

Written Operational Procedures Unenclosed Mobile Food Facilities

The California Retail Food Code (CalCode) requires that **unenclosed mobile food facilities** (for example, hot dog or ice cream carts) handling nonprepackaged food develop and follow written operational procedures for the operation of their units (Section 114303). The following questions must be completed and returned to Environmental Health (EH) for review and approval prior to the issuance of a mobile food facility (MFF) permit. An approved copy should be maintained on the MFF during all hours of operation.

In the event that your menu or any of your food handling procedures change, you must submit the revised written operational procedures to EH.

Business Name _____ Date _____

Owner Name _____ Phone: _____

Written operational procedures need to include the answers to the questions below. You may use this form to create your written operational procedure or create your own format. Please attach additional sheets if needed.

Food Handling Operational Procedures

1. When the MFF is in operation, indicate where you will wash your hands.
2. List all foods to be offered to the public, including beverages as well as prepackaged and unpackaged foods.
3. Indicate which foods will be prepared at the commissary.
4. Describe your mobile food facility's opening procedures.
5. Describe how perishable food will be kept at proper temperature.
6. Describe how you will monitor the temperature of your perishable foods.

7. Describe how you will restock food products.

8. List all equipment and utensils that will be used on the MFF.

9. Describe how the MFF's utensils, e.g., tongs, will be washed, rinsed and sanitized.

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

11. Describe where you will store your MFF, when not in use, to protect it from contamination.

12. Describe your employee health policy, e.g., if you or your MFF operator is ill with gastrointestinal symptoms, will you operate your food business?

13. Describe how and where the potable water supply tank will be filled.

14. Describe how and where the MFF's waste water will be emptied and disposed of.

15. Describe your MFF's closing procedure.

For Office Use Only:

PE _____ PR # _____ District _____

Approved by REHS _____ Date of Written Operational Plan Approval _____