

Non-prepackaged Mobile Food Facility Guidelines



COUNTY OF RIVERSIDE • COMMUNITY HEALTH AGENCY
DEPARTMENT OF ENVIRONMENTAL HEALTH

Phone (951) 358- 5172 • Fax (951) 358-5017
Toll Free: (888) 722-4234

www.rivcoeh.org

INTRODUCTION

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 requirements and procedures for selling non-prepackaged foods from a Mobile Food Facility. A Mobile Food Facility will be referred to in the rest of the guide as an MFF. The most common type of MFF, but not the only type, is a food cart. While, “Hot Trucks” (units that grill, cook, etc.) are not permitted here in Riverside County, the County does permit occupied vehicles that sell approved non-prepackaged foods. This type of MFF is called an *Occupied Mobile Food Facility*, and is approved in Riverside County. The guidelines in this booklet refer only to annual permits for non-prepackaged MFFs, and should not be applied to other food service options (*example*: pre-packaged MFFs, 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 Codes.

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. So, you would definitely want 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 to obtaining an Environmental Health Permit?

- 1 - Decide on a **MENU**. Determine if your menu can be legally permitted on an MFF.
- 2 - Submit **PLANS** and pay the appropriate plan check fees.
- 3 - *After* the plans are approved, **CONSTRUCT** the MFF.
- 4 - Call for an inspection **APPOINTMENT** after the MFF is constructed.
- 5 - Obtain a **COMMISSARY AGREEMENT** from an approved commissary.
- 6 - Bring the MFF into the office for a **CONSTRUCTION APPROVAL INSPECTION**.
- 7 - Pay Environmental Health **PERMIT FEES** and **COMPLETE ALL PAPERWORK**.

STEP 1: DECIDE ON A MENU

Approved Menu Items are limited on a non-prepackaged MFF. Decide what you want to sell, then determine if it fits into one of the following sections:

- A) Non-prepackaged, non-potentially hazardous food requiring no preparation other than heating, popping, blending, assembling, portioning, or dispensing. *Example:* Popcorn and pretzels.
- B) Preparation of non-potentially hazardous ingredients into a non-potentially hazardous food. *Example:* Popcorn, cotton candy, shaved ice, snow cones.
- C) Cappuccino, coffee-based or cocoa-based drinks that may contain cream, milk, or similar dairy products.
- D) Hot dogs heated by steam.
- E) Heating or roasting nuts.
- F) Prepackaged, labeled foods from an approved facility.

Note: Hot-held, prepackaged, potentially hazardous foods must be heated to appropriate temperatures at the commissary and hot-held on the MFF. The ability to prepare foods depends on the commissary. Check with the Department for information on what each commissary can accommodate.

- COOKING PROCESSES ARE NOT APPROVED on a MFF. *Examples* of cooking include: barbecuing, broiling, grilling and frying
- **PLEASE DO NOT HESITATE TO CALL US WITH ANY QUESTIONS** regarding different menu options.
- If your menu is approved, then you will want to get your MFF plans ready.

STEP 2: SUBMIT PLANS

- A) Submit two (2) sets of plans (detailed drawings of the MFF). Refer to ATTACHMENT 1 for an incomplete sample set of plans.
- B) Once plans are submitted a plan check fee will be collected.
- 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)**
This compartment encloses and protects food, equipment, contact surfaces and the handling of ready-to-eat food.
 - 4. **Plumbing System**
Diagram entire system from supply to waste, as demonstrated in ATTACHMENT 1. 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 valves.

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 with a minimum gap of four inches underneath for cleaning. Portable equipment need not be permanently affixed or on 4 inch legs as long as the unit is under 80 lbs. 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:* fire extinguisher).

8. Any Other Details

Examples: utensil trays, insulation, non-food storage areas and food prep area.

D) How long will the plan check process take?

1. There is a maximum of 20 working days for approval or rejection.
2. A plan evaluation form will be mailed 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 permit holder** (if different from the business name, in lettering at least 3 inches high) and **city, state and zip code** (in lettering at least 1" 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.

D) Food Compartment(s)

1. This compartment 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), that ONLY open outward.
3. This compartment shall be free of non-food related items, such as electrical panels, plumbing, trash, etc.
4. Vent the enclosures where needed to remove excess heat with a minimum of 16 mesh screening.
5. 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.

E) Hand Wash Sink

1. One sink is required with minimum dimensions of 9X9X5 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 hot (120° F) and cold 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.

F) Warewashing Sink

1. A separate sink used exclusively for warewashing is required on all mobile food facilities that handle non-prepackaged food.
2. The sink shall have at least 3 compartments. The dimensions of each compartment shall be a minimum of at least 12 inches wide, 12 inches long, and 10 inches deep
3. There will be 2 integral drainboards at least the size of one sink compartment (Minimum 12 inches x 12 inches).
4. The sink shall also be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments.
5. The sink must be completely enclosed on all sides within a cabinet to adequately protect all utensils from contamination. Ventilation to allow air drying will be necessary and can be provided with vent holes covered with 16 mesh screening.
6. 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 six inches that extends from the back edge of the drainboard to the front edge of the drainboard. The corners of the barrier will be rounded. No splashguard is required if the distance from the handwashing sink and the warewashing sink is 24 inches or greater.

7. Handwashing 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 mobile food facility.
8. 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. A water heater with a minimum capacity of 1/2 gallon or an instantaneous heater capable of heating water to a minimum of 120°F, shall be provided. The heater will connect to a potable water supply.

H) Potable (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 that contamination is prevented and can be used for no other purpose than filling the potable tank. The clean water inlet must be located at least one inch above the overflow line. No V-type thread for hose connections will be allowed. In addition, hoses used for potable water must be clearly labeled to prevent mix-ups with the wastewater hoses.
3. All tanks 9 gallons and under may be removable for refilling.
4. All tanks shall be sloped to completely drain.
5. There must be enough of a hot and cold water supply for all requirements. At least 5 gallons of water shall be provided for hand washing alone. Facilities with open food preparation that requires a warewashing sink must provide at least 15 additional gallons of water for warewashing. Steam table and product water will be in addition to these amounts.

I) Wastewater Tanks

1. The wastewater tank(s) shall hold at least one and a half times more volume than the fresh water supply. The minimum size of the wastewater tank is 7.5 gallons for a 5 gallon freshwater tank.
2. Any bin holding ice needs an additional wastewater tank capacity of 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 1.5 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. Wastewater tanks may be removable for easy disposal of waste, and must be designed to prevent spillage. **All tanks 9 gallons and under are approved to be removable for emptying.**
6. Waste water tanks connections shall be of a size and type that prevents them from being used for any other purpose than to drain the waste water tank.
7. All drainage into the waste tank(s) shall be through either an indirect connection (*Ex.* 1" air gap between drain lines and waste tank) or direct connection (completely sealed). If drain lines are directly connected, the wastewater tank shall have an air vent/overflow provided in such a manner as to prevent potential backflow into sinks and ice bins.
8. If provided, a water tank vent shall terminate in a downward direction and shall be covered with 16 mesh screening or equivalent when the vent is in a protected area.
9. All tanks must be adequately sloped to allow for complete drainage.
10. All hoses used for waste water must be clearly labeled.
11. Steam tables will not 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

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.

L) Auxiliary Conveyance

1. This is a separate cart that may be used in conjunction with, and maintained immediately adjacent to 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 completely dependant upon the fact that the main unit will not and cannot function without it.

Additional requirements for OCCUPIED MOBILE FOOD FACILITIES:

- A) An Occupied MFF is a mobile food facility that you stand inside, while conducting business. An *example* would be a trailer. 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 CA Dept. 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 the county approval. They are located at:

3737 Main St., Ste. 400; Riverside, CA 92501. Their phone number is: (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.
- 1. Entrance doors to the food preparation areas and pass-through window service openings shall be self-closing.
- 2. Window service openings are limited to 216 square inches each. If there are two or more openings, they may not be closer than 18 inches apart.
- 3. Service openings shall be covered with a solid or screened window. Screening must not be less than 16 mesh.
- 4. Compressor units that are not an integral part of the food equipment shall be accessible only from the outside of the MFF.
- 5. Propane tanks shall be accessible only from the outside of the MFF.
- 6. There can be no attachments to the exterior of the MFF (*Example*: can opener).

Interior Requirements for OCCUPIED MOBILE FOOD FACILITIES:

- 1. The height from floor to ceiling shall be at least 74 inches
- 2. The aisle space shall be clear and a minimum of 30 inches wide.
- 3. Floors, walls and ceilings shall be constructed of surfaces that are smooth, durable, easily cleanable and resistant to water.
Note: Approved floor, wall and ceiling material handouts are available at all area offices and on the Department website.
- 4. 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).
- 5. Non-portable floor mounted equipment must be sealed to the floor or raised a minimum of six inches by an easily cleanable leg.

STEP 4: SET 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 the Special Projects Program at the Riverside Office** to set up the day and time for inspection:
Riverside Main Office
4065 County Circle Dr. Room 104
Riverside, CA 92503
(951) 358-5172
- C) Office Hours are Monday-Thursday 7:30 am - 5:00 pm; Friday 8:00am - 5:00 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 (cooking, grilling, frying etc.). 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, that 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.
- C) Food and supplies must still be stored at the approved commissary only.

Frequently Asked Questions:

- **Do I have to use a commissary?**
Yes. Either the MFF or the MSU (which services the MFF - if applicable) 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.

- **What is a commissary agreement letter?**

This is a written statement (*ATTACHMENT 4*) signed by the commissary owner stating that the MFF will be stored and serviced at the commissary, or that the MFF will be serviced by an MSU that is stored and serviced by the commissary. It is also an agreement to meet all Health Department commissary requirements.

NOTE: The MFF PERMIT WILL NOT BE APPROVED, unless a signed commissary agreement letter from an approved facility is provided at the final inspection.

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.

C) A **Food Manager Certificate** is required for all MFFs that handle non-prepackaged, potentially hazardous foods (*Ex.* hot dogs and milk for coffee based drinks). Contact your local Environmental Health office for information on meeting this requirement.

1. At least one responsible operator must be Food Manager certified within 60 days of receiving a valid Environmental Health permit.

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, WRITTEN OPERATIONAL PROCEDURES & PAY PERMIT FEES

A) Fill Out Application

At final inspection, completely fill out the “Application to Operate a Food Cart or Vehicle” form.

B) Submit Commissary Schedule

This form provides us with information regarding when your vehicle will be at the commissary.

C) Submit completed Written Operational Procedures Form

This form 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 the Department.

D) Pay Fee (cash or check)

The Annual Permit Fee 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 markets, restaurants or others as approved by the Department. Foods prepared or stored at home are not approved.
2. Keep all potentially hazardous foods at 41°F or below, or at 135°F or 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 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 every 4 hours or sooner when needed.
2. As an alternative to sanitizing your utensils every 4 hours, you may keep a back-up 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.

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.

- A) MSU's can restock supplies including food and potable water.
- B) It can also clean the MFF and properly dispose of the dirty water and any trash.
- C) The MSU must check in at the commissary, or other location approved by the 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 (Ex. 1 Hot Dog & 1 Coffee MFF)
 - 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 Waste Water**

- 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.)
- Waste water 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.
- Indicate the method for securing the tanks during transport.
- 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.
- If waste water will be pumped from the MFF, the pump and all hoses must be properly labeled “**Waste Water Pump/Hose**” and stored separately from clean water supply and equipment.
- 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**

- When servicing Occupied MFFs, or other MFF (as appropriate), a janitorial sink measuring at least 18” X 18” X 12”, with hot and cold water under pressure shall be installed in an approved manner.
- A minimum 3 gallon hot water heater or commercial continuous flow water heater that is certified to ANSI standards shall be provided.
- An extra 3-5 gallons of fresh water is needed for **each** MFF cleaned and an equal volume must be **added** to the waste tank for **each** MFF cleaned to ensure enough space for waste water is provided.
- Indicate the transfer method of liquid food waste and properly label all transfer equipment as “Liquid Food Waste”.

- 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 in a sanitary manner.
- 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

- Provide adequate compartments and shelving to accommodate all food required by each MFF to be serviced.
- 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.
- 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.

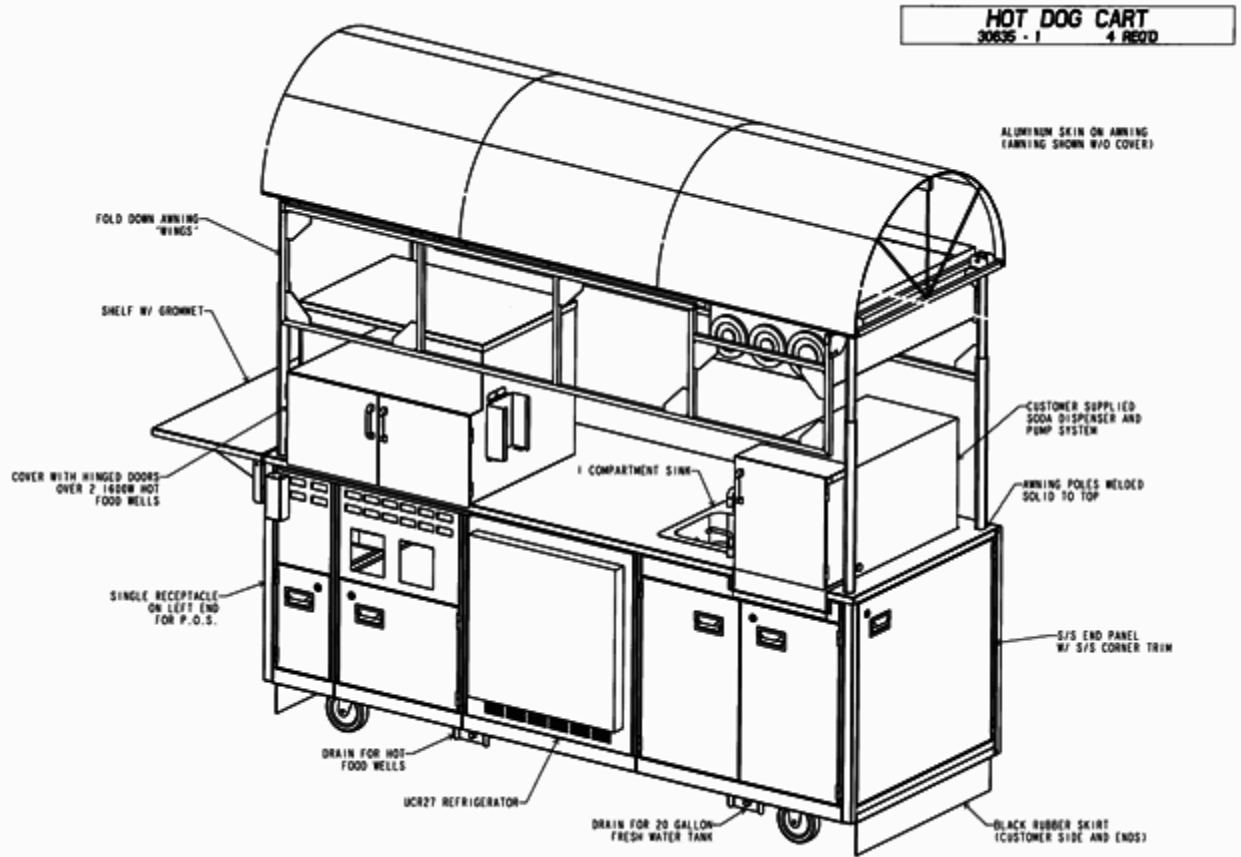
Remember: MSU's are not approved for utensil washing and each time a mobile food facility is being serviced, the business shall remain closed.

Attachments

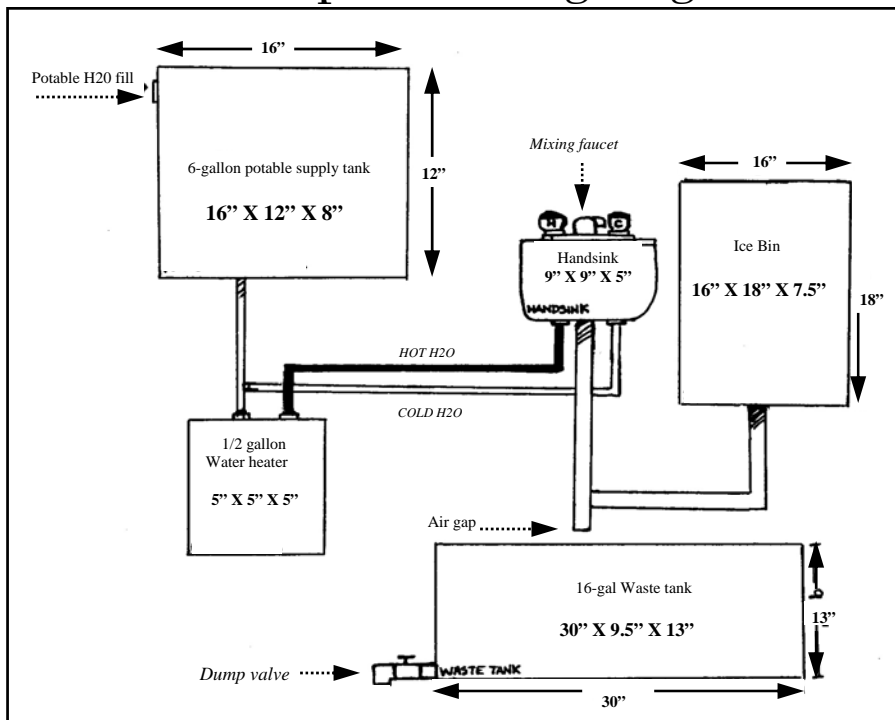
For your convenience, we have included the following attachments:

1. Sample Unpackaged MFF Plans
2. Mobile Food Facility Manufacturers
3. Unpackaged Mobile Food Facility Commissaries
4. Commissary Agreement Letter
5. Commissary Schedule Form
6. Written Operational Procedures
7. MSU Written Operational Procedures

Sample MFF Plans



Sample Plumbing Diagram



Submitted plans must show full dimensions of plumbing system.

Note: These plans are **not complete**. They are for informational purposes only. The plans for your MFF will be different, and must match your MFF.

MOBILE FOOD FACILITY MANUFACTURERS

Big Mama's Hot Dogs

P.O. Box 1133
Riverside, CA 92502
951-341-8166

California Cart Builder

310 Cota #D
Corona, CA 92880
951-738-1010

Coffee Cart Biz

P.O. Box 2124
Carlsbad, CA 92018
760-795-1125

Hot Dog Carts Unlimited

1440 3rd St. Unit #4
Riverside, CA 92507
951-784-1472

H & H Zamora Bros.

703 S. Palm Ave.
Alhambra, CA 91803
626-284-1516

LA Carts

12549 Washington Blvd.
Whittier, CA 90602
(562) 696-5962

Kareem Cart Manufacturing

4423 S. Vermont Ave.
Los Angeles, CA 90037
323-234-0724

Market Night Manufacturing

202 A W. Hillcrest Dr.
San Bernardino, CA 92408
909-885-1886

New World Coffee

602 Front Street
San Diego, CA 92101
619-702-5436

Supreme Products, Inc.

605 East Loop 340
Waco, TX 76715
254-799-4941

Van San Corporation

167345 East Johnson Dr.
City of Industry, CA 91745
800-423-1829

**This information is subject to change.*

NON-PREPACKAGED MOBILE FOOD FACILITY COMMISSARIES

Big Mama's Commissary
3214 Durahart St, Suite B
Riverside, CA 92507
(951) 341-8166

Hot Doggin It
1243 Columbia B-2
Riverside, CA 92507
(951) 203-9142

ME Enterprises
68-805-C Perez Rd. G-70
Cathedral City, CA 92234
(760) 770-4415

Sacher Enterprises
44905 Golf Center Parkway
Indio, CA 92201
(760) 272-9361

320 Food Service
1102 S. State St., Unit #4
San Jacinto, CA 92583
(951) 743-6070

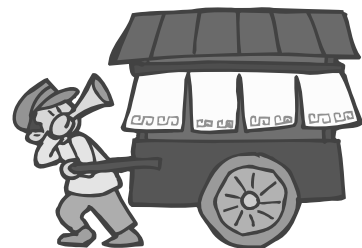
NOTE: These facilities have been pre-approved to function as commissaries. They contain the necessary equipment and space to accommodate the needs of mobile food facilities as verified by regular inspection. Private commissaries and those that only support 100% pre-packaged operations are not included on this list.

A restaurant or other retail food facility, with a current Environmental Health Permit, *may* also be permitted as a commissary on an individual basis. The facility must meet commissary requirements and maintain their Environmental Health Permit in good standing. An evaluation inspection is required before the commissary is approved to service your MFF or vehicle.

Out-of-county commissaries will also be accepted if approved by the appropriate county and it can be demonstrated that using that commissary is feasible.

This information is subject to change.

If you have any questions please call (951) 358- 5172.



Rev. 11/09



COUNTY OF RIVERSIDE • COMMUNITY HEALTH AGENCY
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



COUNTY OF RIVERSIDE • COMMUNITY HEALTH AGENCY
DEPARTMENT OF ENVIRONMENTAL HEALTH

COMMISSARY SCHEDULE	
OWNER NAME (PRINT):	(SIGN):
NAME OF BUSINESS (DBA):	OWNER PHONE #:
LOCATION OF OPERATION (Address, cross streets, or route):	
COMMISSARY:	COMMISSARY PHONE #:
DATE OF SUBMITTAL:	

Fill out the table below with the time that you **check in** at your commissary in the morning and the time that you **drop off** your cart at the end of your operating day.

The enforcement agency shall review and approve the commissary schedule prior to implementation and the yellow copy shall be kept on the mobile food facility at all times. The following must be completed and returned to this office for approval *before a permit is issued*.

Any change to your schedule will require prior approval by this Department.

Day	Cart Pick Up Time	<i>BUSINESS HOURS</i>	Cart Drop Off Time
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

**FAILURE TO COMPLY WITH THE TERMS LISTED ON THIS DOCUMENT
 MAY RESULT IN LEGAL ACTIONS BEING BROUGHT AGAINST YOU.**

For Office Use Only:	
Approved By:	Date:



DEPARTMENT OF ENVIRONMENTAL HEALTH

**NON PREPACKAGED MOBILE FOOD FACILITIES
WRITTEN OPERATIONAL PROCEDURES**

The yellow copy of this form must be kept on the cart during all hours of operation

OWNER NAME (PRINT):	(SIGN):
NAME OF MOBILE FOOD FACILITY (DBA):	
NAME AND LOCATION OF OPERATION (Address, cross streets, or route):	
DAYS AND HOURS OF OPERATION:	
DATE OF SUBMITTAL:	

The enforcement agency shall review and approve the operating procedures prior to implementation, and the yellow copy shall be kept on the Mobile Food Facility during period of operation. The following must be completed and returned to this office for approval before a permit is issued. **Any change to this form, the menu or the equipment will require prior approval by this Department.** Use additional paper if necessary.

1. List of all foods you will be serving. Include hot and cold (iced) beverages, condiments (and how they will be dispensed), pre-packaged foods and unpackaged foods. As stated above, all menu changes must be pre-approved by this Department.

2. Where will each of these foods be purchased and prepared?

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

4. How and where will the fresh water tanks be filled?

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

6. Where will restrooms be available for use during your hours of operation?

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.

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

2. How will you be cleaning and sanitizing the food contact surfaces and utensils during operating hours, at the operating location?

3. How will you be cleaning and sanitizing utensils and equipment at the commissary?

4. What specific sanitizer and/or sanitizing method will you use? Approved sanitizers must contain one of the following chemicals at the specified concentrations. Check to the sanitizer you will use:

- Chlorine at 100 parts per million (ppm). Must contact items for at least 30 seconds
- Quaternary Ammonium at 200 ppm. Must contact items for at least one minute
- Iodine at 25 ppm. Must contact items for at least one minute

Please indicate what you will be using:

- A commercial pre-mixed sanitizer solution. Brand/name: _____
- Preparing my own sanitizer solution. Describe how you prepare the mixture and indicate the amount of chemical and the amount of water used. _____

For Office Use Only:

Approved By: _____

Date: _____



COUNTY OF RIVERSIDE • COMMUNITY HEALTH AGENCY
DEPARTMENT OF ENVIRONMENTAL HEALTH

MSU WRITTEN OPERATIONAL PROCEDURES
OWNER NAME (PRINT AND SIGN):
MOBILE SUPPORT UNIT DBA:
DBA OF THE MOBILE FOOD FACILITY TO BE SUPPORTED:
NAME & LOCATION OF MOBILE SUPPORT UNIT COMMISSARY:
DATE OF SUBMITTAL:

The enforcement agency shall review and approve the operating procedures prior to implementation. An approved copy shall be kept on the mobile support unit during period of operation. The following must be completed and returned to this office for approval before a permit is issued. **Any change to this form, the menu or the equipment will require prior approval by this Department.** Use additional paper if necessary.

1. List of all items to be stored and transported via the mobile support unit. Include food items, cleaning items, dry goods, equipment, etc...
2. Average timeframe for transport of Mobile Support Unit to and from commissary and Mobile Food Facility. Total distance from Commissary to Mobile Food Facility.
3. Method by which food and other items will be protected from contamination while being transported on the Mobile Support Unit.

4. Proposed number of trips per day that the Mobile Support Unit will make to and from the commissary to service the Mobile Food Facility.

5. How will Mobile Support Unit be used to clean and sanitize the Mobile Food Facility and its equipment?

6. Describe method(s) by which the Mobile Support Unit will deal with the fresh water and waste water of the Mobile Food Facility.

7. Describe Morning set-up and end of day shut down procedures for Mobile Food Facility in reference to usage of the Mobile Support Unit to support this operation.

Approved By: _____

Date: _____