



Community and Economic Development

Environmental Health Division
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Operating Procedures for Unenclosed Mobile Food Facilities

Section 114303(d) of the California Retail Food Code (CalCode) states, "the permit holder of an unenclosed mobile food facility handling nonprepackaged food shall develop and follow written operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils. The enforcement agency shall review and approve the procedures prior to implementation and an approved copy shall be kept on the mobile food facility during periods of operation."

The following must be completed and returned to this office for approval before a permit is issued. A copy of the reviewed and approved operating procedures shall be kept on the mobile unit during periods of operation. Use additional paper if necessary.

MOBILE FOOD FACILITY INFORMATION							
Mobile Food Facility Name:	Facility ID (FA#):						
Owner/Operator Name:	Phone: ()						
Location of Operation:							
Days and Hours of Operation: Mon: Tues: Wed: Th: Fri: Sat: Sun:							

OPERATING PROCEDURES
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. All menu changes must be pre-approved by this Division.
Where will each of these food items be purchased?
Describe the method of preparation of all food items you will be serving.
How and where will the potable water tanks be filled?
How and where will the wastewater tanks (and steam table, if applicable) be emptied?

Potentially hazardous foods (PHF's) held at 135F must be discarded at the end of the working day. Where and how will you discard the leftover hot held PHF's?

Note: only applicable to carts that serve steamed or boiled hot dogs and tamales in the original, inedible wrapper.

Provide **Restroom Authorization Form** if operating at one location longer than one hour. *(Must obtain County/City Planning Division approval)*

FOOD CONTACT AND UTENSIL CLEANING & SANITIZING PROCEDURE

List **ALL** equipment and utensils that will be used on the mobile unit. All equipment and utensils are subject to approval by this Division. Please be specific. (Examples: non-PHF condiment dispensers – indicate type: pump, squeeze bottle, etc.)

How will you clean and sanitize the food contact surfaces and utensils during operation hours and at the operation location? All equipment used on the mobile food facility **must** be washed, rinsed, and sanitized (or replaced) **at least every four hours** of operation.

How will you clean and sanitize utensils and equipment at the commissary?

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

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

If only serving nonprepackaged non-PHF's, how will you maintain extra service utensils in a clean and sanitary manner during operation?

I, the Owner/Operator, will adhere to the operating procedures stated above. I will notify the Madera County Environmental Health Division if any changes are made to this form, the menu, or the equipment and submit all required documents for review and approval.

Owner/Operator Signature

Print Name

Date

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FOR DIVISION USE ONLY

- Approved
- Denied

Verified by:

Date: