



Plan Check Guidelines

*Mobile Food Facilities (MFF) &
Mobile Support Units (MSU)*

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Mendocino County Health & Human Services Agency

Healthy People, Healthy Communities

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Thank you for inquiring about requirements to operate a Mobile Food Facility in Mendocino County! Attached please find the following:

1. The packet titled *Plan Check Guidelines*, which contains valuable information on guidelines for starting a Mobile Food Facility. Please submit to-scale-plans of the Mobile Food Facility, along with the completed application, menu, and applicable fees to Environmental Health.
2. A Commissary Agreement is required for operation, per California Retail Food Code, Section 114294:
 - a. **Mobile Food Facilities shall be cleaned and serviced at least one daily during an operating day.**
 - b. **All Mobile Food Facilities shall report to the Commissary or other approved facility on a daily basis.** Also per section 114305: **(d) Potentially Hazardous Foods held at or above 150 degrees Fahrenheit on a Mobile Food Facility or Mobile Support Unit shall be destroyed at the end of the operating day.**

The Commissary must be both a permitted Food Facility in the area where the Mobile Food Facility will be operating, and have adequate additional space to meet the requirements of the mobile unit. The Commissary is where the mobile unit needs to return to at the end of each day and where all major operations take place (please see the check list on the form). The Commissary must be signed by the owner of the facility and approved by Environmental Health before use. The Commissary must be where your potable water tanks are to be filled and where the grey water is to be discarded in the mop sink.

3. The Mobile Food Facilities Written Operational Procedures must be completed, along with a proposed menu. If you have a seasonal menu, Environmental Health still needs to know the types of foods you want to cook and sell. If your menu changes greatly in the types of foods prepared, it will require approval from Environmental Health.
4. In addition to meeting California Retail Food Code Standards, Mobile Food Facilities must meet the California Department of Housing and Community Development standards. Attached please find information from them. That agency may be contacted by telephone at (916) 255-2501.
5. All persons to be working at the Mobile Food Facility must be issued a County of Mendocino Itinerant Business Permit issued by the Sheriff's Department. In addition, if you plan to work in both the general county as well as the city, you will need to obtain a business license from both. If permitted as a Mobile Food Facility, you would be able to participate at the Farmers Market. Please contact the Market(s) for registration information and to see if they have space for new vendors.

6. You will need to obtain a Food Safety Managers Certificate (see attached). All other staff will need to obtain their Food Handler's Certificate within 30 days of hire. Please go to our website, ***MendocinoCounty.org/EH*** for more information.
7. The site of operation of the Mobile Food Facility is subject to approval of Environmental Health. Please submit permission from the property owner that includes use of a restroom for staff. Per the California Retail Food Code, Chapter 10, Mobile Food Facilities 114315, Toilet and Handwashing Facilities:
 - a. **A FOOD FACILITY shall be operated within 200 feet travel distance of an APPROVED and readily available toilet and handwashing facility, or as otherwise APPROVED by the ENFORCEMENT AGENCY, to ensure that restroom facilities are available to facility EMPLOYEES whenever the MOBILE FOOD FACILITY is stopped to conduct business for more than a one-hour period.**

The site of operation also needs to be approved by the local jurisdiction, which may include Mendocino County Planning and Building Services.

8. The Mobile Food Facility is to be mobile and will not be permitted to have a permanent gas, water, or sewer connection. In addition, permanent buildings are not to be constructed at the Mobile Food Facility location.
9. Also included in this packet is information regarding the California Food Handler Card, a Food Safety Manager Certification Class Schedule and Registration Form, and a 2018 Temporary Food Facility Application and Permit.

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I. INTRODUCTION

In April 2001, the Food Safety Policy Committee of the California Conference of Directors of Environmental Health requested that the Southern California Food Technical Advisory Committee (SCFTAC) develop plan check guidelines for the review of mobile food facility (MFF) plans based on the California Uniform Retail Food Facilities Law (CURFFL) which was the prevailing state regulation for retail food operations. The April 2001 draft has been modified in this final version dated May 3, 2016 to meet the requirements of the current retail food safety code, the California Health and Safety Code, Division 104, Part 7, California Retail Food Code (CalCode).

The primary goals of the assignment were to create a plan check guideline that:

- Increases uniformity of construction and permit approvals among local enforcement agencies;
- Incorporates the knowledge, experience, and expertise of California Environmental Health Agencies with extensive MFF background;
- Is based on a consensus of local environmental health jurisdictions; and
- Creates a comprehensive plan check framework which local environmental health jurisdictions can implement.

Pursuant to California Health and Safety Code, Division 104, Part 7, California Retail Food Code (CRFC), Chapter 10, Section 114294 these guidelines have been established to provide guidance for the construction or modification of MFFs and mobile support units (MSU), and to increase uniformity between jurisdictions in construction and operation approvals of MFFs and MSUs.

These guidelines are not all-inclusive. Requirements are based in part on operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils that are required by CRFC Section 114303. Not all items specified in this document are applicable to each type of MFF.

Prospective MFF and MSU operators should be encouraged to contact the local environmental health enforcement agency and local zoning/planning agency for further information regarding the planned MFF or MSU.

II. BACKGROUND

MFFs include but are not limited to: catering trucks and trailers, ice cream trucks, produce trucks, coffee carts, and push carts. MSUs are support units which service the MFFs onsite. Before the construction of MFFs and MSUs, plans must be submitted to the local environmental health agency for review and approval. Both MFFs and MSUs are proposed in a variety of shapes and sizes. Consequently, the plan review of these units is complex and requires experienced and knowledgeable plan checkers.

As a result of the charge given to SCFTAC, the MFF Subcommittee was created. The members of this committee include experienced environmental health plan

checkers from Los Angeles County, Riverside County, Ventura County, Orange County, San Bernardino County, San Diego County, Imperial County, City of Long Beach and the City of Vernon. Cumulatively, these jurisdictions oversee approximately 9,000 MFFs and plan check approximately 400 units yearly. Los Angeles County Environmental Health has regulatory oversight of the largest share of MFFs and valuable experience in the plan checking of a proportional variety of MFFs. Ultimately, after rigorous debate and discussion between the committee members, this guideline was created, to provide a foundation of any MFF plan check program. Some jurisdictions within this committee have since integrated the contents of this guideline into their programs.

This committee is fully aware that there is an industry demand to create a uniform document that is applicable to ALL jurisdictions within the state. However, it must be clearly noted that due to the obvious differences in locations, MFF and MSU unit types, local ordinances, and varying environmental and operational conditions, creating an adoptable uniform document would be extremely difficult or arguably impossible. This committee instead focused on the creation of a document that would provide plan check standards wholly based on requirements indicated in CalCode. It is important to note that MFF and MSU operators must be advised to contact the appropriate local enforcements agencies prior to the construction, renovation and operation of any MFF or MSU.

III. DEFINITIONS

- A. *Assembly* means a collection of parts brought together.
- B. *Auxiliary Sink Conveyance* is handwashing sinks and warewashing sinks that are not integral to a cart, but are used in conjunction with the unenclosed MFF/cart. (CRFC Section 114314a)
- C. *Commissary* means a food facility that services MFFs, MSUs, or vending machines where any of the following occur:
 - 1) Food, containers, or supplies are stored.
 - 2) Food is prepared or prepackaged for sale or service at other locations.
 - 3) Utensils are cleaned.
 - 4) Liquid and solid wastes are disposed, or potable water is obtained. (CRFC Section 113751)
- D. *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:
 - 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. (CRFC Section 113784)
- E. *Hot Dog* means a whole, cured, cooked sausage that is skinless or stuffed in a casing, that may be known as a frankfurter, frank, further, wiener, red hot, Vienna, bologna, garlic bologna, or knockwurst, and that may be served in a bun or roll. (CRFC Section 113807)
- F. *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) Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.
 - 4) Slicing and chopping of food on a heated cooking surface during the cooking process.
 - 5) Cooking and seasoning to order.
 - 6) 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 any of the following:
- 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) Excluding as authorized in paragraph (3) in the previous section "G" (allowances for satellite food service), 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.
 - 8) Cooking of potentially hazardous foods for later use. (CRFC Section 113818)
- G. *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. (CRFC Section 113824)

- H. *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. (CRFC Section 113831)
- I. *Mobile Support Unit (MSU)* means a vehicle, used in conjunction with a commissary, or other permanent food facility, 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. MSUs shall only service MFFs conducting limited food preparation.(CRFC Section 113833 and 114295)
- J. *Occupied Mobile Food Facility (OMFF)* means a MFF that is occupied during normal business operations. All food preparation other than limited food preparation must be within a fully enclosed MFF. (CRFC Sections 113984 and 114321)
- K. *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. (CRFC Section 113868)
- L. *Portioning* means dividing into smaller parts; abstracting from a whole.
- M. *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. (CRFC Section 113876)
- N. *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. (CRFC Section 113885)
- O. *Single Operating Site Mobile Food Facilities (SOS MFF)* means at least one, but not more than four, unenclosed, MFFs, and their auxiliary units, that operate adjacent to each other at a single location. (CRFC Section 113831)
- P. *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). (CRFC Section 113931)

- Q. *Transporter* means any vehicle used to transport food pursuant to a prior order from a manufacturer, distributor, retail food facility, or other approved source to a retail food facility or consumer. (CRFC Section 113932)
- R. *Vehicle* means a method of carrying or transporting something; conveyance (e.g. truck, trailer, cart).

IV. OPERATION FROM A COMMISSARY – CLEANING AND SERVICING

- A. MFFs shall operate in conjunction with a commissary, MSU, or other facility approved by the enforcement agency. A commissary shall meet applicable requirements in Chapters 1 through 10, and 13. (CRFC Section 113849, and 114295)
- B. MFFs shall be stored at or within a commissary or other location approved by the enforcement agency in order to have protection from unsanitary conditions. (CRFC Section 114295)
- C. MSUs shall be operated from and stored at a designated commissary and shall be subject to permitting and plan review. MSUs shall report to a commissary or other approved facility for cleaning, servicing, and storage at least daily. (CRFC Section 114295 and 114297)
- D. Unless serviced by an MSU, or operating at a community event, MFFs shall report to a commissary or other approved facility on a daily basis. MFFs shall be cleaned and serviced at least once daily during an operating day. (CRFC Section 114295 and 114297)

V. FOOD SAFETY CERTIFICATION

MFFs that prepare, handle, or serve nonprepackaged potentially hazardous foods shall have an owner or employee who has successfully passed an approved and accredited food manager's food safety certification exam. No certified owner or employee shall act as the certified person for more than one food facility. (CRFC Section 113947.1)

All other food handlers, as defined in CRFC Section 113790, who do not have the food safety manager certificate, shall provide a valid food handler's card. (CRFC Section 113948)

VI. PLAN SUBMISSION

- A. Plans shall be required for any new or remodeled MFF, MSU, SOS MFF, or auxiliary sink conveyance, prior to construction, or for the aforementioned facilities 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. MFFs, MSUs or auxiliary sink conveyances that have been previously permitted may be accepted as approved without plans as

deemed appropriate by the present jurisdiction processing the operating permit. (CRFC Section 114294, 114327, and 114380)

B. Complete and easily readable plans shall be drawn to scale. 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. Backflow prevention devices.
- 6) Water heaters (indicate type and size in gallons).
- 7) Utensil and hand-wash sinks (length x width x depth indicated).
- 8) All associated plumbing.
- 9) Each piece of food service equipment and its placement.
- 10) 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.
- 11) Ice bins (indicate volume and dimensions, length x width x depth).
- 12) Finish schedule for food contact surfaces, counter tops, food compartments, walls, floors, ceilings, doors and windows.
- 13) Food compartment(s) and doors in their open position.
- 14) Gas and electrical lines.
- 15) All other component details (such as utensils, tray inserts, insulations, counters, shelving, storage areas, and food preparation areas, etc.).
- 16) 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, the city, state and zip code (at least 1" high). The signs shall be permanently affixed to the MFF or MSU.
- 17) Type and location of fire protection equipment.
- 18) Power source (size indicated).
- 19) Mechanical ventilation for units with cooking equipment, (must meet California Mechanical Code requirements). (CRFC Section 114149.1)
- 20) Size and location of any pass through windows. (CRFC Section 114294, 114327, and 114380)

The following items shall accompany the plans:

- 1) Menu. (CRFC Sections 114380 and 114381)
- 2) A commissary agreement letter, if available at that time, shall accompany the plans (otherwise to be submitted prior to final issuance of permit.) (CRFC Sections 114295 and 114297)

- 3) Unenclosed MFFs handling nonprepackaged food shall develop and follow approved written operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils. An approved copy shall be kept on the MFF during operation.(CRFC Section 114303)

VII. CONSTRUCTION REQUIREMENTS

- A. Equipment, including, but not limited to cooking equipment, the interior of cabinet units, and compartments, shall be designed and made of materials that result in smooth, readily accessible, and easily cleanable surfaces. Unfinished wooden surfaces are prohibited. Construction joints and seams shall be tightly fitted and sealed so as to be easily cleanable. Silicone sealant or equivalent waterproof compounds shall be acceptable, provided that the gap is smaller than one-quarter inch and applied smooth so as to prevent the entrance of liquid waste or vermin. Except for approved handwashing and warewashing sink auxiliary conveyances, nonportable equipment shall be an integral part of the MFF. (CRFC Section 114301)
- B. Construction joints shall be tightly fitted and sealed with no gaps or voids. All sealant, solder and weld joints located in the food contact areas shall be smooth, and approved for food contact surfaces. Spaces around pipes, conduits or hoses that extend through cabinets, floors or outer walls shall be sealed to be smooth and easily cleanable. (CRFC Section 114301)
- 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. NSF International, Intertek Testing Services (ITS or ETL), Underwriter's Laboratory (UL-EPH), CSA International, or other ANSI approved certification program. In the absence of an applicable ANSI certified sanitation standard, the equipment design, construction and installation is subject to approval by the jurisdiction. (CRFC Section 114130)
- 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. (CRFC Section 113715)
- E. All equipment shall be installed so as to be easily cleanable, prevent vermin harborage, and provide adequate access for service and maintenance.
 - 1) Equipment shall be spaced apart or sealed together for easy cleaning. There shall be a minimum of four inches of unobstructed space provided for sanitary maintenance beneath counter mounted equipment or between the sides of adjacent equipment.
 - 2) Portable equipment or machinery need not comply with the minimum leg height requirement.

- 3) Threads, nuts, or rivets shall not be exposed where they interfere with cleaning. Threads, nuts, or rivets that interfere with cleaning shall be sealed or capped.
- 4) All floor mounted equipment shall be sealed to the floor to prevent moisture from getting under the equipment, or it shall be raised at least six inches off the floor by means of an easily cleanable leg and foot. (CFR Section 114301)

F. Lighting and Power Supply:

- 1) Light bulbs and tubes shall be covered and completely enclosed in plastic safety shields or the equivalent. (CRFC Section 114323)
- 2) Light fixtures shall be installed so as not to constitute a hazard to employees or food safety. (CRFC Section 114323)
- 3) Adequate electrical power shall be provided to power accessories or appliances. (CRFC Section 114301)

G. Electrical appliances shall meet applicable Underwriter's Laboratory standards. (CRFC Section 114130 and 114301)

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. Materials that are used in the construction of potable water tanks shall be safe, durable, corrosion-resistant, non-absorbent, and finished to have a smooth, easily cleanable surface. (CRFC Section 114207 and 114130)
- 2) Interiors shall be smooth and free of recesses and crevices and capable of draining completely. (CRFC Sections 114130, 114130.1, and 114209)
- 3) Tanks shall be adequately vented for flow. Water tank vents shall terminate in a downward direction and shall be covered with 16-mesh per square inch screen 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. (CRFC Section 114213)
- 4) Water tanks need to be adequate in size to provide sufficient potable water for food preparation, handwashing and warewashing. Minimum potable water tank capacities include:

	Hand Sink	Warewashing Sink	Total Tank Capacity
MFFs with:	Potable Water Tanks Capacity (gallons)*	Potable Water Tank Capacity (gallons)*	Potable Water Tank Capacity (gallons)*
No Food Preparation	5	0	5
Limited Food Preparation	5	15**	20**
Full Food Preparation	5	25	30

*Water tank capacities are minimums and may be satisfied with one or more potable water tanks.

**When warewashing sink is required.

- 5) Potable water inlets shall be protected from contamination and designed to preclude attachment to a non-potable service connection, e.g. quick disconnect. (CRFC Sections 114215 and 114225)
- 6) Potable water inlets shall be located at least 1 inch above the overflow. (CRFC Section 114193.1)
- 7) Overflow pipe openings shall be protected from the entrance of dust, insects and other contamination. (CRFC Section 114213)
- 8) Potable water tanks may be removable, but can be no larger in capacity than 10 gallons (80 lbs) to be considered suitably portable. (CRFC Sections 114239 and 114301)
- 9) 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. (CRFC Section 114215)
- 10) Liquid waste hoses shall not be the same color as the hoses used for potable water. (CRFC Section 114215)
- 11) If tanks are removable they should be labeled 'potable' or 'waste' to eliminate any confusion. (CRFC Section 114215, and 114235)
- 12) Water tanks shall be designed with an access port for inspection and cleaning. The access port shall be in the top of the tank and flanged upward at least one-half inch and equipped with a port cover assembly that is provided with a gasket and a device for securing the cover in place and flanged to overlap the opening and sloped to drain. However, written operational procedures approved by the enforcement agency for the cleaning and sanitizing of the potable water tank may be accepted in lieu of the access port when the tank is not accessible for inspection. (CRFC Section 114221)

I. Handwashing Sink:

- 1) When required, shall be a minimum size of 9"Lx9"Wx5"D. MFFs limited to handling only prepackaged foods, whole produce, or the bulk dispensing of nonPHF beverages, do not require a handwash sink. MFFs handling nonprepackaged whole fish and aquatic invertebrates require a handwashing sink. (CRFC Section 114311)
- 2) Handwashing sinks for unenclosed MFFs shall be located on the operator side of the MFF or auxiliary conveyance, and shall be unobstructed and easily accessible. (CRFC Sections 113953, 114311 and 114314)
- 3) Shall provide warm water for a minimum of 15 seconds through a mixing valve or combination faucet capable of delivering a minimum of one gallon/minute. (CRFC Sections 113953, 114192, 114217, and 114325)
- 4) A handwashing sink shall provide water at a minimum temperature of 100°F. If the temperature of water provided to the handwashing sink is

not readily adjustable at the faucet, the temperature of the water shall be at least 100 degrees F, but not greater than 108 degrees F. (CRFC Section 113953, and 114325)

- 5) A minimum water heater capacity of one-half gallon, or an instantaneous water heater, shall be provided for MFFs with handwashing and no warewashing. (CRFC Section 114325)
- 6) Permanently mounted dispensers for handwashing cleanser and sanitary single-use towels or a heated-air hand drying device, shall be at, or adjacent to handwashing facilities. (CRFC Section 113953.2)

J. Warewashing sinks:

1) Warewashing sink:

- a) Except as noted in b), and c), 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. (CRFC Section 114313)
- b) MFFs that are not required to provide a warewashing sink include those that only handle steamed or boiled hot dogs, tamales in the original inedible wrapper, or only handle nonpotentially hazardous foods that require no preparation other than heating, baking, popping, portioning, bulk dispensing, assembly or shaving of ice. These MFFs shall wash and sanitize all utensils and equipment on a daily basis at the approved commissary or other approved food facility, and provide and maintain an adequate supply of spare preparation and serving utensils in the MFF as needed to replace those that become soiled or contaminated. (CRFC Section 114313)
- c) Unenclosed MFFs limited to the preparation of beverages (including PHF beverages), for immediate service in response to a customer order, such as cappuccino carts, shall provide one of the following:
 - (1) An approved three-compartment sink as described in subdivision a).
 - (2) An approved two-compartment sink utilized in compliance with Section 114099.3(e).
 - (3) An approved one-compartment sink with at least one integral drainboard, and an approved three-compartment sink in reasonable proximity to the MFF that is readily accessible at all times, and an adequate supply of spare preparation and serving utensils to replace those that become soiled. This warewashing sink does not replace the need for a handwashing sink.

Note the recommended minimum size of each sink compartment of (1), (2) and (3) is 12 inches wide, by 12 inches long, by 10 inches deep; or 10 inches wide, by 14 inches long, by 10 inches deep; and large enough to

- accommodate the largest utensil. (CRFC Section 113953.1, 114125, and 114313)
- 2) The warewashing sink must be on the primary MFF unit, or for unenclosed MFFs, on the primary MFF or an approved auxiliary conveyance. (CRFC Section 114314)
 - 3) The dimensions of each compartment shall be large enough to accommodate the cleaning of the largest utensil and either of the following: at least 12 inches wide, 12 inches long, and 10 inches deep; or at least 10 inches wide, 14 inches long, and 10 inches deep. (CRFC Section 114313)
 - 4) 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 one-half inch lip or rim to prevent the draining liquid from spilling onto the floor. (CRFC Section 114313)
 - 5) The sink shall be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments. (CRFC Section 114313)
 - 6) A water heater or an instantaneous heater capable of heating water to a minimum of 120° F interconnected with a potable water supply shall be provided and shall operate independently of the vehicle engine. Cold running water must also be supplied. (CRFC Section 114192, and 114325)
 - 7) A water heater with a minimum capacity of four gallons shall be provided for MFFs that have warewashing sinks. (CRFC Section 114325)
 - 8) The warewashing sink for an unenclosed MFF shall be protected from bird and insect droppings, dust, precipitation, and other contaminants, potential contamination, and kept clean. Unenclosed MFFs shall be equipped with approved overhead protection at minimum. Overhead protection made of wood, canvas, or other materials that protect the sinks from bird and insect droppings, dust, precipitation, and other contamination are acceptable. Additional structural requirements may be necessary to ensure these requirements are adequately met. Factors for consideration include location, and local environmental conditions. (CRFC Sections 113984, 114178, 114303, and 114314)
 - 9) 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. (CRFC Section 114311)

K. Gas fired appliances:

- 1) Thermocouples shall have a safety shut off device. (ANSI Standard)
- 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. (ANSI Standard)
 - b) Enclosures shall be free of any source of ignition. (ANSI Standard)
 - c) Shall be securely mounted and should not be located on the bumper of MFF or MSU that are designed to be towed by a vehicle. (ANSI Standard)
 - d) Shall have a safety shut off valve. (ANSI Standard)
 - 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. (CRFC Section 114323)
 - f) All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury. (CRFC Section 114323)
- 3) Certification shall be indicated by a decal on the appliance. (ANSI Standard)
 - 4) All new and replacement gas-fired appliances shall meet applicable ANSI standards. (CRFC Section 114301)
 - 5) All liquefied petroleum equipment shall be installed to meet applicable fire authority standards, and this installation shall be approved by the fire authority. (CRFC Section 114323)
 - 6) All gas lines shall be properly installed and protected. Use grommets as necessary to prevent abrasion of gas lines. (CRFC Section 114301)
- L. Food compartment(s) shall be adequately sized for the intended operation of the MFF. Food compartment means an enclosed space with all the following characteristics:
- 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. (CRFC Section 113784)
 - 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. (CRFC Section 113784)
 - 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. (CRFC Section 113784)
 - 4) Limited food preparation shall be conducted within a food compartment or as approved by the enforcement agency. An additional food compartment is not required when adding ingredients to a beverage or dispensing into a serving container when the beverage is prepared for immediate service in response to a customer order. However, based

upon local environmental conditions, location, and other similar factors, additional structural or operational requirements or both may be required to ensure that foods, food-contact surfaces, and utensils are of a safe and sanitary quality.(CRFC Section 113984)

- 5) Food preparation counter space that is adequate and suitable shall be provided commensurate to all food preparation operations. (CRFC Section 113984, and 114305)

M. Storage:

- 1) Food storage compartments shall be large enough to accommodate expected food volumes. (CRFC Section 114047)
- 2) Food storage compartments shall be enclosed to protect food and food related items from contamination. (CRFC Section 113980)
- 3) Food storage compartments shall not contain plumbing of any kind. (CRFC Sections 113980 and 114049)
- 4) Potentially hazardous foods (except for frozen ready-to-eat foods, whole fish, and whole aquatic invertebrates) shall be stored within refrigeration units. (CRFC Section 114301)
- 5) Chemical Storage.(CRFC Section 114319b)
- 6) Personal belonging storage (CRFC Section114256.1c)

N. Wastewater Tanks:

- 1) All waste lines shall be connected to wastewater tanks with watertight seals. (CRFC Section 114211)
- 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. (CRFC Section 114213)
- 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. (CRFC Section 114213)
- 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. (CRFC Section 114240)
- 5) Wastewater tanks may be removable, but can be no greater in size than 10 gallons (80 lbs) to be considered suitably portable. (CRFC Sections 114241 and 114301)
- 6) Wastewater tanks shall have a discharge valve located to facilitate complete draining of the tank. (CRFC Section 114240)
- 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. (CRFC Section 114238)

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. (CRFC Section 114149.1)
- 2) All mechanical exhaust ventilation equipment shall be installed and maintained in accordance with the California Mechanical Code, or for OMFFs, certified and approved by State of California Department of Housing and Community Development. (CRFC Section 114149.1)
- 3) To comply with California Mechanical Code, 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.(CRFC Section 114149.1)

P. Flooring:

Ground or floor surfaces where cooking processes are conducted from a grill, barbecue (only acceptable at a community event), or other unenclosed 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. (CRFC Section 114301)

Q. Safety:

- 1) All pressure cylinders shall be securely fastened to a rigid structure. (CRFC Section 114172)
- 2) A first-aid kit shall be provided and located in a convenient area in an enclosed case. (CRFC Section 114323)
- 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. (CRFC Section 114323)
- 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. (CRFC Section 114323)
- 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. (CRFC Section 114323)
- 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. (CRFC Section 114323)
- 7) All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury. (CRFC Section 114323)

VIII. 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 California Department of Housing and Community Development. (CRFC Section 114294)

A. Exterior requirements:

- 1) Entrance doors to food preparation area and service openings shall be self-closing. (CRFC Section 114259.2, and 114303)
- 2) Food service openings:
 - a) Shall be no more than 216 square inches and no less than 18 inches apart. (CRFC Section 114259.2)
 - b) Shall be covered with solid material or screen. If screen is used it must be at least 16-mesh per inch. (CRFC Section 114259.2)
 - c) This section shall not apply to OMFF that are limited to the handling of prepackaged food and whole produce. (CRFC Section 113984)
- 3) Compressor units that are not an integral part of the MFF shall be installed in an area separate from the food preparation and storage areas. (CRFC Section 114322)

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. (CRFC Section 114321)

- 2) Food preparation area walls and ceilings shall be constructed so surfaces are impervious, smooth and cleanable. (CRFC Section 114301)
- 3) Food preparation area floors shall be constructed of approved materials and shall be impervious, smooth, easily cleanable, and provide employee safety from slipping. 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 easily cleanable legs or feet. (CRFC Section 114301)
- 4) Except for OMFFs subject to the California Department of Housing and Community Development (HCD), a second means of exit shall be provided in the side opposite the main exit door, or in the roof, or the rear of the unit, with an unobstructed passage of at least 24 inches by 36 inches. The interior latching mechanism shall be operable by hand without special tools or key. The exit shall be labeled "Safety Exit" in contrasting colors with letters at least one inch high. For OMFFs subject to HCD, the size, latching, and labeling of the second means of exit shall comply with standards prescribed by HCD. (CRFC Section 114323)

IX. MOBILE SUPPORT UNITS - MSU

MSU requirements are based on the proposed services to be provided to the MFF, and the number, type, and location(s) of the MFFs to be serviced. All MSU construction and equipment will conform to the requirements described in the general MFF sections of this guideline as applicable. MSUs shall not be used to service MFFs conducting food preparation other than limited food preparation. (CRFC Section, 114294, 114295, and 114327)

- A. Method of Operation: 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.
 - 2) A list of services to be provided to each MFF.
 - 3) The distance from the commissary to each MFF to be serviced. (CRFC Section 114327)

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

- B. Transport of potable and waste water:
 - 1) Adequate potable water tank(s) shall be provided for all water demand for each MFF serviced including but not limited to, supply tanks, steam

tables, utensil washing, hand washing and equipment cleaning. (CRFC Sections 114205, 114217, 114327)

- 2) Waste water tanks shall be adequate in volume to accommodate all MFFs serviced. Waste water tanks will be located to prevent contamination of all potable water, clean linen and food and utensil storage areas. (CRFC Sections 114211, 114303, and 114327)
- 3) The method for securing removable tanks during transport shall be indicated. (CRFC Sections 114241, and 114327)
- 4) 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. (CRFC Sections 114211, and 114327)
- 5) A designated potable water pump shall be provided when potable water is pumped to the MFF. The pump and all associated hoses shall be labeled clearly for potable water. (CRFC Sections 114192, 114211, 114238, 114327 and 114215)
- 6) Waste tanks shall be equipped with an approved valve and shall be constructed to prevent drainage onto the ground during transport or when stationary. (CRFC Section 114240, 114327, and
- 7) 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". (CRFC Sections 114211, 114241, and 114327)
- 8) If tanks are removable they shall be labeled "potable" or "waste" to eliminate any confusion. (CRFC Sections 114211, and 114241)
- 9) 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. (CRFC Sections 114192, 114211, 114215, and 114327)

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

- 1) Food, utensils, and supplies shall be protected from contamination.(CRFC Section 114327)
- 2) Interior floor, sides, and top shall be free of cracks, seams, or linings where vermin may harbor, and shall be constructed of a smooth, washable, impervious material capable of withstanding frequent cleaning with approved sanitizing agents. (CRFC Section 114327)
- 3) If used to transport potentially hazardous food, approved equipment to maintain food at the required temperatures shall be provided. (CRFC Section 114327)

C. Removal and transport of waste grease:

- 1) An approved container(s) or tank(s) of sufficient volume with secure lid(s) shall be provided on each MSU for all MFFs generating waste grease, serviced by the MSU. (CRFC Section 114244)

- 2) Tanks or containers shall be separate from all potable water, clean linen, paper products, food equipment, food and food utensil storage areas. (CRFC Sections 113980, and 114244)
- 3) When grease is transferred from the MFF to the MSU by container, it shall have a tight fitting lid, and shall be located so that it is separate from food, equipment, utensils, linens, and single-use articles, and a public health hazard or nuisance is not created. (CRFC Sections 114244, 114245, and 114327)

E. Removal and transport of refuse:

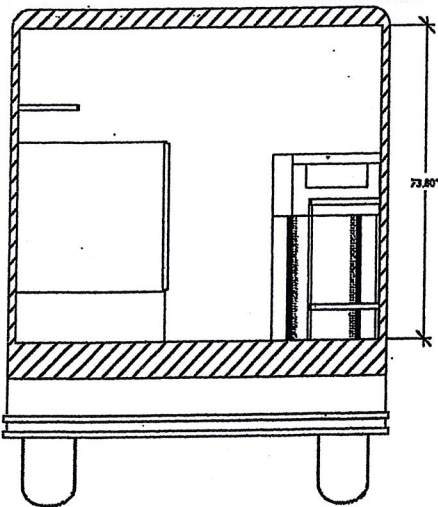
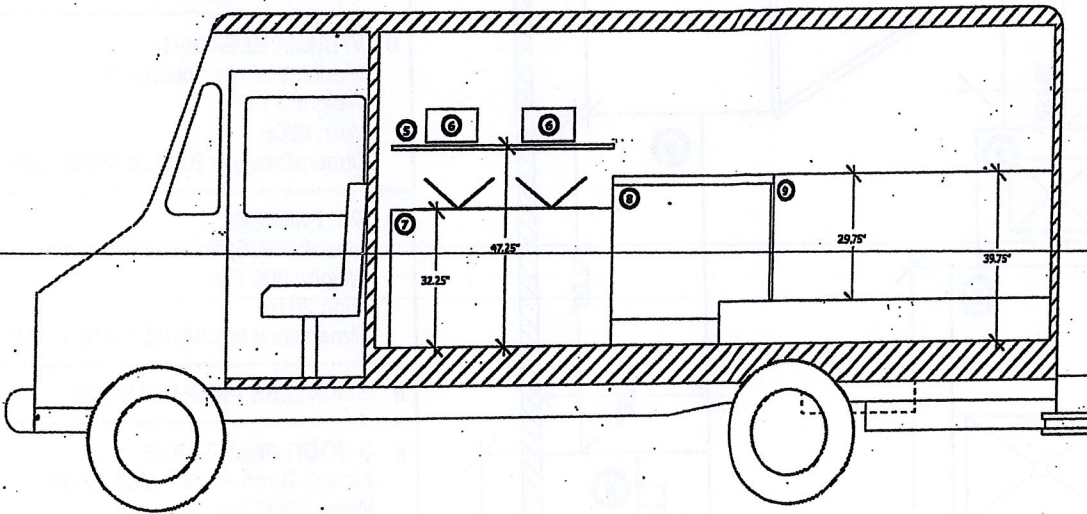
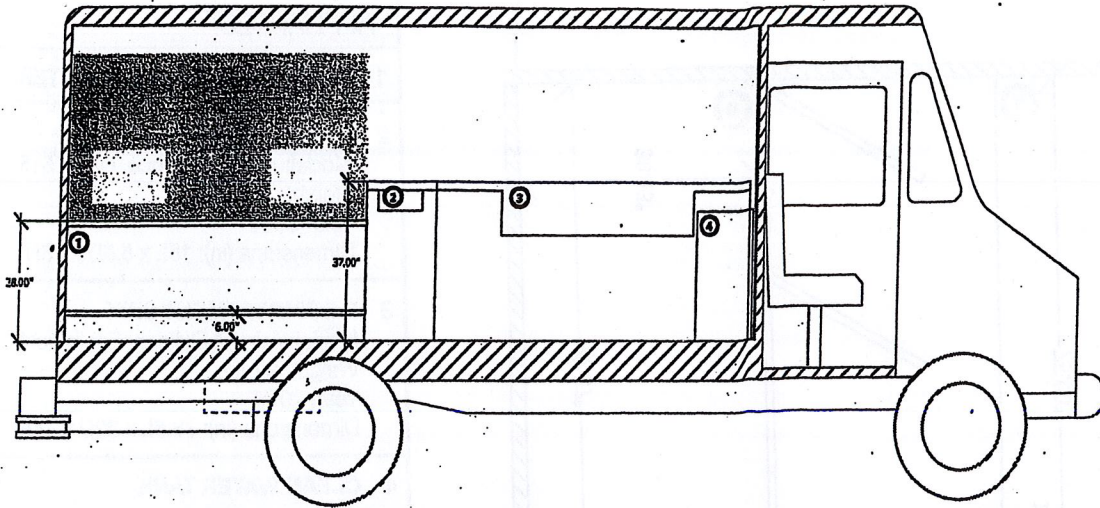
Sufficient storage for all refuse shall be provided with adequate containment during transport. This may be accomplished by bins or cabinets that accommodate trash bags. (CRFC Section 114244, and 114327)

F. Storage of cleaning equipment, supplies, and linens:

- 1) Separate and adequate storage shall be provided in an MSU for cleaning equipment, and cleaning or other toxic chemicals. (CRFC Section 114327)
- 2) Separate and adequate storage for clean linens/cleaning cloths shall be provided. (CRFC Section 114178, and 114185.4)
- 3) Soiled linens shall be kept in clean, nonabsorbent receptacles or clean, washable laundry bags and stored and transported to prevent contamination of food, clean equipment, clean utensils, and single-use articles. (CRFC Section 114185.4)

X. SINGLE OPERATING SITE MOBILE FOOD FACILITIES – SOS MFF

- I. Limited to up to four unenclosed MFFs and their auxiliary units that operate adjacent to each other at a single location. (CRFC Section 113831)
- II. Restricted to produce, prepackaged food, and limited food preparation. (CRFC Section 114306)
- III. When within a fully enclosed structure, a food compartment is not required. However, based on environmental conditions, location, and other similar factors, additional structural or operational requirements may be necessary. Food barriers may be necessary for protection from customer droplet contamination. (CRFC Section 113980, 113984, and 114306)
- IV. When multiple MFFs operating as an SOS MFF require handwashing or warewashing, the handwashing and warewashing sinks may be shared when conveniently located and accessible during all hours of operation. When required, the handwashing and warewashing sinks shall be provided at the SOS MFF site. The permit holder of each SOS MFF shall be the same. (CRFC Section 114306)



APPLIANCES

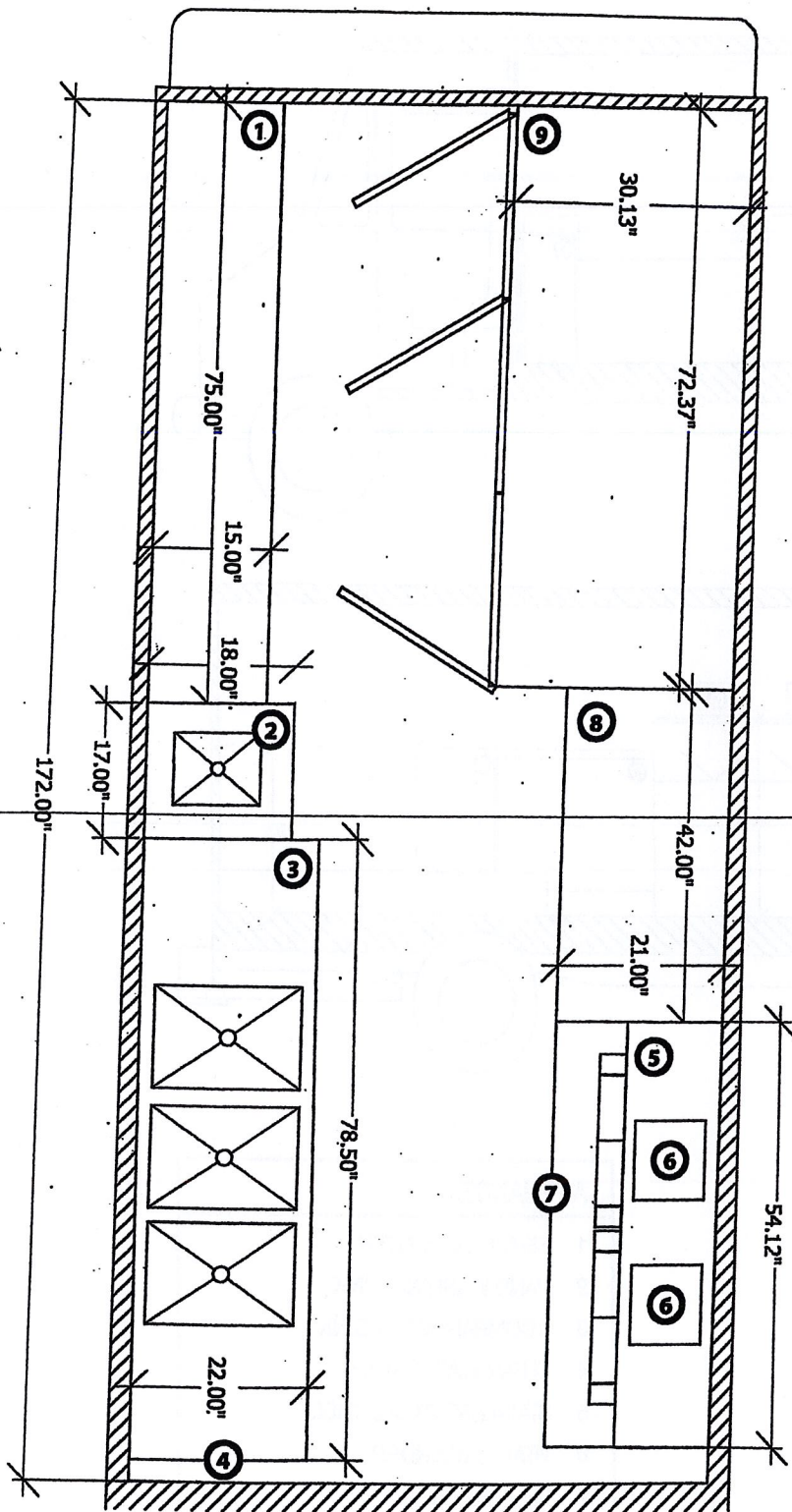
- 1 SERVICE COUNTER
- 2 HAND WASHING SINK,
- 3 3 COMPARTMENT SINK
- 4 CLEAN WATER TANK
- 5 STAINLESS STEEL SHELF
- 6 VITAMIX BLENDER
- 7 DIP FREEZER
- 8 STAINLESS STEEL PREP COUNTER
- 9 3 DOOR PREP TABLE

APPLIANCE DETAILS ON NEXT PAGE

EQUIPMENT & FLOOR PLAN

Imlak'esh Food Truck, Constructed 2015

EXAMPLE



APPLIANCES	
1	STAINLESS SERVICE COUNTER
2	HAND WASHING SINK Model: Advance Tabco, DI-1-1515 Weight: 11 lbs Year: 2014 Dimensions (in): 15L x 5.5D x 15H
3	3 COMPARTMENT SINK Model: Atlanta Culinary Equipment Weight: 91 lbs Year: 2014 Dimensions (in): 78.5L x 22D x 44H
4	CLEAN WATER TANK
5	STAINLESS WALL SHELF
6	VITAMIX BLENDER Model: Vitamix, Touch & Go Weight: 21 lbs Year: 2006 Dimensions (in): 9.25L x 12.5D x 22H
7	DIP FREEZER Model: TRUE, THDC-4SF Weight: 300 lbs Year: 2014 Dimensions (in): 54.12L x 21D x 32.25H
8	STAINLESS PREP COUNTER
9	3 DOOR PREP TABLE Model: Turbo Air-M3, MST-72-30 Weight: 396 lbs Year 2014 Dimensions (in): 72.37L x 34D x 28.75H

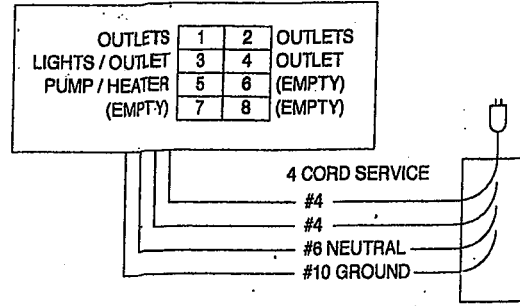
EQUIPMENT & FLOOR PLAN

Imlak'esh Food Truck, Constructed 2015

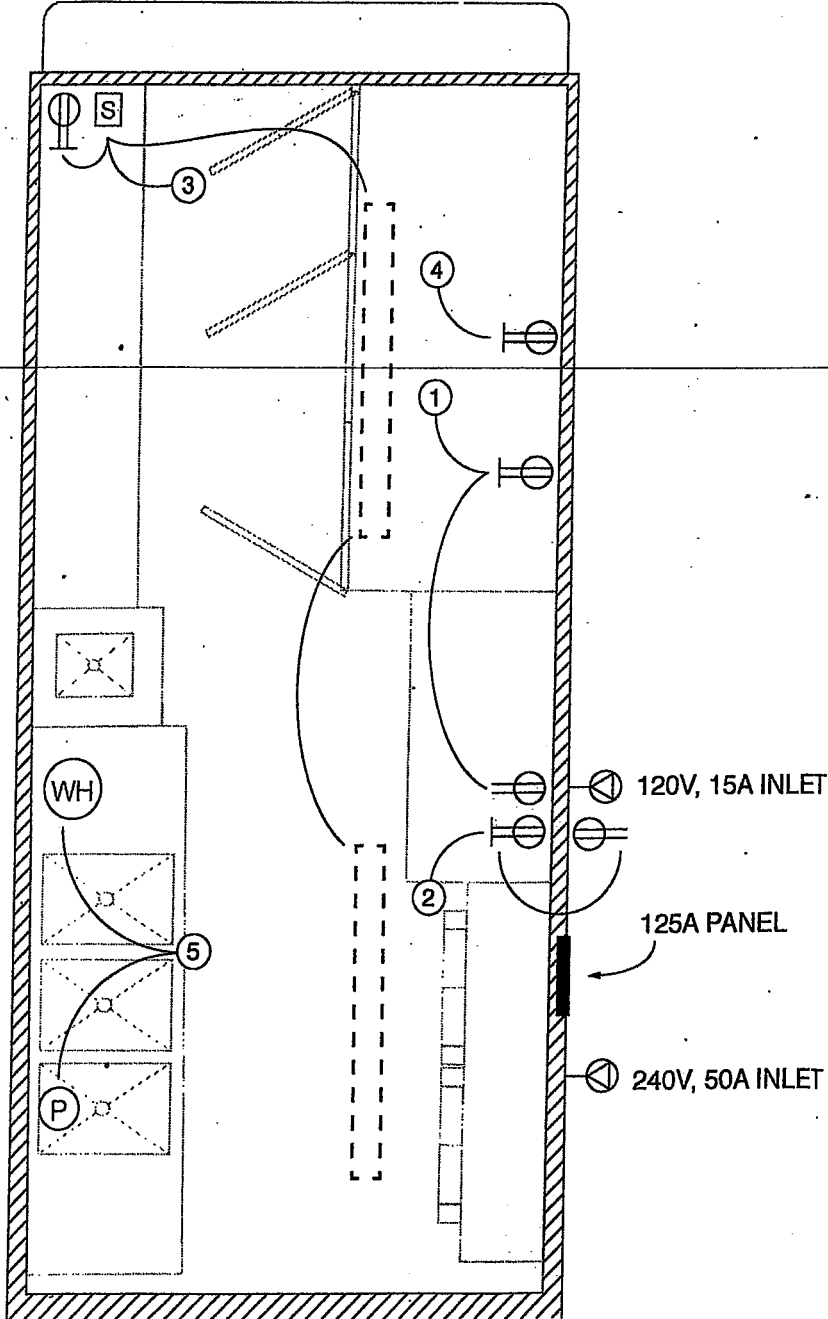
CIRCUIT SCHEDULE			
DESCRIPTION	SIZE	SPACES	WIRE
CKT 1 OUTLETS	20A	120V	12 GA
CKT 2 OUTLETS	15A	120V	12 GA
CKT 3 LIGHTS / OUTLET	20A	120V	12 GA
CKT 4 OUTLET	20A	120V	12 GA
CKT 5 PUMP / HEATER	20A	120V	12 GA
CKT 6 (EMPTY)	20A	120V	12 GA
CKT 7 (EMPTY)	20A	120V	12GA
CKT 8 (EMPTY)	-	-	-

ELECTRICAL PANAL DIAGRAM

125A 240V SERVICE



REAR END

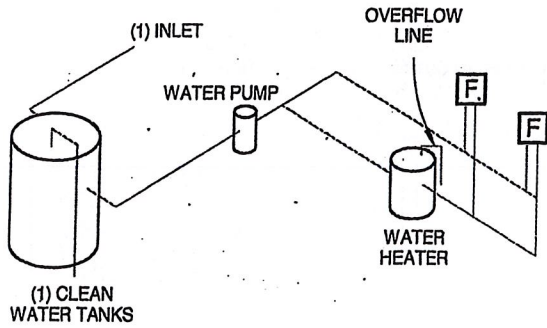


ELECTRICAL LEGEND	
	DUPLEX GFCI OUTLET
	DUPLEX OUTLET
	INLET
	SWITCH
	200A PANEL
	WH WATER HEATER
	P WATER PUMP
	FLUORESCENT LIGHT
	12 GAGE RIGID METAL CONDUIT MOUNTED TO INSIDE FACE OF TRAILER WALL

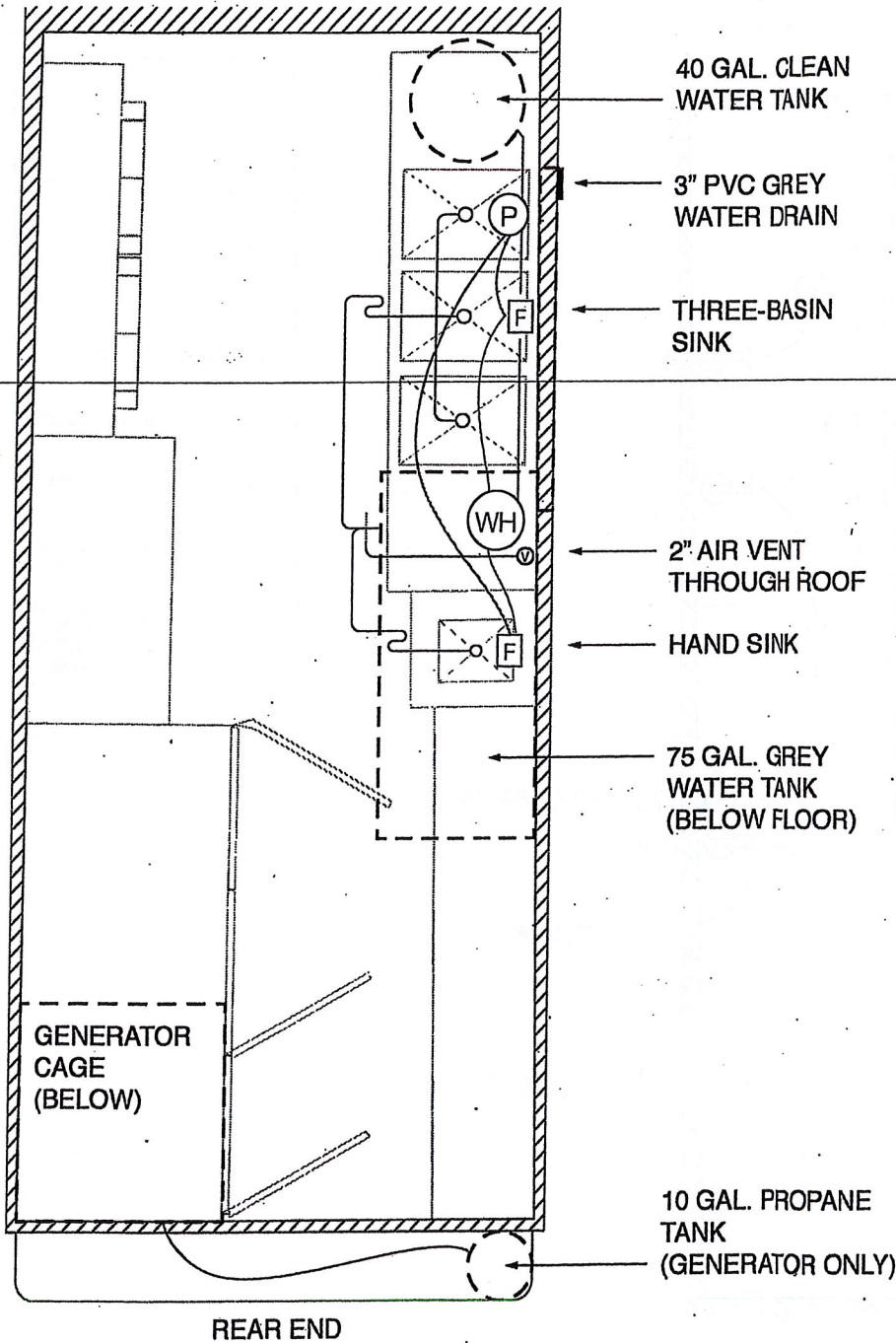
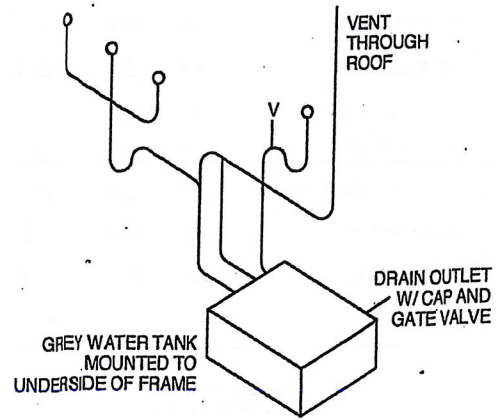
ELECTRICAL FLOOR PLAN

Imlak'esh Food Truck, Constructed 2015

WATER LINE RISER DIAGRAM



WASTE DRAINAGE DIAGRAM



PLUMBING LEGEND	
(P)	WATER PUMP
(WH)	WATER HEATER
(F)	FAUCET
(V)	WATER AIR VENT
— (solid line)	COLD WATER
— (dashed line)	HOT WATER
— (dotted line)	GREY WATER
— (line with cross-hatch)	PROPANE LINE

ALL FRESH WATER LINES ARE 1/2" BRAIDED PVC TUBING

GREY WATER LINES ARE 2" ABS

GREY WATER DRAIN PIPE IS 3" PVC

DISTANCE FROM PUMP TO FURTHEST PLUMBING FIXTURE: 6' - 0"

PLUMBING & GAS FLOOR PLAN

Imlak'esh Food Truck, Constructed 2015

Written Operation Procedures

County of Mendocino

The permit holder of an unenclosed Mobile Food Facility (MFF) handling unpackaged food shall develop and follow written operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils. The following must be completed and returned to this office for approval before a permit is issued. An approved copy shall be kept on the Mobile Food Facility during periods of operation. **Any change to this form, menu, equipment, assigned commissary, or Mobile Support Unit (MSU) will require approval by this Agency.** Use additional paper if necessary.

Name of Business:		
Owner Name:		
Mailing Address:		
Phone:	Fax:	E-mail:
Address of Sales Location:		
MFF Identification #:	Hours of Operation:	
Commissary Name:		
Commissary Address:		

Whenever Mobile Food Facilities are stopped to conduct business for more than a one-hour period, the Mobile Food Facility shall be operated within 200 feet of an approved restroom. Please list the address of the restroom below:

FOOD HANDLING PROCEDURES

1. Provide a complete menu listing all food to be offered including packaged and unpacked food, bottled beverages, and condiments. You may attach a menu as well.

2. List how each food item will be prepared. Include all the equipment and utensils that will be used preparing the food:

3. Indicate where the food will be purchased:

4. Indicate where the food will be stored at the commissary:

Example: Potentially Hazardous Food: Milk, creamer, etc.	Refrigerator

5. Describe how Potentially Hazardous Foods will be held on the Mobile Food Facility (example: mechanical cold holding). Indicate if ice is used on the Mobile Food Facility.

6. Describe how food will be served from the Mobile Food Facility and list all the equipment and utensils to be used:

CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS

7. Describe how food utensils will be cleaned and sanitized:

8. Describe how food contact surfaces will be cleaned and sanitized:

9. What sanitizer or sanitizer method will be used? Indicate if a commercial pre-mixed solution will be used or if a sanitizer solution will be prepared. Approved sanitizer must contain one of the following chemicals at the specified concentrations. Check the sanitizer that will be used. Note: Appropriate test strips are required.

- Contact with a solution of 100 parts per million (ppm) 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

10. Describe how the Mobile Food Facility will be transported and protected from contamination. The Mobile Food Facility must return to the commissary after operation hours if an approved Mobile Support Unit is not used.

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

CLEANING AND SANITIZING OF POTABLE WATER TANKS

12. Describe how and where the potable water tank(s) on the Mobile Food Facility will be filled:

13. Describe how and where the wastewater from the Mobile Food Facility will be disposed:

14. Describe how and where the potable water tanks will be cleaned:

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

b. How is the sanitizer introduced/injected into the tank:

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

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

e. Contact time (minimum 3 hours): _____

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

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

FACILITIES OPERATION WITH A MOBILE SUPPORT UNIT

Is your Mobile Food Facility serviced by a Mobile Support Unit? Yes _____ No _____

If "Yes", please answer the questions below:

15. Mobile Support Unit business name:

16. Number of facilities the Mobile Support Unit is servicing: _____

17. What is the transport time for the Mobile Support Unit to travel from the commissary to the cart:

18. A Mobile Food Facility that is serviced by a Mobile Support Unit shall have all the food removed from the facility and stored at an approved commissary or other approved facility after operation hours. Describe how food will be protected from contamination on the Mobile Support Unit during transport:

19. Describe what equipment will be used on the Mobile Support Unit to maintain proper holding temperatures:

20. Describe how the potable water hose on the Mobile Support Unit will be protected from contamination:

21. Describe how and where the potable water tank on the Mobile Support Unit will be filled:

22. Describe how and where the wastewater from the Mobile Support Unit will be disposed:

23. Describe how and where the Mobile Support Unit will be cleaned and sanitized:

24. Describe how the Mobile Support Unit will be transported from the sales location to the commissary:

25. Indicate where the Mobile Support Unit will be stored at the commissary:

A copy of the approved operational procedure shall be kept on the Mobile Food Facility during periods of operation.

Permit Holder Name (please print): _____ Date: _____

Permit Holder Signature: _____ Title: _____

**State of California, Department of Housing and Community Development
Division of Codes and Standards**

Administrative Office Mailing Address:
P. O. Box 31
Sacramento, CA 95812
(916) 445-9471

October 4, 1985

Information Bulletin MH 85-12 (MH)

TO: COMMERCIAL COACH MANUFACTURERS, COMMERCIAL COACH DEALERS and DIVISION STAFF
SUBJECT: PLAN APPROVAL REQUIREMENTS

This Information Bulletin is issued in order to clarify requirements for manufacturing commercial coaches for sale, rent, lease or use in California. Both out of state and California manufacturers of commercial coaches as defined in Health and Safety Code, Section 18001.8 are subject to the following requirements:

1. Manufacturers must hold a valid commercial coach manufacturer's license issued by the department.
2. Manufacturers must only sell to dealers licensed by this department for the sale, rent or lease of manufactured homes, mobile homes, and/or commercial coaches. Commercial coaches held out for rent or lease may only be offered by a licensed dealer.
3. Manufacturers must obtain plan approvals prior to manufacturing commercial coaches. Plan approval procedures are explained in detail herein.
4. Manufacturers must obtain inspection by the department of commercial coaches during the manufacturing process.
5. Unless otherwise permitted by the department, all commercial coaches shall bear department insignia prior to leaving the manufacturing facility.

The California Administrative Code, Title 25, Chapter 3, Subchapter 2 provides for two approaches to obtaining department insignia of approval. First, a manufacturer of repetitive models may submit and obtain Model Plan Approval. Secondly, a manufacturer of custom units where model plan approval may be too time consuming and comprehensive, may submit and obtain approval of a Structural and Floor Plan Approval. Following is a detailed explanation of both methods:

MODEL PLAN APPROVALS

For manufacturers who are manufacturing repetitive designs, plan approval may be obtained under the model plan approval method in which complete plans contain details of the construction, fire safety, plumbing, mechanical, or electrical systems and equipment. In addition, the manufacturer must obtain approval for a quality control program. The manufacturer may then apply to the department for insignia via the model plan approval and conduct a quality control program and benefit from a lower frequency of inspection than the Structural and Floor Plan Approval method.

The Administrative Code permits a manufacturer of models to construct one prototype of each model intended for production prior to obtaining approval for the structural system. However, prior to commencing construction, the manufacturer shall submit a written request to the department and have obtained approval for the construction of a prototype. Plan approvals, as described herein, must be obtained prior to the issuance of a department insignia.

STRUCTURAL AND FLOOR PLAN APPROVAL

Should a manufacturer not choose to obtain Model Plan Approval, the manufacturer must have at least a plan of the structural system approved by the department for any commercial coach to be manufactured. Additionally, the manufacturer must have an approved floor plan if the commercial coaches to be manufactured exceed 1000 square feet in gross floor area or will contain toilet facilities. From the floor plan, compliance with fire safety, occupancy and handicap requirements may be determined.

The California Administrative Code provides that if a manufacturer chooses, he/she may, after obtaining the structural system and floor plan approvals as previously described, obtain plan approval for any plumbing, mechanical, or electrical systems and equipment or have such systems and equipment visually inspected by the department. However, visual inspections will be made of the entire system regardless of how many inspections are needed to inspect the complete system.

All construction must be in accordance with the approved plans. When changes become necessary, the manufacturer must submit and obtain approval for the proposed change prior to manufacturing. When a plan for a structural system is to be changed which requires engineering analysis and signature by a California licensed engineer or architect, and the engineer or architect designing the change is not the original designing engineer or architect, the new design engineer or architect shall review, stamp and sign the original design package as the responsible designer for the complete design.

No manufacturer shall commence construction of any commercial coach or portion thereof, without first obtaining approvals as described herein. Should the department discover units on a production line without plan or prototype approval, as required in the California Administrative Code, such units will be red-tagged and ordered to be held for department inspection after the approvals are obtained and available at the manufacturing facility. If a manufacturer continues the construction of a red-tagged unit and conceals structural components, any plumbing, mechanical or electrical system or equipment, those concealing materials will be required to be removed to facilitate the department's inspection.

Should further clarification be necessary, please contact Richard Weinert Manufactured Housing Program Manager at (916) 445-3338.

John Ventura, Chief



HCD 415 APPLICATION FOR

Alteration
 Addition or Conversion
 Alternate Approval
 Technical Services
 Inspection To Obtain Insignia

CONTRACTOR / OWNER-BUILDER DECLARATIONS

Not required for Special Purpose Commercial Modular

1. LICENSED CONTRACTORS DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code and my license is in full force and effect.

License Class _____ Lic. No. _____ Exp. Date _____

Contractor _____ Date _____

2. OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' License Law for the following reason:

[Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' License Law Chapter 9 (commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500)]

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended of offered for sale.

[Sec. 7044, Business and Professions Code: The Contractors' License Law does not apply to an owner of property, who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.]

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project

[Sec. 7044, Business and Professions Code: The Contractors' License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors' License Law.]

I am exempt under Sec. _____, B. & P.C. for this reason:

Owner _____ Date _____

3. WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____

Policy Number _____

I certify that in the performance of the work, for which this permit is issued, I shall not employ any person in any manner so as to become subject to workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant _____ Date _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

4. CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name _____

Lender's Address _____

5. CERTIFICATION

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant or Agent _____ Date _____

SECTION 1 - UNIT INFORMATION

I / We are requesting services for the following unit(s):
(Check Appropriate Box)

- Manufactured Home/Mobilehome
- Multifamily Manufactured Home
- Commercial Modular (Occupancy Group _____)
- Special Purpose Commercial Modular

Decal Number _____

Serial Number(s) / VIN Number _____

Manufacturer Name / Model Name _____

Year of Manufacture _____

Insignia / HUD Label Number(s) _____

SECTION 2 - OWNER / APPLICANT INFORMATION

Owner _____

Address _____

City _____ County _____ Zip _____

Location Address _____

Park Name (If Applicable) _____ Park ID# _____

Applicant _____

Address _____

City _____ County _____ Zip _____

Telephone - Applicant _____ Homeowner _____
(If Different than Applicant)

SECTION 3 - CONTRACTOR, ARCHITECT OR ENGINEER INFORMATION

Contractor's Name _____

Address _____

Architect / Engineer Name _____

Registration No. _____

Address _____

SECTION 4 - DESCRIPTION OF WORK / ACTIVITY AND VALUATION

Describe the proposed work / activity in detail. Attach additional pages if necessary. Where structural alterations or additions are proposed, complete plans, specifications, details, and calculations are required to be attached to this form. Provide the make and model of any appliance to be installed and provide complete electrical calculations for any electrical alterations or additions.

Indicate the Total Cost of the Work to be Performed _____

SECTION 5 - SIGNATURE AND CERTIFICATION

I / We hereby make application for the services designated above.

Signature _____ Date _____

****DEPARTMENT USE ONLY****

Permit Expiration Date _____

- APPROVED
 CONDITIONS (see reverse side)
 DISAPPROVED (see reverse side)

Issued By: _____ Date: _____

Closed / Signature of District Representative _____ Date _____

INSTRUCTIONS:

Inspection to Obtain Insignia: Complete Sections 1, 2, 3, 4, 5 and Contractor/Owner-Builder Declarations. Submit the application and the required fees to one of the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule the inspection date.

Alteration, Addition or Conversion: Complete Sections 1, 2, 3, 4, 5, and Contractor/Owner-Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule the inspection date.

Technical Services: Complete Sections 1, 2, 3, and 5. Submit the completed application and required fees to the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule an appointment for services.

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(951) 782-4420

Northern Area Office
9342 Tech Center Drive #550
Sacramento, CA 95826
(916) 255-2501

Alternate Approval: Complete Sections 1, 2, 3, 4, and 5. Submit the completed application and required fees to: Department of Housing and Community Development, Manufactured Housing Section, P.O. Box 31, Sacramento, CA 95812-0031. If you have any questions you may contact the Department at (916) 445-3338.

SECTION 1 - UNIT INFORMATION: Check one box to indicate the type of unit for which you are requesting services. If Commercial Coach, also indicate the Occupancy Group Code (i.e. B2, E2, A1, etc.) in the space provided. Enter the unit serial number(s). The serial number(s) can be located on the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or on the front cross member of the unit. Enter the year the unit was manufactured. Enter the manufacturer's name and/or trade name. This information can be obtained from the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or may be designated on the outside of the unit itself. Enter the decal or license number. This number is located on the license plate issued by DMV or the decal issued by the Department of Housing. Enter the California Insignia Number(s) or HUD Label Number(s) that were issued for this unit, if known.

SECTION 2 - OWNER/APPLICANT INFORMATION: Enter the owner's name(s) and address of the unit. If the address for the owner is different than the location of the unit, provide that information in the "Location Address" area. If the applicant is other than the owner, enter the name, address and telephone number of the applicant. The Department will contact or correspond with the party that is entered as the applicant. If the applicant is the same as the owner, the applicant information is not required to be completed.

SECTION 3 - CONTRACTOR, ARCHITECT OR ENGINEER INFORMATION: If the services are being performed by a contractor, enter the contractor's name and address. Also enter the contractor's license expiration date. If requested services involve an Architect or Engineer, enter the architect or engineer's name, address and license number.

SECTION 4 - DESCRIPTION OF WORK/ACTIVITY AND VALUATION: Provide a description of the work to be performed (i.e., installing a new roof, installing new windows, etc.) Enter the total cost of the work to be performed (total contact price).

SECTION 5 - SIGNATURE AND CERTIFICATION: The signature of the applicant is required along with the date the form is signed. If the application is for a replacement insignia or HUD label, the signature must be of the owner of the unit.

CONTRACTOR/OWNER-BUILDER DECLARATIONS

Contractor: Contractors proposing construction are required by state law to provide the following information:

- Item 1 - Licensed Contractor Declaration: Enter the contractor's license class, license number, license expiration date and the contractor's signature and date.
- Item 3 - Workers' Compensation Declaration: Place a check mark next to the declaration regarding the workers' compensation coverage that applies to the contractor. If the second declaration is marked, the contractor must also provide the carrier's name and policy number. This item must be signed by the contractor and dated.
- Item 4 - Construction Lending Agency: If there is a construction lending agency for the performance of the work for the service being requested, enter the name and address of the lending agency. If there is no lending agency involved, enter the word "none".
- Item 5 - Certification: The certification must be signed and dated by the contractor or and agent on behalf of the contractor.

Owner-Builder: If the work or activity as described on the application, is being completed by the owner, the owner must complete the following items:

- Item 2 - Owner-Builder Declaration: Place a check mark next to the declaration which is applicable. If the third declaration is marked, enter the section number from the Business and Profession Code which provides the exemption and the reason for the exemption. The owner must also sign and date this section.
- Item 5 - Certification: The certification must be signed and dated by the owner.

DEPARTMENT USE ONLY

APPROVAL OF THIS APPLICATION IS CONDITIONED TO COMPLIANCE WITH REGULATIONS OF THE DEPARTMENT: Any approval issued by the Department pursuant to this application is conditioned upon the applicant's compliance with the applicable provisions of the California Administrative Code, Title 25, Chapter 3, and the Business and Professions Code as it relates to contracting.



Mendocino County Health & Human Services Agency

Healthy People, Healthy Communities

Tammy Moss Chandler, Director

Anne Molgaard, Acting Director/Chief Operations Officer

Department of Environmental Health

860 N. Bush Street, Ukiah CA 95482

Phone: 707-234-6625 Fax: 707-463-4038



California Food Handler Card

Dear Mendocino County Food Facility Operators,

California Senate Bill Number 303 (SB 303) became effective September 6, 2011. It clarified the food handler card requirement for approved training. California Senate Bill 602 initiated the food handler card when it became law in 2010. The food handler card provides training for food facility employees, (food preparation staff, dishwashers, bus people and wait staff), in restaurants and bars. Except for employees working at exempted facilities*, employees will need to obtain a food handler card within thirty (30) days of beginning work or, to already be in possession of a current food handler card.

Training courses are available through private providers and the card expires after three (3) years from the issue date. Online training courses are to be at a cost of no more than \$15 to employees. Food Handlers should check with course providers for courses in languages other than English. Food handlers not already in possession of a food handler card when hired will have 30 days to obtain a food handler card.

*Exempted facilities are: grocery stores (including convenience stores), licensed health care facilities, schools, restricted food service facilities, mobile support units, certified farmers markets, commissaries, temporary food facilities, retail stores with a majority of sales from a pharmacy, as defined in Section 4037 of the Business and Professions Code, venues with snack bar service in which the majority of sales are from admission tickets— but excluding any area in which restaurant-style sit-down service is provided, detention facilities, elderly nutrition programs, and food facilities that provide approved in-house food safety training to all employees.

You can view the requirements for the food handler card, under Section 113948 of the California Retail Food Code, online at:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/CaliforniaRetailFoodCode.pdf>

The Following Are Accredited Food Handler Course Providers:

AboveTraining/StateFoodSafety.com	www.statefoodsafety.com	801-494-1879
Environmental Health Testing, LLC	www.envhealthtesting.com/foodhandler.aspx	800-446-0257 x 204
MindLeaders, Inc.	www.mindleaders.com/ca-food-card/	800-223-3732
National Environmental Health Assoc.	www.neha.org	303-756-9090
National Restaurant Assoc. Solutions	www.calfoodhandler.com	866-901-7778
Premier Food Safety	www.premierfoodsafety.com	714-451-0075 x 203
Safeway Certifications, LLC	www.safewayclasses.com	512-996-0909
TAP Series	www.tapseries.com	888-826-5222
eFoodHandlers Inc.	www.eFoodHandlers.com	541-337-0436



Environmental Health Division COMMISSARY AGREEMENT



This form is to be submitted with the application for a Mobile Food Facility permit, or any other food facility that is required to operate from a commissary. California State Law requires that foods sold or given away to the public be prepared and stored in an approved facility. Mobile Food Facility vehicles or carts must be serviced and stored at their commissary, except when an alternate location has been approved by the permitting agency. **Note: Food products remaining after each days operation are to be stored only in the approved commissary. Storage locations will be designated and labeled for exclusive use and the commissary is to maintain a log of when vendor uses commissary.**

THIS FORM IS TO BE COMPLETED BY THE OWNER OR MANAGER OF THE APPROVED FOOD FACILITY THAT THE APPLICANT PLANS TO USE AS THEIR COMMISSARY. No other facility may be used by this business for these operations without the written approval of Mendocino County Environmental Health.

Name of Business Applying for Permit: _____

Name of Approved Food Facility/Commissary: _____

Commissary Address: _____ City: _____ Zip: _____

OUT OF COUNTY COMMISSARY

Commissary Owner/Manager: _____ Facility Phone Number: _____

Health Permit for the Approved Food Facility/Commissary Issued By: _____

Days and hours that the facility will be at the commissary:

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am

Operations taking place at this commissary? If not a Mobile Food Facility, disregard sections not applicable to your operation.

- Sufficient Refrigerator Storage Sufficient Freezer Storage Sufficient Dry Food Storage
- Utensil Storage Vehicle/Cart Storage Vehicle/Cart Washing Area
- Food Preparation Space Sanitary Disposal of Grease Sanitary Disposal of Garbage
- Washing of Utensils and Equipment Other _____

Sanitary Wastewater Disposal Method: Mop Sink RV Type Sewage Dump

As the authorized owner/agent for the above approved commissary, I have given my permission for the business known as: _____ to use the facility for the operations indicated, and I understand I am ultimately responsible for the maintenance and sanitation of this commissary.

Agreement Duration: Start Date: _____ End Date: _____

Name: _____ Signature: _____ Date: _____

Owner Owner's Agent

NOTE: A new Commissary Agreement is required to be submitted when any change in the agreement occurs or a different commissary is obtained.