

MOBILE FSO/RFE

PLAN REVIEW APPLICATION AND GUIDELINES



**Warren County
Health District**



Public Health
Prevent. Promote. Protect.

Warren County Health District
416 S. East Street
Lebanon, Ohio, 45036
(513) 695-1220
<https://warrencohealthoh.gov/>

Working to build healthy communities every day

MOBILE FOOD SERVICE OPERATION/MOBILE RETAIL FOOD ESTABLISHMENT PLAN REVIEW GUIDELINES

A mobile unit is defined as a food service operation or a retail food establishment that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location.

Mobile food service units may not remain at any one location for more than forty (40) consecutive days.

All food preparation and handling must take place within approved mobile unit.

WCHD does not enforce zoning, electrical, fire, building or other regulations. Check with local municipalities for local regulations.

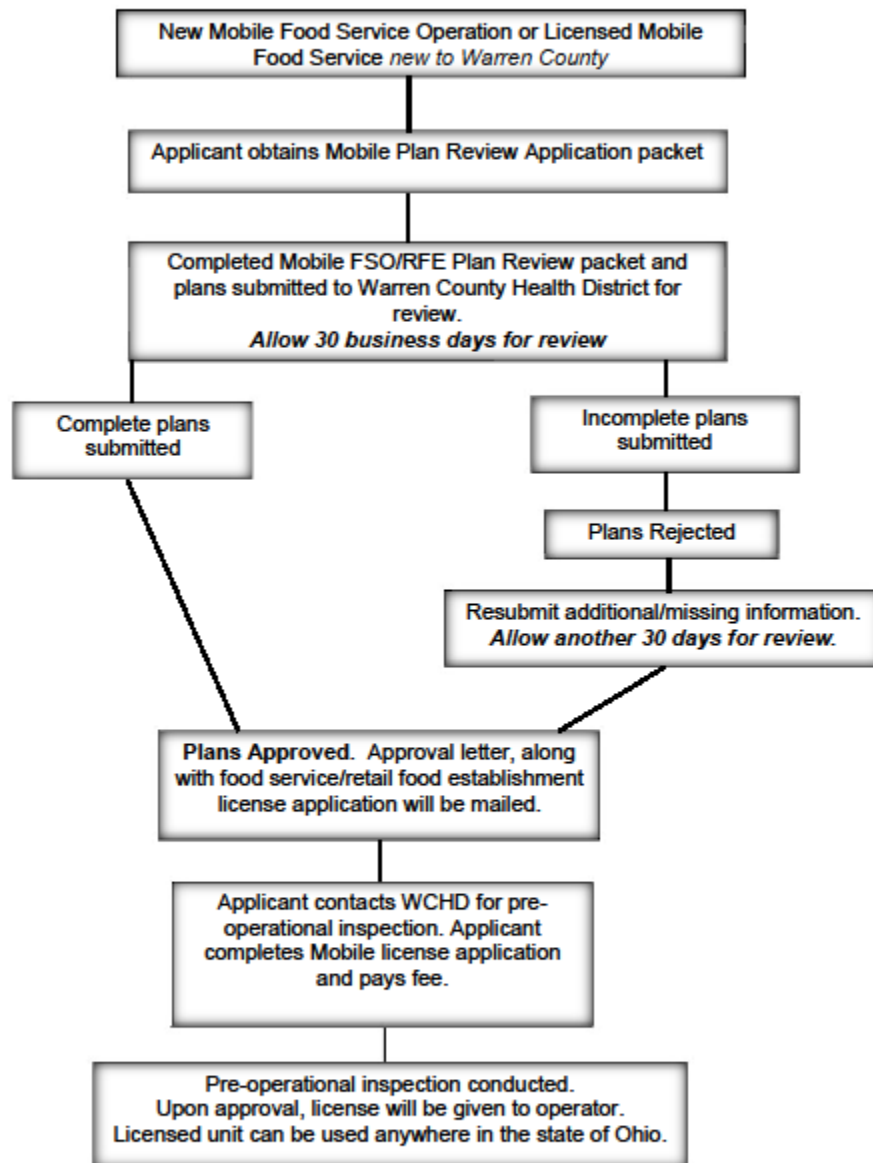
A fact sheet regarding Food Truck Safety from the National Fire Protection Association can be found at www.nfpa.org or by clicking [here](#).

New language added to the 2017 Ohio Fire Code (OFC) put basic safety measures into place for mobile food trucks. You can find information regarding these regulations at <https://www.com.ohio.gov> or by clicking [here](#).

PLAN REVIEW PROCEDURE

1. A detailed set of plans must be submitted to this office for review along with Mobile Food Operation Plan Review Application prior to construction of a new mobile food operation.
2. The plans will be reviewed to ensure against problems with the pattern of food flow and to ensure compliance with all existing rules and regulations. A letter regarding the status of the plans will be sent within thirty (30) days.
3. Once construction of the mobile unit has been completed, contact the Warren County Health District for an opening inspection. Criteria for licensing include that the operation was constructed according to the approved plans and all equipment in the operation is the same as listed on the plans. The mobile food operation must be ready to operate at time of final inspection.
4. At the opening inspection, all violations observed will be cited on the food operation inspection report. "OK to issue license" will be noted on the inspection report if the number of violations is minimal. Any restrictions or conditions on a license limiting the types of food that may be prepared or served by the mobile food operation will be posted on the back of the license. The operator will obtain a license to operate upon completion of the Application for a License to Conduct a Food Service/Retail Food Establishment and submission of the required fee (contact inspector for fee amount).
5. Plans may be submitted using the Accela Citizen Access (ACA) portal at <https://warrencohealthoh.gov/aca-safety-permanent> provided they are easily readable. Please email any information regarding plans to foodserviceplanreview@wcchd.com, or call Benjamin Ginter, REHS at (513) 695-3098 with any questions.

MOBILE PLAN REVIEW PROCESS FLOW CHART



CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

Provide plans that are a minimum of 11 X 14 inches in size including the layout of the mobile food service, accurately drawn to scale. This is to allow for ease in reading plans. The plans must include the following:

1. Each piece of equipment, clearly labeled on the plan with its common name;
2. Clearly designate location of all plumbing fixtures including:
 - a. Hand sink(s) with hot and cold water, accessible at all times;
 - b. 3-compartment sink large enough to accommodate 50% of largest piece of equipment;
 - c. Dump sink if beverages will be routinely emptied;
 - d. Food prep sink required if any produce will require washing;
 - e. Fresh water tank that provides adequate amounts of hot and cold water;
 - f. Waste water tank at least 15% larger than freshwater tank.
3. Identify any auxiliary areas such as storage rooms or additional refrigerated trucks and their intended use. Indicate how food and food-related items (to-go items, linens, cups, straws, etc.) will be stored (i.e.-shelving, dunnage racks, etc.) in these areas. Indicate how and where all multi-use items, small wares, utensils, etc. will be staged for air drying and storage;
4. Complete finish schedule, including floors, walls, ceilings, and coved junctures;
5. Lighting schedule:
 - a. At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor and throughout the mobile unit;
 - b. At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor;
 - c. All lights must have protective shields;
6. Food equipment schedule including make and model numbers and listing of equipment. Equipment is to be certified or classified for sanitation by an ANSI accredited certification program. Accreditations accepted are NSF, UL Sanitation, ETL Sanitation, and CSA Sanitation. Include certification for each piece of equipment;
7. Source of water supply and method/location of waste water disposal, including location and type of backflow protectors. ASSE 1012 or 1024 backflow preventers are required if hooking up to public water supply;
8. Type of chemical sanitizer used for food contact surfaces and for bodily fluid cleanup. Test strips with the appropriate range are required;
9. Location of garbage containers;
10. Location of toxic chemical storage. Toxic chemicals must be stored away from all food and food prep areas;

11. Location of employee storage area for personal belongings such as drinks, purses, jackets, etc. Employee belongings must be stored away from all food and food prep areas.
12. If grease producing foods will be cooked in the unit, the unit must have a commercial hood exhausted to the exterior. Contact your local fire department for regulations regarding exhaust hoods.
13. A written employee health policy is required. Plan must detail how the facility complies with rule 3717-1-02.1 of the Administrative Code. Plan must be acknowledged by each employee in a verifiable manner (see attached for an example; feel free to use this in your plan submission).
14. Written procedures for employees to follow when responding to vomiting or diarrheal events that involve discharge onto surfaces in the facility. The procedures shall address specific the actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces to vomitus or fecal matter (see attached for an example; feel free to use this in your plan submission).
15. As of September 1, 2024, a person in charge certification is required for at least one person in charge per license holder at each individual event in high-risk mobile food service operations and high risk mobile retail establishments. Here is a link to information on approved Person in Charge Food Safety courses:

<https://odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification/ohio-pic-certification-providers>

FACILITY NAME**FACILITY ADDRESS****PHYSICAL FACILITY****WATER SUPPLY**

What is the size of the fresh water holding tank?

 gallonsIs the water tank constructed of food grade material (NSF Standard 61)? *Please ensure documentation of tank construction is included in plans.*YES NO

How will you fill the potable water tank?

Note: Only a food grade (NSF Standard 61) hose may be used

Is the tank large enough to accommodate the operation during peak business?

YES NO

Will the mobile unit have the ability to hook directly to a water source?

YES NO

If yes, what type of backflow preventer is installed?

ASSE 1012 ASSE 1024 **SEWAGE DISPOSAL**

What is the size of the waste water tank?

 gallons

Is the waste water tank at least 15% larger than the fresh water tank (required)?

YES NO

Is the holding tank sloped to a drain that is one inch in inner diameter or greater and equipped with a shut-off valve (required)?

YES NO

Where will the waste water be disposed?

*Note: If you are going to discard water at home, you must have a utility sink which discards water into an approved system.***PLUMBING FIXTURES****QUANTITY****Hand sink(s)***Note: Mechanical hand washing with hot and cold water is required in all mobile units.*

Do all hand sinks have hot and cold running water (at least 100°F), soap, paper towels, a waste basket, and hand washing signage?

YES NO **Ware washing sink(s)**#

Is the 3-compartment sink large enough to accommodate the largest piece of equipment (50% submerged) within the unit?

YES NO Are there drain boards for both dirty and cleaned dishes?
*Adequate space must be available for proper air drying of dishes*YES NO If no, explain: **Food preparation sink(s), if required***Food preparation sinks are required if any food/produce will be washed, soaked or thawed.***Dump sink(s), if required***A dump sink is required if beverages will be routinely emptied.*

INTERIOR FINISHES <i>Note: Floor, wall, and ceiling surfaces in unit must be smooth and easily cleanable</i>	N/A <input type="checkbox"/> <i>Tent/tear-down mobiles see below</i>
What materials are used to construct the floors?	<input type="text"/>
What materials are used to construct the walls?	<input type="text"/>
What materials are used to construct the ceiling?	<input type="text"/>
TENT/TEAR-DOWN MOBILES	N/A <input type="checkbox"/>
What will be used as flooring? <i>Floor must be smooth and easily cleanable, specifically if set up on grassy areas.</i>	<input type="text"/>
How will food and single-use items be stored off of the ground?	<input type="text"/>
How will food be protected from contamination (weather/pests/insects)?	<input type="text"/>
REFUSE / RECYCLABLES	
Where will the garbage/recyclables be stored inside the unit?	<input type="text"/>
Where will the garbage/recyclables be taken to be discarded?	<input type="text"/>
EQUIPMENT	
Are equipment make and model numbers and/or specification sheets attached and/or included in plans? Is all equipment approved by a certified testing agency, such as NSF, ETL Sanitation, UL Sanitation, CSA Sanitation, etc.? <i>Note: Crock pots, freezers, refrigerators and other appliances labeled "household use only" are not permitted.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
CHEMICAL STORAGE AREA	
Is there a separate, dedicated area for all chemicals and toxic materials?	YES <input type="checkbox"/> NO <input type="checkbox"/>
What kind of chemical sanitizer will be used for food and food contact surfaces? <i>Note: Appropriate test strips must be available for each sanitizer used to ensure effective concentration.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chlorine Quaternary Ammonium Iodine
DRESSING ROOMS / EMPLOYEE BELONGINGS	
Describe the storage facilities provided for employee's personal belongings and clothing.	<input type="text"/>

FOOD HANDLING PROCESSES QUESTIONNAIRE

FOOD SOURCE	
<p>Will all food be purchased from approved sources?</p> <p><i>Approved sources are those processors inspected by a federal food safety regulatory authority (or equivalent), a cottage food production operation (properly labeled), or another licensed food service operation or retail food establishment.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Where will food be stored when mobile is not in use?</p> <p><i>Any commissaries must be licensed and/or inspected.</i></p>	<p><input type="text"/></p>
FOOD HANDLING	
<p>How will bare hand contact of ready-to-eat foods be prevented?</p>	<p><input type="text"/></p>
<p>Will produce be processed (washed, cut, and handled) in the unit?</p> <p><i>If yes, a food prep sink must be included in unit. If no, all produce must be purchased pre-washed.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
EMPLOYEE HEALTH*	
<p>Is copy of employee health policy attached? *</p> <p><i>A written employee health policy is required. Plan must detail how the facility complies with rule 3717-1-02.1 of the Administrative Code. Plan must be acknowledged by each employee in a verifiable manner.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Is copy of vomitus cleanup policy attached? *</p> <p><i>Written procedures for employees to follow when responding to vomiting or diarrheal events that involve discharge onto surfaces in the facility. The procedures shall address specific the actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces to vomitus or fecal matter.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Are test strips with the appropriate range available for chemical sanitizer used in vomitus cleanup policy?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
PERSON IN CHARGE	
<p>Is a copy of the person in charge certification from Ohio Department of Health attached?</p> <p><i>As of September 1, 2024, a person in charge certification is required for at least one person in charge per license holder at each individual event in high-risk mobile food service operations and high-risk mobile retail establishments.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

*Note: Sample policies are attached.

MOBILE PLAN SUBMISSION CHECKLIST

The following must be submitted to our office for approval of a mobile food service operation. Failure to provide required information will result in the plans being rejected.

- Completed Mobile Plan Review Application
- Proposed menu or list of foods to be served
- Mobile unit floor plan. The floor plans must be drawn reasonably to scale and must include:
 - Square footage of unit
 - Doors, serving windows
 - Location and layout of all proposed pieces of equipment
 - Location of 3-compartment sink, hand sink, prep sinks (if applicable)
 - Location of freshwater tank and wastewater tank
 - Location and type of backflow preventer (if applicable)
 - Location of dry storage and chemical storage
 - Designated area for storage of employee belongings
- Any exterior storage areas or locations where food or equipment will be stored
- Lighting schedule showing the location of all overhead lighting
- Finish schedule of floors, walls and ceilings in all areas
- Manufacturer's make and model of all equipment (all equipment must be commercial-grade, NSF, ETL Sanitation, UL Sanitation, etc.)
- Identification on outside of mobile unit in 3" tall (minimum) lettering, indicating company name, city, state, zip code and phone number

MOBILE PRELICENSING INSPECTION CHECKLIST

The following must be completed and/or available for review during the prelicensing inspection. Failure to provide required information may result in a delay in opening.

The following must be completed and/or available for review during the prelicensing inspection.

Failure to provide required information may result in a delay in opening.

Construction

- The unit is constructed according to the approved plans.
- Unit name (in 3" tall minimum lettering), city, state, zip code and phone number are visible on unit.

Equipment

- All equipment is commercial grade, and has been approved by the Board of Health.
- All equipment is correctly installed and working properly.
- Ensure all equipment has not changed and drawing is still accurate.
- Ensure menu has not changed; if so, update menu.
- All refrigeration is holding 41°F or below, and all refrigerators have working thermometers.
- Food thermometer is available. Small-diameter probe required if thin meats are being cooked.
- Gloves are available and/or utensils to prevent bare hand contact.
- All surfaces have been cleaned & sanitized and are ready to use.
- Backflow preventer (if required) is installed and accessible for inspection. (ASSE 1024 or 1012)

Sinks

- All sinks are secured, sealed to wall, and able to hold water. Please fill ware wash sinks.
- Hot water is available at all sinks.
- All hand sinks are properly stocked with soap, paper towels, garbage can, and signage.

Chemicals

- Sanitizer on site, with appropriate test strips.
- All chemicals properly labeled and stored.

Administrative

- Signed application and payment for license fee has been submitted.
- Signed copies of employee health policy and copy of vomitus cleanup procedure on site.
- Ohio Person in Charge certification (for high-risk mobiles licensed on or after September 1, 2024)