shall be located within reasonable proximity to the cart and must be readily accessible to the food employees at all times.

4. The warewashing sink must be on the primary MFF unit or an approved auxiliary conveyance. When on an auxiliary conveyance, the sinks must be located proximal to the limited food preparation cart.
  5. Each compartment of the warewashing sink shall be large enough to accommodate the largest utensil and either of the following sizes:
    - A. At least 12 inches wide by 12 inches long by 10 inches deep.
    - B. At least 10 inches wide by 14 inches long by 10 inches deep
  6. Each drainboard shall be at least the size of one of the sink compartments. The drainboards shall be installed with at least one-eighth inch per foot slope toward the sink compartment, and fabricated with a minimum of 1/2inch lip or rim to prevent the draining liquid from spilling onto the floor.
  7. The sink shall be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments.
  8. A warewashing sink must be supplied with hot water under pressure through a mixing faucet.
  9. A water heater or an instantaneous heater capable of heating water to a minimum of 120° F for utensil washing or 100° F for handwashing only, interconnected with a potable water supply, shall be provided and shall operate independently of the vehicle engine. Cold running water must also be supplied.
  10. A water heater with a minimum capacity of three gallons shall be provided for MFFs conducting any type of food preparation. A minimum water heater capacity of one-half gallon shall be provided for MFFs needing only handwashing.
  11. The warewashing sink shall be within the MFF or have adequate overhead protection made of wood, canvas, or other materials that protect the sinks from bird and insect droppings, dust, precipitation, and other elements.
  12. The handwashing sink shall be separated from the warewashing sink by a metal splashguard with a height of at least six inches that extends from the back edge of the drainboard to the front edge of the drainboard, the corners of the barrier to be rounded. No splashguard is required if the distance between the handwashing sink and the warewashing sink drainboards is 24 inches or more.
- K. Gas fired appliances:
1. Thermocouples shall have a safety shut off device.

2. Propane tanks:
    - a. That are enclosed within the MFF shall have at least two ventilation openings on opposite sides at the cylinder valve level and at least one ventilation opening required at the floor level. Each opening shall be a minimum of 10 square inches, screened with a minimum 16 mesh and shall vent to the exterior of the MFF.
    - b. Enclosures shall be free of any source of ignition.
    - c. Shall be securely placed and should not be located on the bumper of a trailer mounted vehicle. The only appropriate placement on the exterior of the MFF is on the front (tongue) of the trailer.
    - d. Shall have a safety shut off valve.
    - e. A properly charged and maintained minimum 10 BC-rated fire extinguisher to combat grease fires shall be properly mounted and readily accessible on each MFF with heating elements or cooking equipment.
    - f. All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury.
  3. Certification shall be indicated by a decal on the appliance.
  4. All new and replacement gas-fired appliances shall meet applicable ANSI standards.
  5. All liquefied petroleum equipment shall be installed to meet applicable fire authority standards, and this installation shall be approved by the fire authority.
  6. All gas lines shall be properly installed and protected. Use grommets as needed.
- L. Food compartment(s): must be present and adequately sized for the intended operation of the MFF. For a food compartment:
1. The space is defined by a physical barrier from the outside environment that completely encloses all food, food-contact surfaces, and the handling of nonprepackaged food.
  2. All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.
  3. It is constructed from materials that are nontoxic, smooth, easily cleanable, and durable and is constructed to facilitate the cleaning of the interior and exterior of the compartment.
  4. If doors are a part of the food compartment they will only open outward and will not fold, flip or slide up and over the top portion of the compartment. Folding side by side hinged doors are acceptable.
  5. Ice bins holding edible ice shall be placed within a compartment and shall be designed for easy access.
- M. Food Storage:
1. Food storage compartments are to be large enough to accommodate expected food volumes.
  2. Food storage compartments are to be enclosed to protect from contamination.

3. Food storage compartments cannot contain plumbing of any kind.
4. SOS-MFFs will be evaluated based on the menu provide at time of plan review. A dedicated conveyance may be required for storage of necessary supplies such as food and utensils.
5. Potentially hazardous foods (except for frozen ready-to-eat foods, whole fish, and whole aquatic invertebrates) shall be stored within refrigeration units.

N. Wastewater Tanks:

1. All waste lines shall be connected to wastewater tanks with watertight seals.
2. Any wastewater tank mounted within an MFF or MSU shall have an air vent overflow provided in a manner that will prevent potential flooding of the interior of the facility.
3. A water tank vent shall terminate in a downward direction and shall be covered with 16-mesh per square inch screen or equivalent when the vent is in a protected area or a protective filter when the vent is in an area that is not protected from windblown dirt and debris.
4. Wastewater tanks shall be of sufficient capacity to hold 150% or 1.5 times that of the potable handwashing and warewashing water supply, 15% of product water, and 33% of the total ice bin volume.
5. Wastewater tanks may be removable, but can be no greater in size than 10 gallons (80 lbs) to be considered suitably portable.
6. Wastewater tanks shall have a discharge valve located to facilitate complete draining of the tank.
7. Permanently installed steam tables shall be fitted with a discharge valve and shall not drain to the wastewater tank.
8. If tanks are removable they should be labeled 'potable' or 'waste' to eliminate any confusion.

O. Ventilation:

1. Mechanical exhaust ventilation equipment shall be provided over all cooking equipment as required to effectively remove cooking odors, smoke, steam, grease, heat, and vapors.
2. All mechanical exhaust ventilation equipment shall be installed and maintained in accordance with the Uniform Mechanical Code (UMC) or for occupied mobile food facilities (OMFFs), certified and approved by the CA Department of Housing and Community Development (HCD).
3. For California Mechanical Code compliance, the following shall be kept in good working order:
  - a. Cooking equipment.
  - b. Hoods.
  - c. Ducts (if applicable).
  - d. Fans.
  - e. Fire suppression systems.
  - f. Special effluent or energy control equipment.

P. Flooring:

1. Ground or floor surfaces where cooking processes are conducted from a grill, or other unenclosed approved cooking unit on an MFF shall be impervious, smooth, easily cleanable, and shall provide employee safety from slipping. Ground or floor surfaces shall extend a minimum of five feet on all open sides of where cooking processes are conducted.

Q. Safety:

1. All pressure cylinders shall be securely fastened to a rigid structure.
2. A first-aid kit shall be provided and located in a convenient area in an enclosed case.
3. MFFs that operate at more than one location in a calendar day shall be equipped to meet all of the following requirements:
  - a. All utensils in an MFF shall be stored so as to prevent their being thrown about in the event of a sudden stop, collision, or overturn. A safety knife holder shall be provided to avoid loose storage of knives in cabinets, boxes, or slots along counter aisles. Knife holders shall be designed to be easily cleanable and be manufactured of materials approved by the enforcement agency.
  - b. Coffee urns, deep fat fryers, steam tables, and similar equipment shall be equipped with positive closing lids that are fitted with a secure latch mechanism that will prevent excessive spillage of hot liquids into the interior of an MFF in the event of a sudden stop, collision, or overturn. As an alternative to this requirement, a coffee urn may be installed in a compartment that will prevent excessive spillage of coffee in the interior of the unit.
  - c. Metal protective devices shall be installed on the glass liquid level sight gauges on all coffee urns.
4. Light bulbs and tubes shall be covered with a completely enclosed plastic safety shield or its equivalent, and installed so as to not constitute a hazard to personnel or food.
5. All liquefied petroleum equipment shall be installed to meet applicable fire authority standards, and this installation shall be approved by the fire authority. However, for units subject to HCD they shall comply with HCD requirements.
6. A properly charged and maintained minimum 10 BC-rated fire extinguisher to combat grease fires shall be properly mounted and readily accessible on each MFF with heating elements or cooking equipment.
7. All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury.

## **VII. Fully Enclosed/Occupied Mobile Food Facilities - OMFF**

In addition to general requirements for MFFs, the following shall apply to OMFFs.

NOTE: If the OMFF has 110 volt electrical, plumbing, a gas appliance/equipment, or a mechanical generator or compressor, it must have a certification insignia issued by the CA Department of Housing and Community Development.

A. Exterior requirements:

1. Entrance doors to food preparation area and service openings are to be self-closing.
2. Food service openings:
  - a. Maximum 216 square inches and no less than 18 inches apart.
  - b. Shall be covered with solid material or screen. If screen is used it must be at least 16 mesh per inch.
  - c. This section shall not apply to MFFs that are limited to the handling of prepackaged food and whole produce.
3. Compressor units that are not an integral part of the MFF shall be installed in an area separate from the food prep and storage areas.
4. Propane tanks shall be located outside the MFF, and there can be no other attachments on the exterior of the MFF (e.g. can opener).

B. Interior requirements:

1. OMFFs shall have a clear, unobstructed height over the aisle-way portion of the unit of at least 74 inches from floor to ceiling, and a minimum of 30 inches of unobstructed horizontal aisle space.
2. Walls and ceilings shall be constructed so surfaces are impervious, smooth and cleanable.
3. Floors shall be constructed of approved materials. The floor/wall juncture shall be covered with a minimum 3/8 inch radius and the floor surface shall extend up the wall at least four inches. (Vinyl rubber top-set base is not acceptable material). Equipment shall be sealed to the floor or raised 6 inches off the floor by means of an easily cleanable leg and foot.
  - a. This section shall not apply to MFFs that are limited to the handling of prepackaged food and whole produce, unless water flushing of floors is required.
  - b. If water flushing of floors is required, a food grade hose shall be installed and maintained in an enclosed compartment. The food grade hose shall be of sufficient length to clean the interior of the vehicle.

## **VIII. Mobile Support Units - MSU**

MSU requirements are based on the proposed services to, and the number, type and location(s) of the MFFs serviced. All construction and equipment will conform to the requirements described in the general MFF sections of this guideline as applicable.

- A. Operational Procedure: a detailed description of the intended operation(s) of the MSU shall accompany the construction plans for the MSU and shall indicate the following:
1. A list of all MFFs to be serviced. MSU are not approved to support MFFs that conduct food preparation in excess of limited food preparation.
  2. A list of services to be provided to each MFF.
  3. The distance from the commissary to each MFF to be serviced.

MSUs that provide one or more of the following services to one or more MFFs shall conform to the requirements under each applicable service heading.

B. Transport of potable and waste water:

1. Adequate sized potable water tank(s) shall be provided with sufficient capacity for all water demand for each MFF serviced including but not limited to, supply tanks, steam tables, utensil washing, hand washing and equipment cleaning.
2. Waste water tanks shall be adequate in volume to accommodate all MFFs serviced. Waste water tanks must be located to prevent contamination of all potable water, clean linen and food and utensil storage areas.
3. The weight of portable potable and/or waste water tanks, that are used to replace the respective water tanks of an MFF, shall not exceed 80lbs each.
4. The method for securing removable tanks during transport shall be indicated.
5. A designated waste water pump shall be provided when waste water is pumped from the MFF. The pump and all associated hoses shall be clearly labeled for waste.
6. Potable water shall only be provided directly from an approved water supply-never from a water tank.
7. Waste tanks shall be equipped with an approved valve and shall be constructed to prevent drainage onto the ground during transport or when stationary.
8. Waste tanks and associated pumps and hoses shall be stored separately from potable water storage, clean linen, paper products, food equipment and utensil storage areas, and shall be clearly labeled as "waste".
9. If tanks are removable they should be labeled 'potable' or 'waste' to eliminate any confusion.
10. Connections to the potable and waste tanks shall be of a different type or size so as to eliminate contamination of the potable water supply. Waste and potable hose connections shall not be interchangeable.

C. Transport and restocking of food and/or utensils:

1. Adequate compartments and shelving shall be provided for all food to be transported.
2. When unpackaged food is stored during transport, compartments shall be smooth, easily cleanable, non-absorbent, and equipped with tight fitting doors and/ or lids.
3. If used to transport potentially hazardous food, approved equipment to maintain food at the required temperatures shall be provided.
4. Mobile support units shall not be approved for utensil washing.

D. Removal and transport of waste grease:

1. An approved container(s) or tank(s) of sufficient volume with secure lid(s) shall be provided for all MFFs generating waste grease, serviced by the MSU.
2. Tanks or containers shall be separate from all potable water, clean linen, paper products, food equipment and utensil storage areas.
3. Pumps and all associated hoses that are used to drain grease shall be clearly labeled as "waste grease" and shall be stored separate from other pumps and hoses.

4. When grease is transferred from the MFF to the MSU by container, it shall have a tight fitting lid. The container and any associated funnels shall be clearly labeled as "waste grease".
- E. Removal and transport of food waste other than grease:
1. Adequate additional volume shall be provided to the waste water tanks when servicing MFFs with liquid food waste.
  2. Transfer methods shall be indicated and the proper transfer equipment provided and labeled clearly for waste.
  3. Sufficient storage for all solid food waste shall be provided with adequate containment during transport. This may be accomplished by bins or cabinets that accommodate trash bags.
- F. Removal and transport of equipment to commissary for sanitizing:
1. Adequate shelving or cabinets shall be provided for storage of equipment during transport.
- G. Cleaning MFFs:
1. Separate and adequate storage shall be provided for cleaning equipment, and cleaning and other toxic chemicals.
  2. Separate and adequate storage for clean rags shall be provided.
  3. Separate and adequate, leak-proof storage for soiled rags shall be provided.
  4. A separate and adequate receptacle shall be provided for removal of solid and food waste.

## **IX. Operational Requirements**

- A. During operation, no food shall be stored, displayed, or served, from any place other than the mobile food facility. The use of tables, benches, and other such devices, to display or serve items for use on the mobile food facility is prohibited.
- B. For limited food preparation MFFs not requiring a warewashing sink, utensils shall be restricted to spatulas, tongs scoops, and/or spoons as identified on the Written Operational Procedures.
- C. Food condiments shall be protected from contamination. Condiments provided for customer self-service, shall be prepackaged or from approved (pump, pour, squeeze, or auger type) dispensing devices. Potentially hazardous foods, such as chili or perishable cheese cannot be held as a condiment on an unenclosed MFF.
- D. During transportation and storage of the mobile food facility, food and food contact surfaces shall be protected from contamination.
- E. Food products remaining after each day's operation shall be stored only in an approved food facility. Potentially hazardous foods held at or above 135°F on a MFF shall be discarded at the end of the day.
- F. Utensils and equipment shall be handled and stored so as to be protected from contamination. Single-service utensils shall be obtained from sanitary



containers or approved sanitary dispensers, stored in a clean, dry place until used, handled in a sanitary manner, and used only once.

- G. Wiping cloths must be stored in a clean solution containing 100 parts per million (PPM) of available chlorine as a hypochlorite. Other approved sanitizing compounds at appropriate concentrations may be used. (Mix one ounce of bleach to one gallon of clean water to produce a sanitizing solution of 100 PPM concentration). Provide testing strips kit to check the concentration of the sanitizing solution.
- H. Only the mobile food facility operator shall dispense all unpackaged foods. Customer self-service of unpackaged foods is prohibited.
- I. Thermometers shall be provided for all warming units and refrigeration units. A probe type thermometer shall also be available for use on a mobile food facility that handles potentially hazardous foods.
- J. All food shall be obtained from an approved source.
- K. All potentially hazardous foods shall be maintained at or below 41°F or at or above 135°F at all times.

## **X. Inspection**

After your plans have been reviewed you will receive notification of plan review approval from this Department, at which time you may proceed with construction, remodeling, or conversion. The yearly operational Health Permit application and fee is required prior to final inspection.

Upon completion of construction, or when the mobile food facility or mobile support unit is in compliance, you may make an appointment to bring it to the Mills Building at 1255 IMPERIAL AVENUE 3<sup>rd</sup> Floor, SAN DIEGO for an initial construction inspection. SOS-MFF inspections will be conducted on site.

The vehicle inspection area is located on the east side of the building near the trolley tracks on 13<sup>th</sup> Street. The mobile food facility or mobile support unit must be clean and all equipment to be in place and operational at the time of inspection including water heaters.

For scheduling an inspection appointment call (619) 338-2364. Inspections are scheduled on Monday, Wednesday or Friday between the hours of 9:00 to 11:30 AM and 1:00 to 4:00 PM.

## CART INFORMATION

The Department of Environmental Health approves mobile food facilities that comply with all the requirements of the CA Health & Safety Code. The operator is responsible to know other requirements in the cities where business will be conducted. Below you will find some information about the different cities in San Diego County and the telephone numbers to call for additional information. County of San Diego Dept. of Planning and Land Use is **858-565-5981**.

<b>Carlsbad</b>	Allowed parking 10 min	<b>(760) 602-2423</b>
<b>Chula Vista</b>	Allowed max. Parking 10 min / need Business License	<b>(619) 691-5250</b>
<b>Coronado</b>	Allowed need Business License/Operation Permit	<b>(619) 522-7300</b>
<b>Del Mar</b>	Not Allowed	<b>(858) 755-9313</b>
<b>El Cajon</b>	Allowed 10 min. max.; 200+ ft from schools	<b>(619) 441-1741</b>
<b>Encinitas</b>	Allowed with approval from Zoning Dept/Business Permit	<b>(760) 633-2600</b>
<b>Escondido</b>	Only Cold Food Truck Allowed	<b>(760) 839-4659</b>
<b>Imperial Beach</b>	Allowed need Business License/Seller's Permit	<b>(619) 628-1423</b>
<b>La Mesa</b>	Allowed need Business License	<b>(619) 667-1177</b>
<b>Lemon Grove</b>	Allowed need Business License	<b>(619) 825-3800</b>
<b>National City</b>	Allowed need Business License	<b>(619) 336-4330</b>
<b>Oceanside</b>	Mobile Not Allowed, Cart approval from Planning	<b>(760) 435-3878</b>
<b>Poway</b>	Allowed need Solicitor's Permit	<b>(760) 668-4404</b>
<b>San Diego</b>	Allowed Stationary on private property, not on streets	<b>(619) 446-5000</b>
<b>San Marcos</b>	Allowed need Business Permit	<b>(760) 744-1050</b>
<b>Santee</b>	Allowed need Business License/Solicitor's Permit	<b>(619) 258-4100 Ext 146</b>
<b>Solana Beach</b>	Allowed need Business License	<b>(858) 720-2403</b>
<b>Vista</b>	Allowed need Business License/ Vendor Permit	<b>(760) 639-6174</b>



# County of San Diego

GARY W ERBECK  
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH  
FOOD AND HOUSING DIVISION

JACK MILLER  
ASSISTANT DIRECTOR

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1-800-253-9933

## MFF OPERATIONAL PROCEDURES

Facility Name \_\_\_\_\_ Hrs of Operation \_\_\_\_\_

Location of Operation of the Mobile Food Facility (MFF) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

**An approved copy of this operational procedure shall be maintained on the mobile food facility at all times. As approved by this Department, compliance with this form is a contingency of the Environmental Health permit. Any change to the menu, the equipment, or any procedures listed on this form will require prior approval by this Department. Failure to obtain prior approval will make the approval null and void. Please attach additional sheets if necessary.**

1. List all foods you will be offering for sale/service. Include hot and cold (iced) beverages, condiments (and how they will be dispensed), pre-packaged foods and unpackaged foods.

2. List where each of these foods be purchased and prepared.

3. Describe the method of preparation on the MFF of all foods you will be serving.

4. Indicate how and where the fresh water tanks will be filled.

5. Indicate how and where the wastewater tanks (and steam table, if applicable) will be emptied.

6. Indicate where accessible restroom(s) are located for your use during your hours of operation.

7. Describe the site location, whether indoors or outdoors.

### **FOOD CONTACT AND UTENSIL CLEANING & SANITIZING PROCEDURE**

NOTE: All equipment used on the mobile food facility must be washed, rinsed and sanitized (or replaced) at least every four hours of operation or as often as necessary to prevent contamination of food.

1. List ALL equipment and utensils that will be used on this mobile food facility. Please be specific. (Examples: Condiment dispensers – indicate type: pump, squeeze bottle, etc...)

2. Indicate how the food-contact surfaces will be cleaned and sanitized during operating hours at the operating location.

3. Indicate how the utensils and equipment will be cleaned and sanitized at the commissary.

4. Describe how the unit is daily transported to the commissary or whether an approved Mobile Support Unit (MSU) that reports to the commissary is provided. (Indicate MSU plan or permit number).

5. Describe how and where the mobile food facility will be stored during non-operational hours and protected from contamination.

6. What specific sanitizer and/or sanitizing method will you use? Indicate if you will be using a commercial pre-mixed solution or if you will be preparing your own sanitizer solution. Approved sanitizers must contain one of the following chemicals at the specified concentrations. *Underline which sanitizing method you will use.*

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

I declare under penalty of perjury that to the best of my knowledge and belief, the description of use and information contained on this document are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this review and the operation of this business. I also agree to conform to all conditions, orders, and directions, issued pursuant to the California Health and Safety Code, and all applicable County and City Ordinances.	
Authorized Signature _____	Date _____
Print Name and Title Here _____	
OPERATIONAL PROCEDURES REVIEWER _____	
DATE APPROVED _____	PERMIT NUMBER/TYPE: _____