Division of Environmental Health
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MOBILE FOOD FACILITY SUPPLEMENTAL APPLICATION AND PLAN OF OPERATIONS

FACILITY/BUSINESS NAME			
PERMIT HOLDER NAME		EMAIL ADDRESS	
MAILING ADDRESS	CITY	STATE	ZIP
PHONE	CELL	EMERGENCY PHONE	
VEHICLE LICENSE NUMBER	HOUSING AND COMMUNITY DEVELOPMENT INSIGNIA NUMBER (IF REQUIRED)		
COMMISSARY NAME	ADDRESS	CITY	
PERMIT HOLDER SIGNATURE		DATE	

The Division of Environmental Health will review and approve this operating procedure prior to issuing a permit to operate. An approved (signed) copy of this Plan must be kept on the Mobile Food Facility (MFF) during hours of operation. Any change to the Plan, the menu, or equipment will require approval by this office.

Please submit the following with this form:

☑ Menu ☑ Signed Restroom Agreement ☑ Signed Commissary Agreement
☑ Application for Permit to Operate a Food Facility, with applicable annual permit fee.
☑ Photograph of mobile food facility (required – print or email to envhealth@co.humboldt.ca.us)

Type of Vehicle (check one)

☐ Cart (Stand-Outside Vehicle) ☐ Trailer (Stand-Inside Vehicle – Occupied MFF)
☐ Truck (Stand-Outside Vehicle) ☐ Coach (Stand-Inside Vehicle – Occupied MFF)

Where will the MFF operate? List all locations, days, and times.

_____
_____
_____
_____

The MFF must report to the commissary daily for cleaning and stocking. Food may not be stored on the MFF overnight. Describe when and how the MFF will be moved between the operating location(s), commissary, and approved storage location.

_____
_____
_____
_____
_____
_____
_____

Please list all ingredients that will be used to prepare the items on the menu you are submitting. If similar items are prepared the same way, combine them on one line (for example: sliced tomato, onion, lettuce for sandwiches prepped/cut in the commissary; or raw beef & chicken cut/portioned in commissary and grilled on truck). It is not necessary to list every flavor of bottled soft drink or tea.

LIST OF INGREDIENTS. INCLUDE HOT AND COLD BEVERAGES AND CONDIMENTS.	CHECK IF PREPACKAGED	SOURCE OF FOOD	WHERE PREPARED?		DESCRIBE METHOD OF FOOD PREPARATION IN GENERAL (FOR EXAMPLE, COOKED, CHOPPED, PACKAGED, ETC).
			Commissary	Vehicle	

Describe how and when food will be transported. How will hot and cold temperatures be maintained?

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How and where will the potable water tank(s) be filled and sanitized?

_____

_____

_____

How and where will the wastewater tank(s) be emptied?

_____

_____

_____

Which restroom (toilet & handwashing) facility will be used during hours of operation? (Required if MFF operates in a single location for more than one hour.)

_____

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_____

How will you handle solid waste and recyclable materials on the MFF? Note that food that is hot-held on a MFF must be discarded at the end of each operating day.

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If you will use an approved Mobile Support Unit (MSU), describe the vehicle and how you will use it. Include make, model, and license number of the MSU.

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_____

Make: Model: License Number:

<u>For Mobile Support Units Only:</u> Please use the table below to describe how specific foods are transported.

FOOD TRANSPORTED	HOT OR COLD (H/C)	CONTAINER
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	
	Select	

Additional space for more detail on the operation:

_____

_____

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_____

<u>For Cart Operations Only:</u> List **ALL** food-contact surfaces and utensils that will be used on the cart and how they will be either cleaned and sanitized or replaced when soiled. Please be specific. (For example, condiment dispenser – indicate type (*pump, squeeze bottle, pour, etc.*); tongs, spoons, lids, knives, etc.

UTENSIL OR FOOD CONTACT SURFACE	HOW IS IT CLEANED AND SANITIZED OR REPLACED?

For Office Use Only:

Operational Procedures Reviewed By: _____ Date Approved: _____

File Notes: