



# City of Hermitage

800 North Hermitage Road, Hermitage, Pennsylvania 16148  
Phone: 724-981-0800 Fax: 724-981-2008 [www.hermitage.net](http://www.hermitage.net)

CITY OF HERMITAGE  
DEPARTMENT OF HEALTH  
800 NORTH HERMITAGE ROAD  
HERMITAGE, PENNSYLVANIA 16148  
724-981-0800  
[rpenn@hermitage.net](mailto:rpenn@hermitage.net)

Dear Mobile Food Facilities Applicant,

Enclosed are the necessary forms and application for obtaining a temporary license from the City of Hermitage. The enclosed material must be fully completed, returned with all accompanying documentation, and reviewed by the Hermitage Health Officer. Please note that failure to provide all required information could delay your license approval.

This document is intended to assist in understanding the operation of a Mobile Food Facility and provide licensing paperwork. It does not establish regulatory requirements and the recommendations contained herein are not intended to supplant, or otherwise serve as, the rules and regulations applicable to food facilities in a given Federal, State, local, or tribal jurisdiction.

**Not all retail food licenses are issued by the PA Department of Agriculture. In some cases, a Local Health Department will issue your license.**

You will need to know where the local health departments are in Pennsylvania. There is currently no reciprocity between local health departments for licensing. You will need to contact each local health department separately if you wish to sell/service food in their jurisdiction. There is additionally no reciprocity between local health departments and PDA.

**RETURN COMPLETED FORMS TO:** City of Hermitage Department of Health  
800 North Hermitage Road  
Hermitage, Pennsylvania 16148

The City of Hermitage Health Department will review the plans and notify you of its approval or disapproval. Once you receive your approval, notify the City of Hermitage Health Office at least ten (10) days prior to operation to arrange an inspection.

Sincerely,

Russell V. Penn Jr.  
Hermitage Health Officer



**CITY OF HERMITAGE • DEPARTMENT OF HEALTH**

800 North Hermitage Road • Hermitage, PA 16148 • 724-981-0800

**PLAN REVIEW FEE: \$35.00**

**MUST BE INCLUDED WITH APPLICATION**

# **Application Packet Mobile Food Facilities**

Information and Guidelines -----	Pages 1-15
Appendix 1- Application for MFF / Mobile TFS Retail Food Licensing ---	Pages 16 – 17 (Required)
Appendix 2- Plan Review and Menu -----	Page 18 (Required)
Appendix 3- Shared Kitchen Agreement (if applicable) -----	Page 19
Appendix 4- MFF / Mobile TFS Code Matrix-----	Pages 20-21

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**Not all retail food licenses are issued by the Pa Department of Agriculture. In some cases a Local Health Department will issue your license.**

You will need to know where the local health departments are in Pennsylvania. There is currently no reciprocity between local health departments for licensing. You will need to contact each local health department separately if you wish to sell/service food in their jurisdiction. There is additionally no reciprocity between local health departments and PDA. Most local health departments will not accept the PDA Retail Food License. In many situations, the Department will honor a local health retail food license.

**This should be discussed with your PDA Regional Office. For a list of Local Health Department visit [www. EatSafePa.com](http://www.EatSafePa.com)**

## DEFINITIONS

The following definitions may be referenced along with the definition of a Food Facility as defined in the Food Code.

**Mobile Food Facility (MFF)** A movable retail food facility, such as a stand, vehicle, cart, basket, box or similar structure, from which food is stored, prepared, processed, distributed or sold and the facility and that physically locates at one site or location for no more than 14 consecutive days, in one calendar year, regardless of whether or not the facility operates continuously during that time period. A MFF designation indicates that the mobile food facility is not licensed as a temporary retail food facility under The Retail Food Facility Safety Act §5703(g)(2).

**Permanent Food Facility (PFF)** means a retail food facility operating in a permanently constructed structure permitted and operated for the purpose of storing, preparing, serving, packaging, or otherwise handling food at the retail level. Permanent Food Facility does not include Mobile Food Facility, or a facility licensed as a Temporary Food Service Facility (TFS) under The Retail Food Facility Safety Act §5703(g)(2).

**Temporary Food Service Facility (TFS)** means a retail food facility which is a mobile food facility OR a physically permanent retail food facility AND is issued a temporary retail food facility license under The Retail Food Facility Safety Act §5703(g)(2). (Facility operates no more than 14 calendar days per year or operates at a fair, festival or other event of no more than 14 days.) This application packet addresses Mobile-TFS facilities. Those TFS facilities which are non-mobile, such as churches, stationary BBQ pits, and similar, are addressed in the application packet for "Temporary License – Non Mobile" Facilities.

**Commissary** means an operating base location to which a mobile food facility or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. A commissary may not be a residential personal use kitchen and must be separate from private residential use areas.

**Time/Temperature Control for Safety Food (TCS)** means a food that requires temperature controls to limit pathogenic microorganism growth or toxin growth. Refer to the FDA Food Code for the complete definition.

## **INTRODUCTION**

The popularity of mobile food operations has increased in recent years. They vary in size and complexity, from large modular units to pushcarts. While they frequently operate at temporary food events, such as festivals or fairs, many seek to be permitted as year-round or seasonal food facilities. This guidance document is designed to address the process for approval, and the unique support service requirements that need to be met in order to obtain year-round or seasonal approval as a mobile food operation (MFF) or to obtain approval for mobile temporary food service (Mobile-TFS) operation of <14 days (typically at events). The one unique characteristic of these mobile units is that they are not situated in a fixed location with permanent water and sewage connections but remain mobile and transitory by design.

## **TYPES OF MOBILE FOOD FACILITIES**

### **MFF or TFS Type 1**

- ♦ Only non-TCS food that is prepackaged. No
- ♦ preparation or assembly is required
- ♦ Only bottled or canned drinks, no fountains or other dispensers
- ♦ Exempt from license fees

Examples: chips, canned soda, cookies, candy

### **MFF or TFS Type 2**

- ♦ Commercially processed packaged food in its original package (Receive-Store-Hold).

Examples of food offered: Packaged ice cream, single serving size packaged snacks, packaged milk, packaged frozen meats.

### **MFF or TFS Type 3**

- ♦ Unpackaged food.
- ♦ Food Preparation with no cook step (Store-Prepare-Serve).
- ♦ Preparation for same day service (Store-Prepare-Cook-Serve).
- ♦ Reheating of a commercially processed food item (Store-Reheat-Hold-Serve).
- ♦ Based on the Department, may be required to return to a Commissary and may operate in conjunction with a Permanent Food Facility that may or may not have a Commissary on-site.

Examples of food offered: Hot dogs, grilled sandwiches, salads, shaved ice, kettle corn, nut roasting

### **MFF or TFS Type 4**

- ♦ Complex food preparation (Store-Prepare-Cook-Cool-Reheat-Hot Hold-Serve).
- ♦ Includes food that must be prepared pursuant to a Hazard Analysis Critical Control Point (HACCP) Plan or Variance.
- ♦ Based on the Department, may be required to return to a Commissary and may operate in conjunction with a Permanent Food Facility that may or may not have a Commissary on-site.

Examples of food offered: full menu (i.e. Kitchen on wheels)

## SUBMITTING AND REVIEWING MOBILE FOOD FACILITY

No person, firm, or corporation should be allowed to operate a mobile food facility (MFF or TFS) where food or beverages are served to the public without a license from the Department. Allow 4 – 6 weeks for processing.

Operators seeking approval for a MFF or Mobile-TFS unit must submit a set of drawings or plans for review consistent with the criteria provided in the FDA Food Code. The plans and specifications for a MFF or Mobile-TFS unit should include all the information necessary, such as outlined in this document, to demonstrate conformance with, and an understanding of, food safety provisions within the Food Code. **If a commissary is used in conjunction with a MFF or Mobile-TFS unit, all information regarding the commissary must also be included in the Floor Plans.** The Department may determine that a variance and/or a HACCP plan is necessary based on the type of proposed operation, proposed menu items or proposed equipment, or may restrict the menu based upon the limitations of the MFF or Mobile-TFS unit – the same as for any other food facility operation. Prior to issuing a license for a MFF or Mobile-TFS unit, the Department is responsible for performing a pre-operational plan review (application review) and one or more pre-operational inspection/licensing inspections.

Step 1: Apply for a License 4 – 6 weeks prior to operation. **MAIL YOUR APPLICATION, APPENDIX 1 & 2, TO THE CITY OF HERMITAGE.**

Step 2: When approval is obtained on your submitted Application and the facility is ready for inspection, contact your Sanitarian to schedule a pre-operational (licensing) inspection.

Step 3: Once a satisfactory pre-operational inspection is performed, your Sanitarian will collect your licensing fee and you will be approved to operate.

Step 4: Your official Retail Food License will be mailed to you 2- 4 weeks after your pre-operational inspection. Your inspection report will serve as your license until you receive your actual license in the mail.

Step 5: Your license must be renewed annually. Your renewal will be mailed to you 60 days prior to expiration. Return your renewal along with your annual license fee before the current license expires.

## COMMISSARY

The Department may require that a MFF or Mobile-TFS unit operate in conjunction with a commissary. A commissary must be operated in compliance with the Food Code and applicable regulations and *must be included in the application and plan review of the facility.*

The commissary shall be a fixed facility – not a temporary facility, nor a mobile type facility. It may also not be a personal home, although a commissary may be located on a residential property if approved by the local municipality. The commissary may provide a variety of services to the MFF or Mobile-TFS unit such as: storage and preparation facilities for food products (including refrigeration and cooking facilities); the supply of potable water; the availability of adequate plumbing and waste disposal; storage and cleaning facilities for equipment and utensils; storage and maintenance of other supplies; and personnel resources. The commissary must be of such size and scope as to accommodate its own operation, as well as those of the MFF or Mobile-TFS unit.

The commissary can be as simple as a storage location for packaged food or as complex as a licensed catering kitchen; depending upon the type of Mobile Food Facilities it is providing a service to.

If the MFF is used at a fair, carnival or other event where it does not or cannot return to the commissary,



the MFF must comply with the requirements of a self-sufficient Retail Food Facility at the event. More information can be found in the “Mobile Food Facilities Operation Guide.” For Mobile-TFS units used at a fair, carnival or other event see the “Temporary Food Facilities Pre-Operation Guide” for more information.

If the MFF or Mobile TFS unit is sharing a facility with another food facility owner (i.e. incubator kitchen, restaurant, grocery store, fire hall kitchen, or church kitchen) a copy of that facility’s current license and a Shared Facility Agreement (Appendix 3) must be submitted to the Department with the application.

A MFF or Mobile-TFS unit may not need to function with a commissary if it is capable of storing and preparing all foods in the licensed unit and not in any other location. This would include all necessary equipment to wash, rinse and sanitize all food equipment properly. In many cases a push cart will need a commissary as they are typically designed with minimal or smaller equipment than necessary for adequate warewashing of all equipment.

## **STRUCTURAL REQUIREMENTS FOR MOBILE FOOD FACILITIES (MFF and Mobile-TFS)**

### **PREMISES**

#### **1. OVERHEAD PROTECTION**

- a. Each individual piece of cooking and hot and cold holding equipment must be separately covered (cooker top, lidded holding compartment, etc.) or the structure of the MFF or Mobile TFS must have overhead protection (ceiling) (§§ 6-202.16; 6-201.12A; 3-305.11). Examples of acceptable overhead protection are roofs or other permanent structures, canopies, awnings, or attached umbrellas for units such as pushcarts. Overhead protection may not always be suitable for use over frying or grilling operations that generate airborne grease. State/local fire codes may dictate specific limitations.
- b. For MFF or Mobile-TFS Type 3 and 4 units that have self-service components, additional protection of individual food dispensing containers that are located beneath an awning or similar structure may be necessary (§ 3-306.12). Examples would be lidded dispensing containers and sneeze guards.

#### **2. WALLS**

- a. For self-contained MFF or Mobile-TFS units, walls are required to protect against the elements, wind-blown dust and debris, insects or other sources that may contaminate food, food-contact surfaces, equipment, utensils, or employees.
- b. Walls must be smooth, durable, easily cleanable and nonabsorbent. Pass-through windows may be installed in the walls and may require screening to prevent the entrance of insects (§§ 6-101.11; 6-201.11; 6-202.15; 6-202.16; 6-501.11).
- c. For non-self-contained MFF or Mobile-TFS units, such as stick stands, drop down side walls shall be available at all times in case of inclement weather or excessive dust.

#### **3. FLOORS**

- a. Unless otherwise approved, floors of self-contained MFF or Mobile TFS units must be designed, constructed, and installed so they are smooth, durable, and easily cleanable. Examples of acceptable floors are vinyl composition tile, commercial grade linoleum, or similar finish (§§ 6-101.11; 6-201.11; 6-501.11).
- b. The floor and wall junctures are to be coved and sealed (§ 6-201.13).

- c. Push carts and food delivery and dispensing units must be located on concrete, asphalt, or a similar non-absorbent permanent or temporary surface that minimizes dust and mud. The service sites should be graded to drain away from the MFF or Mobile-TFS unit.

#### **4. VENTILATION AND FIRE PROTECTION**

- a. Enclosed MFF or Mobile TFS units must comply with Section 6-304.11 of the Food Code, and must have adequate ventilation to prevent grease, condensate, or other buildup that may cause sanitation issues within the unit.

#### **5. LIGHTING**

- a. Adequate lighting by artificial or natural means is required.
- b. MFF or Mobile TFS units that are fully enclosed must be provided with artificial lighting.
- c. The lighting intensity shall be in accordance with Section 6-303.11 of the Food Code and shielding of the lights shall be in accordance with Section 6-202.11.

#### **6. HANDWASHING FACILITIES**

- a. **Type 1** - A handwashing sink is not required if only non-TCS, commercially pre-packaged foods, that are dispensed in their original containers are offered. (MFF or TFS Type 1). Hand towlettes should be provided.
- b. **Type 2** - A temporary handwashing station/basin (a container with a spout and warm water with a catch basin at a minimum) must be available. Hand Towlettes may be approved if packaging is very secure and food exposure is limited.
- c. **Type 3 and 4** - At least one handwashing sink must be located on all MFF that are classified as Type 3 or Type 4. (§ 5-203.11) Mobile TFS units Type 3 or Type 4 (with temporary licenses) must have handwashing provisions, but may meet handwash sink requirements outlined in the Mobile- TFS unit section beginning on Page 14.
- d. Each handwashing sink/basin must be provided with suitable hand cleaner, individual disposable towels, and a waste receptacle.
- e. A handwashing sign is to be posted at all handwashing sinks/basins. (§§ 6-301.11; 6-301.12; 6-301.14)
- f. Handwashing sinks shall be equipped to provide potable water at a minimum temperature of at least 100°F through a mixing valve or combination faucet. (§ 5-202.12)

#### **7. TOILET AND HANDWASHING FACILITIES**

- a. Toilet and hand washing facilities must be available for MFF and Mobile-TFS unit employees along their route of service. (§ 5-204.11)
- b. The toilet facilities must be conveniently located to the food preparation and ware washing areas and meet all applicable sections of the Food Code and applicable regulations. (§ 6-402.11)

#### **8. GARBAG**

- a. An adequate number of non-absorbent, easily cleanable garbage containers must be provided at the MFF or Mobile TFS unit. (§ 5-501.13)
- b. Garbage containers must be rodent-proof, non-absorbent, and covered when not in use. (§ 5-501.15)
- c. Grease must be disposed of properly and shall not be dumped onto the ground surface or into the sanitary sewer system.
- d. Final disposal facilities for garbage, grease, and other waste materials must be identified, approved by the Department, and used.

## **EQUIPMENT**

Construction, maintenance, and cleaning of all equipment shall be in accordance with Chapter 4 of the Food Code and with the manufacturer's instructions. Equipment may be movable; however, it must be capable of being secured when the MFF or Mobile-TFS unit is in transit to and from its service locations or commissary.

Hot and cold holding equipment, cooking facilities, preparation surfaces, and dispensing equipment must be appropriate for the types and quantities of food items being prepared and served at the MFF or Mobile TFS unit.

Equipment installed in a fully enclosed MFF or Mobile TFS unit must be sealed to facilitate cleaning as required in Section 4-402.11 and 4-402.12.

### **1. FOOD-CONTACT SURFACES**

- a. All food-contact surfaces used in a MFF or Mobile TFS unit shall be designed, constructed, and maintained in accordance with Chapter 4 of the Food Code.
- b. Materials used in the construction of food-contact surfaces shall comply with Parts 4-1 and 4-2 of the Food Code
- c. Surfaces shall be non-toxic, smooth, easily cleanable, free of rust, dents or pitting, and durable under the conditions to which they will be exposed.

### **2. COOKING AND REHEATING EQUIPMENT**

- a. Cooking and reheating equipment shall be installed and used in accordance with the manufacturer's instructions and shall meet all fire safety code requirements.
- b. The reheating equipment used on the MFF or Mobile-TFS unit must be capable of heating all of the TCS foods offered from the mobile unit to their required reheating temperature within two hours or less. (§ 3-403.11)
- c. If proper temperatures cannot be attained using the equipment on the MFF or Mobile-TFS unit, then cooking and reheating must occur at the commissary and will not be allowed on the mobile unit.

### **3. HOT HOLDING EQUIPMENT**

- a. Equipment used at the MFF or Mobile-TFS unit for hot holding must be capable of maintaining TCS foods at 135° F or above. (§ 3-501.16)
- b. Hot holding equipment shall be installed and used in accordance with the manufacturer's instructions and shall meet all fire safety code requirements.

### **4. COLD HOLDING EQUIPMENT**

- a. Equipment used for cold holding at the MFF or Mobile-TFS unit must be capable of maintaining TCS foods at 41° F or below. (§ 3-501.16)
- b. Refrigeration, such as mechanical, absorption or thermoelectric, shall be installed and used in accordance with the manufacturer's instructions.
- c. Each refrigeration unit must have a numerically scaled thermometer accurate to  $\pm 3^{\circ}$  F to measure the air temperature of the unit. (§ 4-203.12)
- d. If ice is used to cold hold TCS foods at 41° F or below, it must come from an approved source and be protected from contamination. (§ 3-202.16)
- e. Unpackaged foods may not be stored in direct contact with undrained ice, except as allowed for raw fruits and vegetables, and raw poultry and raw fish that are received on ice in shipping



containers. (§ 3-303.12)

- f. Ice used as a coolant for foods shall not be used for drink ice. (§ 3-303.11)
- g. Low ambient air temperature, such as during colder months, should not be considered an acceptable alternate to cold holding equipment.

## **5. COUNTERS/SHELVES**

- a. All food-contact surfaces shall be safe, corrosion resistant, nonabsorbent, smooth, easily cleanable, durable, and free of seams and difficult to clean areas.
- b. All other surfaces shall be finished so that they are smooth, nonabsorbent, corrosion resistant, and easily cleanable.
- c. Surfaces shall be constructed in compliance with Parts 4-1 and 4-2 of the Food Code.

## **6. WAREWASHING FACILITIES**

- a. A MFF unit that is classified as a TYPE 3 will be required to install a three-compartment sink or submit a variance to modify or waive the requirement. (§ 4-301.12). They may also discuss the use of a two – compartment sink with their Sanitarian. (§ 4-301.12(c))
- b. A MFF that is classified as a TYPE 4 is required to install a three compartment sink with drainboards, utensil racks or tables for soiled and clean equipment. (§§ 4-301.12; 4-301.13)
- c. A Mobile-TFS unit TYPE 3 or 4 (those with Temporary Licenses) will be required to have warewash sinks, but may comply with the requirements outlined in the Mobile-TFS section beginning Page 14.

## **WATER SUPPLY, CAPACITY AND WASTEWATER DISPOSAL**

### **1. WATER**

An adequate supply of potable water meeting the requirements specified under Subparts 5-101, 5-

- a. 102, and 5-103 of the Food Code shall be available on the MFF or Mobile TFS for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food-contact surfaces; and for hand washing.
- b. Water must come from an approved public water source or an approved well water source.
- c. Well water sources not regulated by DEP must comply with the Departments water testing protocol. MFF 3 and 4: 4 initial samples for Total Coliform in 24 hours & 1 initial test for Nitrate/Nitrite. MFF 1 and 2: 1 initial sample for Total Coliform & 1 initial test for Nitrate/Nitrite.
- d. A Mobile-TFS unit (those with Temporary Licenses) will be required to have a potable water supply, but may comply with requirements outlined in the Mobile-TFS section beginning Page 14.

### **2. WATER SYSTEM**

The water supply system and hoses carrying water must be constructed with approved food- contact

- a. materials and must be installed to preclude the backflow of contaminants into the potable water supply. (§§ 5-205.12; 5-301.11; 5-302.11; 5-302.14; 5-302.15; 5-302.16)  
All hose and other connections shall be installed, handled and stored so that no contamination is
- b. created. (§§ 5-303.12; 5-304.13)
- c. If approved by the Department, water supplied to an MFF need not be under pressure.
- d. A Mobile-TFS unit (those with Temporary Licenses) will be required to have a water supply, but may comply with the requirements outlined in the Mobile-TFS section beginning Page 14.

### **3. WASTEWATER CAPACITY AND DISPOSAL**

- a. Equipment and facilities that generate liquid waste must be disposed of in an approved manner. (§5-403.11)
- b. Wastewater shall be disposed in an approved wastewater disposal system where the sewage holding tank is 15% larger than the water supply tank and sloped to drain, in accordance with

§5-401.11 of the Food Code.

- c. Adequate backflow prevention must exist between food equipment and the sewage system. (§5-402.11)
- d. Wastewater must be removed from an MFF at an approved waste commissary or by a sewage transport vehicle. (§ 5-402.14)
- e. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains, but shall be collected/dumped into approved receptacles. (§ 5-402.13)
- e. A Mobile-TFS unit (those with Temporary Licenses) will be required to have an adequate waste disposal system, but may comply with the requirements outlined in the Mobile-TFS section on beginning Page 14.

## **OPERATIONAL REQUIREMENTS FOR MOBILE FOOD FACILITIES**

### **PERSONNEL**

#### **1. PERSON IN CHARGE**

- a. The MFF or Mobile-TFS unit must have a person in charge present during all hours of its operation. The person in charge shall be responsible for the overall operation of the MFF or Mobile-TFS unit and for compliance with all health code requirements in accordance with Sections 2-101.11 through 2-103.11 of the Food Code.
- b. The menu and manner for transportation, storage, cooking, preparation, and service of the food and beverage items must be provided to the Department for evaluation and approval.
- c. Any changes to the menu must be submitted to and approved by the Department prior to their service.
- d. All food and beverage items to be offered at the MFF or Mobile-TFS unit must be identified and approved by the Department during the application process and prior to an evaluation being conducted of the structural components of the mobile unit.

#### **2. HANDWASHING**

- a. Food employees shall clean their hands and exposed portions of their arms, including surrogate prosthetic devices for hands and arms, immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and as often as necessary to remove soil and contamination and to prevent cross contamination. (§§ 2-301.11, 2-301.12, 2-301.14, 2-301.15)

#### **3. EMPLOYEE HEALTH**

- a. Employees with communicable diseases which can be transmitted through food shall be excluded and/or restricted from food activities. (§§ 2-201.11, 2-201.12, 2-201.13, 2-401.12)
- b. Food employees who have an infected or open cut or wound on their hands or arms must have it properly bandaged and covered with an impermeable bandage if on the arms or an impermeable cover such as a glove and finger cot if it is on the wrists or hands.
- c. There must be employee practices and behaviors established that can help prevent the spreading of viruses and bacteria to food. The Centers for Disease Control and Prevention (CDC) and FDA cite six highly infective pathogens that can be easily transmitted by food employees and cause severe illness. These six pathogens, known as the Big Six, are Norovirus, Hepatitis A virus, *Salmonella* Typhi, *Salmonella* Non-typhoidal (SNT), *Shigella* spp., and *Escherichia coli* (E. coli) 0157:H7 or other Enterohemorrhagic or Shiga toxin-producing E. coli.
- d. Interventions must be used to prevent the transmission of foodborne illness. Interventions include: a) restricting or excluding ill food employees from working with food; b) using proper

handwashing procedures; and c) eliminating bare hand contact with ready-to-eat (RTE) foods.

- e. Proper management involves ensuring that food employees do not work when they are ill and having procedures for identifying employees who may transmit foodborne pathogens to food, other employees, and consumers. The PIC should be concerned with employees having the following symptoms: vomiting, diarrhea, jaundice (yellow skin or eyes), sore throat with fever, infected cuts and burns with pus on hands and wrists.
- f. Information and forms to aid in complying with Employee Health can be found in the 2013 FDA Food Code and the Employee Health and Personal Hygiene Handbook.  
(<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucml113827.htm>)

#### **4. HYGIENE**

- a. Food employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. (§ 2-302.11)
- b. Food employees shall have clean outer garments, aprons and effective hair restraints. (§§ 2-304.11, 2-402.11)
- c. Food employees are not allowed to eat (including chewing gum), drink, or use any tobacco in the food preparation and service areas. A food employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands; the container; and exposed food, clean equipment, utensils and single-service/single-use articles. (§ 2-401.11) Unauthorized persons are not
- d. allowed in food preparation and service areas. (§ 2-103.11)

#### **5. NO BARE HAND CONTACT**

- a. Employees preparing food may not contact exposed, ready-to-eat (RTE) food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment. (§ 3-301.11)

#### **6. FOOD DEFENSE**

- a. The MFF or Mobile-TFS unit must be secured to prevent unauthorized access to food, equipment, utensils, and related items. (§ 2-103.11). This includes storage trucks for overflow products that are away from the mobile unit.
- b. Self-service operations at MFF or Mobile TFS units must be supervised at all times. (§ 3-306.13)
- c. Unauthorized personnel shall not be allowed at or in the MFF or Mobile TFS unit. (§ 2-103.11)

### **FOOD SOURCE AND TEMPERATURE CONTROL**

#### **1. APPROVED SOURCE**

- a. The source of food on a MFF or Mobile TFS unit must be in compliance with Sections 3-201, 3-202 and 3-203 of the Food Code. All meat and poultry must come from USDA or other acceptable government regulated approved sources.
- b. Home canned foods or other homemade foods not under the inspection of the Department are NOT allowed; nor shall there be any home cooked or prepared foods offered at the MFF or Mobile TFS unit.
- c. Ice for use as a food or a cooling medium shall be made from potable water. Ice may not be from a home or other unregulated location.
- d. A private home may not be used for the storage of food or related items. Food and related items can only be stored on the secured MFF or Mobile TFS unit, at the commissary (which can be on a residential property), or at a Permanent Food Facility.

#### **2. TEMPERATURE MEASURING DEVICES**

- a. Temperature measuring devices, appropriate to the operation, must be used for monitoring temperatures for the types of TCS foods prepared and held at the MFF or Mobile TFS unit as specified in the Food Code. (§ 4-302.12)
- b. A thermocouple, thermistor or metal stem thermometer shall be provided to check the internal temperatures of TCS hot and cold food items. The temperature measuring device must be appropriate for the type of foods served such as for thin foods. (§ 4-302.12)
- c. Food temperature measuring devices shall be accurate to  $\pm 2^{\circ}\text{F}$  and have a suggested range of  $0^{\circ}\text{F}$  to  $220^{\circ}\text{F}$ . (§ 4-203.11)
- d. Regular calibration of the temperature measuring devices shall be accomplished to ensure accurate food temperature measurements.

### **3. HOLDING TEMPERATURES**

- a. TCS food must be maintained at  $135^{\circ}\text{F}$  or higher or  $41^{\circ}\text{F}$  or below (§ 3-501.16), unless utilizing Time as a Public Health Control as specified in Section 3-501.19.

### **4. COOKING TEMPERATURES**

- a. Only MFF or Mobile TFS units that are classified as a Type 3 or Type 4 are approved to cook foods. Food
- b. must be cooked to at least the minimum temperatures and times specified below, unless a consumer advisory is provided as noted in (c):
  - o  $165^{\circ}\text{F}$  for 15 seconds--poultry; baluts, wild game animals; stuffing containing fish, meat, poultry or ratites; stuffed fish, meat, pasta, poultry or ratites as specified in 3-401.11 (A) (3) of the Food Code;
  - o  $155^{\circ}\text{F}$  for 15 seconds--comminuted fish; comminuted meat (hamburgers); pooled raw eggs or as specified in Section 3-401.11 (A) (2) of the Food Code;
  - o  $145^{\circ}\text{F}$  for 15 seconds-- fish; meat; pork; and raw shell eggs that are broken and prepared in response to a consumer's order for immediate service or as specified in Section 3-401.11 (A) (1) (a) and (b) of the Food Code.
  - o Roasts (whole beef, pork, cured pork (ham) and corned beef) must be cooked using the parameters specified in Section 3-401.11. Recommend contacting the Department for additional time/temperature options.
- c. Reference § 3-603.11 regarding specific consumer advisory language as applicable.

### **5. COOLING**

- a. The person in charge must demonstrate that the facilities on the MFF or Mobile TFS unit, or at the Commissary are adequate to cool TCS foods in accordance with Sections 3-501.14 and 3-501.15 of the Food Code.
- b. Cooling shall be done in compliance with Sections 3-501.14 and 3-501.15 of the Food Code. Cooked TCS food shall be cooled from  $135^{\circ}\text{F}$  to  $70^{\circ}\text{F}$  within 2 hours; and from  $135^{\circ}\text{F}$  to  $41^{\circ}\text{F}$  within a total of 6 hours or less.

### **6. REHEATING FOR HOT**

- a. Reheating shall be done in compliance with Section 3-403.11 of the Food Code.
- b. TCS food that is cooked, cooled, and reheated for hot holding shall be rapidly reheated so that all parts of the food reach a temperature of at least  $165^{\circ}\text{F}$  for 15 seconds. (§ 3-403.11)
- c. Un-opened, intact, commercially processed and packaged foods to be hot held shall be reheated to  $135^{\circ}\text{F}$ . (§ 3-403.11)
- d. If proper reheating at the MFF or Mobile TFS unit cannot be accomplished, reheating TCS food must take place at the commissary and then hot held on the mobile unit at  $135^{\circ}\text{F}$  or greater. (§ 3-501.16)

## **7. THAWING**

- a. Thawing shall be done in compliance with Section 3-501.13 of the Food Code.

# **FOOD EQUIPMENT AND UTENSIL REQUIREMENTS, STORAGE & HANDLING**

## **1. CROSS**

- a. Cross contamination prevention shall be in accordance with Section 3-302.11 of the Food Code. Food shall
- b. be protected from cross contamination during transportation, storage, preparation, holding, and display by separating different types of raw animal foods from ready-to-eat foods. Equipment and utensils
- c. (including knives, cutting boards, and food storage containers) must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food. (§§ 4-601.11; 4-702.11)

## **2. DRY STORAGE**

- a. Storage shall be in compliance with Sections 3-305.11 & 4-903.11 of the Food Code.
- b. All food, equipment, utensils, and single-service items shall be properly stored including storage which is at least 6" off the ground or floor, protected from contamination, and provided with effective overhead protection.

## **3. FOOD DISPLAY**

- a. All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of food shields or other effective barriers. (§ 3-306.13)
- b. Condiments must be dispensed in single-service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers, patrons, insects, or other sources. (§ 3-306.12)

## **4. IN-USE UTENSIL STORAGE:**

- a. In-use utensil storage shall be in compliance with Section 3-304.12 of the Food Code.
- b. Back-up utensils must be stored clean and dry and in a protected location. (§ 4-903.11)

# **CLEANING AND SANITIZING**

Warewashing shall be done in compliance with Part 4-6 of the Food Code. Equipment food-contact surfaces and utensils shall be cleaned and sanitized when changing from working with raw foods to working with ready-to-eat foods; between uses with raw fruits and vegetables and with TCS food; before using or storing a food temperature measuring device; and if used with TCS food shall be cleaned throughout the day at least every 4 hours; and at any time during the operation when contamination may have occurred. (§ 4-602.11)

## **1. WAREWASHING**

- a. Warewashing methods must be available to wash, rinse, and sanitize equipment and utensils coming into contact with food. (Applicable sections in Chapter 4 FDA Food Code)
  - ♦ MFF or Mobile TFS Type 1 – No warewashing sink required.
  - ♦ MFF or Mobile TFS Type 2 - No warewashing sink typically required.
  - ♦ MFF or Mobile TFS Type 3 – Ideally a three compartment (two- compartment if approved by the Sanitarian) sink should be available within the MFF or Mobile TFS unit. A commissary can be used by the MFF or Mobile TFS unit for the cleaning and sanitizing of equipment and utensils if manual warewashing is not available on the mobile unit.

Adequate spare utensils must be available within the mobile unit if the warewashing sinks are only at the commissary. The three compartment sink at the commissary must be supplied with hot and cold running water and approved wastewater disposal system. (§ 4-301.12) However, if the facility is at an event that does not allow it to return to the commissary daily, there must be a 3-compartment sink available on the MFF or Mobile TFS unit at the event. A Mobile-TFS unit (those with Temporary Licenses) will be required to have a warewash sinks, but may comply with the requirements outlined in the Mobile-TFS section beginning Page 14.

- ♦ **MFF or Mobile TFS Type 4** – A three compartment sink for manual warewashing that is supplied with hot and cold running water and approved wastewater disposal system must be available within the MFF or Mobile TFS unit. (§ 4-301.12) A Mobile-TFS unit (those with Temporary Licenses) will be required to have warewash sinks, but may comply with the requirements outlined in the Mobile-TFS section beginning Page 14.

## **2. SANITIZING**

- a. Approved sanitizers must be provided for sanitizing food-contact surfaces, equipment, and wiping cloths. (§ 7-204.11)
- b. Sanitizers are to be used in accordance with the EPA-registered label use instructions. (§ 7-202.12)
- c. An approved test kit must be available to accurately measure the concentration of sanitizing solutions. (§§ 4-501.116, 4-703.11)

## **3. WIPING CLOTHS**

- a. Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean solution at the approved sanitizer concentration. (§ 3-304.14)

# **PREMISES**

## **1. PERSONAL BELONGINGS STORAGE:**

- a. Personal clothing and belongings must be stored in a designated place in the MFF or Mobile TFS unit away from food preparation, food service, dry storage areas, utensil and single-service and single-use item storage, and ware washing areas. (§ 6-403.11)

## **2. TOXIC MATERIALS:**

- a. Materials necessary for the operation of a MFF or Mobile TFS unit shall be properly stored, labeled and used.
- b. Poisonous or toxic materials are to be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles and in accordance with Parts 7-1 and 7-2 of the Food Code.
- c. Only those chemicals necessary for the food operation shall be provided.

## **3. PESTS**

- a. The MFF or Mobile TFS unit must be maintained free of insects, rodents, and other pests. (§ 6-202.15)



# MOBILE FOOD FACILITY APPLYING FOR A TEMPORARY RETAIL FOOD LICENSE (Mobile-TFS)

**(14 Days or less)**

Step 1: Apply for a License 4 – 6 weeks prior to operation. **MAIL YOUR APPLICATION, APPENDIX 1 & 2, TO THE CITY OF HERMITAGE.**

Step 2: When approval is obtained on your submitted Application and the facility is ready for inspection, contact your Sanitarian to schedule a pre-operational (licensing) inspection.

Step 3: Once a satisfactory pre-operational inspection is performed, your Sanitarian will collect your licensing fee (\$14) and you will be approved to operate.

Step 4: Your official Temporary Retail Food License will be mailed to you 2-4 weeks after your pre-operational inspection. Your inspection report will serve as your license until you receive your actual license in the mail.

Step 5: Your license expires on December 31<sup>st</sup> and must be renewed annually. Your renewal will be mailed to you 60 days prior to expiration. Return your renewal along with your annual license fee before the current license expires.

## **A Temporary License is:**

### **A license that is the following (Temporary Event Food Facility)**

- ♦ Issued to the operator selling in conjunction with an event or celebration and
- ♦ Valid for the duration of the particular event or celebration of **no more than 14 days duration** (whether these days are consecutive or nonconsecutive)

OR

### **A license that is the following (Temporary Food Facility License):**

- ♦ Issued to a food facility operator operating a food facility, whether stationary or mobile and
- ♦ In operation for a total of **no more than 14 days within a particular calendar year** and
- ♦ Not in conjunction with an event or celebration
- ♦ Note: This would be a rare license for a mobile unit to obtain, unless specific 14 day of operation can be identified (ex: Mobile Farmers Market stand for 10 Saturdays in a summer)

A Mobile Food Facility License Application and Plan Review must be submitted for each Mobile Temporary Food Service Facility (Mobile TFS). If the facility or event is located in a local health jurisdiction, contact that local health department directly for licensing requirements.

A Mobile TFS unit with a temporary food license must comply with the FDA Food Code and the guidelines noted above however; provisions are in place to allow for temporary handwashing, warewashing, water supply and waste water disposal in a different manner than permanently licensed MFF types 3 and 4.

These items should be addressed on your Floor Plans that are submitted with your application.

## **Handwashing in Mobil-Temporary Food Service (TFS): TFS Type 3 and 4:**

- a. Each Mobile TFS must supply a sink or basin for handwashing.



- b. Each sink or basin must have a sign indicating, “Employees must wash hands”.
- c. Each sink or basin must be supplied with clean, potable, warm (~100°F) water for employee handwashing.
- d. Each handwashing station must include: soap, single use paper towels, and a waste receptacle.
- e. Each handwashing station must have an acceptable water supply and waste water collection container.

**Water Supply in Mobil-Temporary Food Service (TFS):**

**TFS Type 3 and 4**

- a. All Mobile TFSs must be provided with hot (110°F) and cold running water piped to the facility OR has an adequate supply on available for preparation of food or drink, cooking, cleaning, and handwashing. If your food is all pre-packaged non-potentially hazardous food/drink and none of the above or similar food handling activities is occurring, a water supply may not be needed.
- b. Water must be stored in clean, covered containers with dispensing spouts.
- c. Water container shall not leak or drip.
- d. The supply must be adequate to accomplish necessary tasks.
- e. In the case where hot water is not piped to the Mobile TFS, a source of hot water must be available. The container shall not leak or drip. Hot water must be protected, but can be poured or dispense via a spigot.
- f. The water supply need not be under pressure.

**Waste Water Collection and Disposal in Mobil-Temporary Food Service (TFS):**

**TFS Type 3 and 4**

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- a. Each Mobile TFS not supplied with built-in waste collection systems must provide a minimum of 15% greater capacity than the fresh water supply container (plastic, galvanized, etc.) with a tight fitting lid for retention of ALL wastewater prior to final disposal.
- b. All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain).

**Warewashing using a 3-Compartment Method in Mobil-Temporary Food Service (TFS):**

**TFS Type 3 and 4**

- a. Single service articles must be used unless adequate dishwashing facilities are available and used.
- b. Adequate facilities include; sinks, containers or buckets (separate from handwashing sinks and basins) set up for accomplishing a three-step method of dishwashing.
- c. A one or two basin set up may be approved by the Sanitarian when only spatulas, tongs or other similar serving utensils are used AND the facility can accomplish the 3-step method of washing rinsing and sanitizing using the approved number of sinks.
- d. A Mobile TFS may use a cleaning depot site located in another area on the grounds of the event or celebration, as long as suitable numbers of utensils and equipment are provided at the Mobile TFS in case of accidental contamination.
- e. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately.
- f. Appropriate sanitizer testing devices (strips, titration kits) must be available in the Mobile TFS at all times.

**APPLICATION TO OPERATE A MOBILE FOOD FACILITY or MOBILE TEMPORARY FOOD SERVICE UNIT  
(APPENDIX 1)**

**TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.  
SUBMIT COMPLETED APPLICATION AND DOCUMENTS TO THE CITY OF HERMITAGE**

OWNER/OPERATOR INFORMATION	MOBILE FOOD FACILITY INFORMATION
<b>Legal Owner Name:</b> <hr/> <b>Legal Owner's Birthdate:</b> ____/____/____ <small>*If a corporation or similar, please list owner company name, CEO/President's name and birthdate.</small>	<b>Name of Mobile Food Facility (MFF or TFS):</b> <hr/> <b>Anticipated date of opening:</b> _____
<b>Proprietor/Owner Type:</b> <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> NON-Profit or Association <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co.(LLC) <input type="checkbox"/> Limited Liability Partnership (LP or LLP)	<b>I am applying for:</b> <input type="checkbox"/> A New Permanent Retail Food License (Annual) <input type="checkbox"/> A Temporary Retail Food License (14 days only) <input type="checkbox"/> A change of ownership with no changes to the MFF/TFS <input type="checkbox"/> A change of ownership with changes to the MFF/TFS  The MFF/TFS must have had a valid PA license in the past three months to apply for a change of ownership. Otherwise, you must apply for a new license.
<b>Owner Mailing Address</b> Street Address: <hr/> City/State/Zip Code: <hr/>	<b>MFF or Mobile TFS Address: <i>For Temporary Licenses- list the name and address of the Event or Location of Service during your 14 days.</i></b> <input type="checkbox"/> Same as Owner Mailing Address OR Street Address: _____ City/State/Zip Code: _____ Event Name (if applicable) _____
<b>Owner Contact Information</b> Phone: _____ Email address(s): _____ <hr/>	<b>Facility Contact Information</b> Business phone: (        ) _____ - _____ Cell phone: (        ) _____ - _____ Fax Number: (        ) _____ - _____ Email Address: _____
<b>Taxes: (select one)</b> <input type="checkbox"/> A license to collect sales tax has been obtained or applied for. For information on applying for a sales tax license, contact the Pennsylvania Department of Revenue - (717) 787-8201. A copy of the sales tax license or proof of application is attached to this application.  <input type="checkbox"/> According to the PA Department of Revenue rules and regulations, I have determined that my business is exempt from collection of sales tax.	
<b>Type of Mobile Unit:</b> <input type="checkbox"/> Type 1 – Commercially packaged NON-TCS foods <input type="checkbox"/> Type 2 – Commercially packaged TCS foods <input type="checkbox"/> Type 3- Non-complex food preparation <input type="checkbox"/> Type 4- Complex food preparation  <b>Reference the document for definitions</b>	<b>Location where MFF/ Mobile TFS unit will be parked/stored when not in use:</b> <input type="checkbox"/> Same as Owner Mailing Address OR <input type="checkbox"/> Same as MFF/TFS Facility Address OR Other Street Address: _____ City/State/Zip Code: _____

<p><b>Servicing Area Providing Potable Water</b></p> <p>Location MFF/Mobile TFS is filled with potable water:</p> <p>Street Address: _____</p> <p>City/State/Zip Code: _____</p> <p><b>Type of System:</b></p> <p><input type="checkbox"/> *Well</p> <p><input type="checkbox"/> Public Supplier: _____</p> <p><b>Note:</b> Only an approved water source may be used to fill MFF/Mobile TFS water tanks.</p> <p><b>*If the source water is a wells or similar (i.e. non-public water) not regulated by DEP provide water test results for:</b></p> <p><b>Type 1 &amp; 2: 1 Total Coliform &amp; 1 Nitrate/Nitrite</b></p> <p><b>Type 3 &amp; 4: 4 initial tests for Total Coliform within a 24 hr time frame &amp; 1 Nitrate/Nitrite</b></p> <p><b>Submit test results with this application.</b></p>	<p><b>Location where food is prepared and/or stored and/or where equipment is cleaned and sanitized (i.e. commissary):</b></p> <p><input type="checkbox"/> Same as Owner Mailing Address OR</p> <p><input type="checkbox"/> Same as MFF/TFS Facility Address OR</p> <p>Street Address: _____</p> <p>City/State/Zip Code: _____</p> <p><b>At this location we (check any that apply):</b></p> <p><input type="checkbox"/> Store food (freezers, refrigerators, dry storage)</p> <p><input type="checkbox"/> Prepare food</p> <p><input type="checkbox"/> Clean and sanitize equipment</p> <p><input type="checkbox"/> All food is <i>stored and prepared</i> in our fully equipped MFF/Mobile TFS unit at this address</p> <p><input type="checkbox"/> All equipment is <i>cleaned and sanitized</i> on our fully equipped MFF/Mobile TFS unit at this address</p> <p><b>Complete and attach Appendix II and menu.</b></p>
<p><b>Location(s) for Wastewater Disposal</b></p> <p>Street _____ Address: _____</p> <p>City/State/Zip _____ Code: _____</p> <p><b>Type:</b></p> <p><input type="checkbox"/> Public Sewer</p> <p><input type="checkbox"/> *Private Septic/Sewer</p> <p>*Contact your local Sewer Enforcement Officer for approval of <u>private</u> waste water sites.</p>	<p><b>Shared facility:</b> You share a common facility with one or more other food businesses. This may be a restaurant, grocery store, warehouse, storage location or similar.</p> <p><input type="checkbox"/> Not Applicable</p> <p>Name of Facility being shared: _____</p> <p>Street Address: _____</p> <p>City/State/Zip Code: _____</p> <p><b>Complete and attach Appendix III, Shared Facility.</b></p>

**SUBMIT COMPLETED APPLICATION AND DOCUMENTS TO THE CITY OF HERMITAGE**

A mobile food facility license will not be issued unless this application meets all applicable requirements found in the FDA Food Code. Additionally, the undersigned and/or legal business owner is aware that non-compliance may result in re-inspection fees, various legal actions and potentially closure of the mobile food facility at any time.

**Name (Print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **MOBILE FOOD FACILITY (MFS OR TFS) PROPOSED DESIGN LAYOUT and MENU (APPENDIX 2)**

---

## **SUBMIT COMPLETED APPLICATION AND DOCUMENTS TO THE CITY OF HERMITAGE**

**Provide a floor plan and a copy of the proposed menu.**

### **Change of Ownership:**

If you are applying for a 'change of ownership' and the floor plan and menu are identical to the prior owner, you DO NOT need to supply a Floor Plan and Menu with your Application.

### **All Others:**

The following information will be included in the form of a drawing, images, or a combination. Identify on the floor plan and/or describe on a separate sheet of paper:

- ♦ a proposed menu
- ♦ a listing of all equipment including make and model numbers where applicable. This list should correspond to your floor plan sketch.
- ♦ equipment for cooking, hot and cold holding locations
- ♦ hand washing facilities
- ♦ work tables
- ♦ dishwashing facilities
- ♦ customer service areas
- ♦ food storage (location and size)
- ♦ single-service, single-use articles storage (location and size)
- ♦ hot water unit (size and type)
- ♦ power source
- ♦ potable water holding tank (location and capacity)
- ♦ waste water holding tank (location and size, must be 15% greater than potable water)
- ♦ garbage disposal (type and location)
- ♦ flooring
- ♦ lighting type, if an enclosed MFF / Mobile TFS unit
- ♦ overhead protection or ceiling
- ♦ windows, doors, screens, overhead tents, side wall screening as applicable

If all information is not supplied, approval will be delayed and your application may not be approved.

For MFF / Mobile TFS units utilizing a commissary or shared food facility, the floor plans and information above must be provided for the commissary in addition to the actual MFF / Mobile TFS unit itself. If only a portion of a shared kitchen is used, you only need to provide information on the portion of that shared kitchen you are using. You will most likely need to obtain this information from the owner or operator of the shared kitchen.

**Only one set of floor plans should be submitted. Floor plans may be hand drawn but not smaller than 8 ½ x 11 inches and must be legible.**

## MFF / MOBILE TFS UNIT SHARED FACILITY AGREEMENT

### (APPENDIX 3)

A shared facility is one in which one or more food businesses with different owners are using the same physical food facility but at different times of operation. Each food business owner using this kitchen must have their own license or registration.

**SUBMIT COMPLETED APPLICATION AND DOCUMENTS TO THE CITY OF HERMITAGE**

TYPE or PRINT IN INK. Leave NO BLANK SPACES.

#### TYPE OF MOBILE FOOD FACILITY

☐ MFF      ☐ TFS  
☐ TYPE 1    ☐ TYPE 2    ☐ TYPE 3    ☐ TYPE 4

MOBILE FOOD FACILITY BUSINESS NAME: \_\_\_\_\_

OWNER(S) NAME: \_\_\_\_\_ PHONE NO: (\_\_\_\_) \_\_\_\_\_

#### TO BE COMPLETED BY SHARED FACILITY OWNER/OPERATOR

The below listed facility will be providing the following services to the above mentioned business owner/operator on a: ☐ DAILY BASIS    ☐ WEEKLY BASIS

☐ OTHER, EXPLAIN: \_\_\_\_\_

The other owner listed above will be using:      ☐ Entire Facility will be used    OR

Check any that apply:

<input type="checkbox"/> Approved Potable Water Source	<input type="checkbox"/> Food Preparation Area, including equipment
<input type="checkbox"/> Approved Waste Water Disposal	<input type="checkbox"/> Food Storage Area
<input type="checkbox"/> Equipment/Utensil Warewashing Area	<input type="checkbox"/> Equipment and Utensil Storage Area
<input type="checkbox"/> Use of Refrigeration/Freezers	<input type="checkbox"/> Employee Restrooms
<input type="checkbox"/> Handwashing sinks	<input type="checkbox"/> Other: _____

#### SHARED FACILITY INFORMATION

FACILITY NAME: \_\_\_\_\_

FACILITY \_\_\_\_\_ OWNER/MANAGER: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FOOD FACILITY LICENSE ISSUED BY: \_\_\_\_\_ (name of jurisdiction)

LICENSE # \_\_\_\_\_ (ATTACH COPY OF LICENSE ISSUED BY REGULATORY AGENCY)

I give permission to the above listed Mobile Food Facility Operator to use my facility located at the above address.

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



## FDA Food Code Mobile Food Facility Matrix (Appendix 4)

This table is a plan review and inspectional guide for mobile food facilities based on the mobile unit's menu and operation. Mobile can include pushcarts, catering vehicles, stick stand tent type units, lunch trucks or any other movable unit.

To use the table, read down the columns based on the menu and operation in use. For example, if only prepackaged potentially hazardous food (time/temperature control for safety food) is served, then requirements listed in the **Potentially Hazardous (TCS food) Menu - Prepackaged** column apply. Likewise, if only food that is not potentially hazardous (time/temperature control for safety food) is prepared on board, then requirements listed in the **Not Potentially Hazardous Menu (TCS) - Food Preparation** column apply. Note that if a mobile food facility has available for sale to the consumer both prepackaged potentially hazardous food (time/temperature control for safety food) and potentially hazardous food (time/temperature control for safety food) prepared on board, then the more stringent requirements of the **Potentially Hazardous (TCS) Menu - Food Preparation** column apply.

**This is not an all-inclusive list of requirements, it is important to remember that mobile units are subject to all Food Code provisions that apply to food facilities.**

The decision to require a commissary or servicing area should be based on the menu, type of operation, and availability of on-board or on-site equipment.

FDA Food Code Mobile Food Establishment Matrix			
<i>Food Code</i>	<i>Potentially Hazardous Food (TCS food) Menu</i>		<i>Not Potentially Hazardous Food (TCS Food) Menu</i>
<i>Areas/Chapter</i>	<i>Food Preparation</i>	<i>Prepackaged</i>	<i>Food Preparation</i>
<b>Personnel</b>	Applicable Sections of Parts 2-2 - 2-4 5-203.11 (C)	Applicable Sections of Parts 2-2 - 2-4 5-203.11 (C)	Applicable Sections of Parts 2-2 - 2-4 5-203.11 (C)
<b>Food</b>	3-101.11 3-201.11-.16 3-202.16; Applicable Sections of Part 3-3; 3-501.16 3-501.18(A)	3-101.11 3-201.11-.16 3-303.12(A) 3-501.16 3-305.11; 3-305.12 (Applicable to Service Area or Commissary)	3-101.11; 3-201.11 3-202.16; Applicable Sections of Part 3-3

<b><i>Food Code</i></b>	<b><i>Potentially Hazardous Food (TCS food) Menu</i></b>		<b><i>Not Potentially Hazardous Food (TCS Food) Menu</i></b>
<b><i>Areas/Chapter</i></b>	<b><i>Food Preparation</i></b>	<b><i>Prepackaged</i></b>	<b><i>Food Preparation</i></b>
<b>Temperature Requirements</b>	3-202.11; Applicable Sections of Parts 3-4 & 3-5	3-202.11 3-501.16	NONE
<b>Equipment Requirements</b>	Applicable Sections of Parts 4-1 - 4-9 and 5-5	Applicable Sections of Parts 4-1 - 4-2; 4-6 and 5-5	Applicable Sections of Parts 4-1 - 4-2; 4-5 - 4-6 and 5-5
<b>Water &amp; Sewage</b>	5-104.12 5-203.11(A) & (C) Part 5-3; 5-401.11 5-402.13-.15	5-104.12 5-203.11(A) & (C) Part 5-3; 5-401.11 5-402.13 -.15	5-104.12 5-203.11(A) & (C) Part 5-3; 5-401.11 5-402.13-.15
<b>Physical Facility</b>	6-101.11; 6-201.11 6-102.11(A) & (B) 6-202.15; 6-501.11 6-501.12; 6-501.111	6-101.11 6-102.11(A) & (B) 6-202.15 6-501.111	6-101.11; 6-201.11 6-102.11(A) & (B) 6-202.15; 6-501.11 6-501.12; 6-501.111
<b>Toxic Materials</b>	Applicable Sections of Chapter 7	Applicable Sections of Chapter 7	Applicable Sections of Chapter 7
<b>Servicing</b>	6-202.18 / As necessary to comply with the Food Code	6-202.18 / As necessary to comply with the Food Code	6-202.18 / As necessary to comply with the Food Code
<b>Compliance and Enforcement</b>	Applicable Sections of 7 Pa Code, Chapter 46	Applicable Sections of 7 Pa Code, Chapter 46	Applicable Sections of 7 Pa Code, Chapter 46

# **MOBILE FOOD FACILITY OPERATION** **GUIDE**

## Guidelines for MFF Licensing Permanent License and Temporary Licenses



Pa Department of Agriculture  
Bureau of Food Safety and  
Laboratory Services  
2310 N Cameron Street  
Harrisburg PA 17110  
717-787-4315  
[www.EatSafePa.com](http://www.EatSafePa.com)

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# Chapter 1

## A summary of the Rules relating to mobile food facilities

The Mobile Food Facility Operational Guide is intended to help you set up and operate your mobile food facility in a sanitary and safe manner. By focusing on critical food safety practices, you will reduce the possibility of foodborne illness. While this guide provides some detailed information about operating a mobile food facility, it does not contain all the requirements for your facility. Retail food facilities, which include MFFs, are required to comply with the most recent version of the FDA Food Code. This can be found on our website at [www.EatSafePa.com](http://www.EatSafePa.com) under the Retail Food Program.

## Definitions

**Approved water supply:** A supply which is evaluated, tested, and if found in reasonable compliance with DEP (PA Department of Environmental Protection) is accepted and approved for use. An approved water supply may be a private water system such as a well, if the water is not required to be regulated by DEP but is appropriately tested for Total Coliform and Nitrate/Nitrite.

**Bottled Drinking Water:** Water that is sealed in bottles, packages, or other containers and offered for sale for human consumption.

**Commissary/Service Area:** Is a facility to which a mobile food facility returns daily for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and where food is kept, handled, prepared, packaged, or stored. This may not be a private residence and if located on a residential property must be completely separated from personal use areas.

**Consumer:** A person, who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food establishment or food processing plant, and does not offer the food for resale.

**Corrosion-resistant Materials:** A material that maintains acceptable surface cleanability characteristics under prolonged influence of the food to be contacted, the normal use of cleaning compounds and sanitizing solutions, and other conditions of the environment.

**Easily Cleanable:** A non-absorbent surface that allows effective removal of soil by normal cleaning methods.

**Equipment:** An article that is used in the operation of a food establishment. Includes, but is not limited to, items such as a freezer, grinder, hood, ice maker, meat block, mixer, oven, cooler, scale, sink, slicer, stove, table, thermometer, and vending machine.

**Food-Contact Surface:** A surface of equipment or a utensil with which food normally comes into contact with and from which may drain, drip, or splash into a food, or onto a surface normally in contact with food.

**Hazard:** A biological (microorganism), chemical (cleansers, pesticides), or physical (fingernail, plastic) property that may cause an unacceptable consumer health risk.

**Mobile Food Facility (MFF):** A movable retail food facility, such as a stand, vehicle, cart, basket, box or similar structure, from which food is stored, prepared, processed, distributed or sold and the facility:

(1) physically locates at one site or location for no more than 14 consecutive days, in one calendar year, regardless of whether or not the facility operates continuously during that time period; and

(2) is not licensed as a temporary retail food facility (TFF) under section 5703(g)(2) of the statute.

**Packaged:** Means bottled, canned, cartoned, securely bagged, or securely wrapped, whether packaged in a food establishment or a food processing plant.

**License:** License issued by a regulatory authority that authorizes a person to operate a food facility.

**Plan Review:** Conducted by a Sanitarian by reviewing the menu, equipment list, and layout of the facility for several reasons; 1) To make sure the facility will be in compliance with the regulations, 2) to prevent any misunderstandings by the applicant/owner, and 3) allows the sanitarian to become familiar with the operation, the owner, and potential for future problems before the facility is permitted.

**Potentially Hazardous Food (Time/Temperature Control for Safety Food):** (PHF/TCS) food that requires temperature control because it is capable of supporting the rapid growth of infectious or toxic microorganisms which can make people sick.

**Pre-packaged Food:** Means packaged or made up in advance in a container or wrapped and ready for offer to the consumer.

**Pushcart:** A cart that is limited to minimal cooking, holding and serving of plated, wrapped, or frankfurter-like foods.

**Ready-To-Eat Food:** Food that is in a form that is edible without washing, cooking, or additional preparation. Examples are sandwiches, foods on a buffet, and sushi.

**Sanitation:** Reducing the number of bacteria to a safe level.

**Self-contained mobile food facility:** A facility that meets the same requirements as a permanent facility where all the food preparation is done on the facility. As a minimum the facility must have: Mechanical holding facilities, gas or electric cooking equipment, water tanks, hand sinks, three compartment sinks, storage for all food, single service items, and cleaning supplies.



**Temporary food facility (TFF):** Means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

**Utensil:** A food-contact tool or container used in the storage, preparation, transportation, dispensing, sale, or service of food. Examples are tongs, ladles, gloves, thermometers, and deli paper.

## Commissary Requirements

Many mobile food facilities must operate from a commissary. A commissary is a facility to which a mobile food facility returns daily for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and where food is kept, handled, prepared, packaged, or stored. This may not be a private residence and if located on a residential property must be completely separated from personal use areas.

A ‘warehouse’ or storage area in the residential property may be accepted if only prepackaged, shelf stable foods are sold and the warehouse is inspected as part of the MFF inspection by a regulatory agency.

A self-contained mobile food facility may have the ability to operate without a commissary. The decision will be made by the Sanitarian during the plan review.

The region in which the commissary is located will issue the MFF License and this will be considered the home base of operation.

You shall report at least daily while your mobile facility is in use to your commissary for supplies, cleaning, and servicing.

A license may be issued to a MFF and its commissary as one operation. In some cases, each may be licensed separately. You may use your own licensed restaurant or facility as your commissary or use a Shared Facility as your commissary. For shared facilities, a Shared Kitchen Agreement must be signed by the commissary operator (if not the same as the MFF Operator). This agreement will give access to the commissary to adequately meet all requirements in the regulations.

## What is a Mobile Food Facility?

Mobile food facilities are a type of restaurant and can operate year-round (kitchen on wheels). They vary in equipment and design, depending upon the type of food and service intended by the operator. The facility is a vehicle that is self-propelled, or can be pulled or pushed down a sidewalk, street, highway or waterway. Food may be prepared or processed on the vehicle which is used to sell and dispense food to the consumer. There is no size limit to mobile food facilities, but they must meet the following basic requirements:

- A non-mobile facility or structure cannot be designated as a mobile facility. The intention is to be mobile and not a permanent fixture.
- A mobile food facility with a permanent license can serve at a temporary event without the issuance of a separate permit. If the event is located in a local health department, contact them directly for licensing requirements.



- All food, equipment and supplies must be stored on the facility and at least 6 inches off the ground and must have overhead protection such as truck ceiling, umbrella, canopy, awning etc.
- Cleaning supplies and soiled utensils may be stored in additional tubs or containers that are non-absorbent, covered and stored in a manner as to prevent contamination or infestation until they can be properly cleaned.
- A smooth and easily cleanable table may be assembled next to the facility **ONLY** for the purpose of serving condiments, napkins, and straws.
- Mobile facilities **must** be positioned to keep the general public away from the food preparation and cooking areas of the facility.
- Mobile facilities **do not** include automobiles, trucks, or vans not designed for food preparation (this includes the trunk of your car). Although food may be safely transported in vehicles, no food products may be stored in your vehicle such as extra supplies of breads, packaged hotdogs in a cooler, or prepared foods stored in insulated facilities. You may be required to return to your commissary several times a day.
- BBQ grills are allowed to be used in addition to your facility if they have a grill cover/lid or other overhead protection. Food may not be served from the grill.
- All cooking surfaces must have a lid or cover.

## Types of MFFs

There are four types of mobile food facilities. The mobile food facility MFF Type classifications are based on the menu. A mobile facility can serve menu items within its MFF Type classification number or below. For example a MFF Type 3 facility may also sell items allowed in a MFF Type 2 and MFF Type 1. Training and equipment requirements are located in table 1.

### **MFF Type 1**

- Only non-TCS food that is prepackaged.
- No preparation or assembly is required
- Only bottled or canned drinks, no fountains or other dispensers
- Exempt from license fees, but still inspected

Examples: chips, canned soda, cookies, candy

### **MFF Type 2**

- Commercially processed packaged food in its original package (Receive-Store-Hold).

Examples of food offered: Packaged ice cream, single serving size packaged snacks, frozen packaged meat, packaged milk.

### **MFF Type 3**

- Unpackaged food.
- Food Preparation with no cook step (Store-Prepare-Serve).
- Preparation for same day service (Store-Prepare-Cook-Serve). Reheating of a commercially processed food item (Store-Reheat-Hold-Serve).
- Based on the Department, may be required to return to a Commissary and may operate in conjunction with a Permanent Food Facility that may or may not have a Commissary on-site.

Examples of food offered: Hot dogs, grilled sandwiches, salads, shaved ice, kettle corn, nut roasting

### **MFF Type 4**

- Unpackaged food.
- Food Preparation with no cook step (Store-Prepare-Serve).
- Preparation for same day service (Store-Prepare-Cook-Serve).
- Reheating of a commercially processed food item (Store-Reheat-Hold-Serve).
- Based on the Department, may be required to return to a Commissary and may operate in conjunction with a Permanent Food Facility that may or may not have a Commissary on-site.

Examples of food offered: full menu (i.e. Kitchen on wheels)



**Table 1: Mobile Food Facility General Requirements and Limitations**

<b>Requirements</b>	<b>MFF Type 1</b>	<b>MFF Type 2</b>	<b>MFF Type 3</b>	<b>MFF Type 4</b>
Plan Review	YES	YES	YES	YES
Commissary	NO	**YES or NO	**YES or NO	**YES or NO
FEC	NO	NO	YES No, if all non-TCS	YES
Assembly or preparation allowed	NO	NO	YES	YES
Cooking allowed	NO	NO	NO (Reheating only)	YES
Barbecue operation allowed	NO	NO	NO	YES
Cold holding facilities	NO	YES	YES	YES
Hot holding facilities	NO	YES	YES	YES
Water supply required hot & cold	NO	NO*	YES	YES
Waste water tank	NO	NO	YES	YES
Handwashing sink required	NO*	NO/YES	*** YES	*** YES
Dish washing sinks required	NO	NO	YES	YES
Stove hood or vent fan	NO	NO	NO	YES
Examples	Packaged snacks, Sodas, chips, crackers	RTE, Prepackaged milk, ice cream, packaged frozen meats	Unpackaged hot dogs, chili, salads, corn on cobb, soups, shaved ice	No menu limitations

\*Towelettes required

\*\* Self-contained facilities may not require a commissary based upon the Sanitarian's plan review assessment.

\*\*\*The hand washing sink must provide hot and cold running water.

# Chapter 2

## Administrative Requirements

### **Licensing Your Mobile Food Facility**

All MFFs must submit an Application and Plan Review 4 – 6 weeks prior to operation. Either a Permanent or Temporary Retail Food License is required for MFF Type 2, 3, and 4 facilities.

A MFF Type 1 is exempt from the license fee but must still fill out an application and be inspected. Before a Mobile Food Facility is licensed to operate, it must go through a plan review (menu and floor plan are required) with the Regional Sanitarian in the jurisdiction where the commissary is located. There may be other agencies from which you will be required to obtain approval. These include, but are not limited to planning (zoning), building codes, Fire Marshall, and other City authorities. Licenses are valid for one year and must be posted in public view during all hours of operation. If a facility does not comply with the provisions of the regulations, the license may be revoked. Licenses are not transferable from owner to owner or business to business. You may not piggy back on anyone else's license.

**Licensing is a 30 – 60 day process, so please submit your application and plan review 4 – 6 weeks in advance of operation.**

Step 1: Apply for a License 4 – 6 weeks prior to operation. Applications available at [www.EatSafePa.com](http://www.EatSafePa.com)

Step 2: When approval is obtained on your Application and the facility is ready for inspection, contact your Sanitarian to schedule a pre-operational (licensing) inspection.

Step 3: Once a satisfactory pre-operational inspection is preformed, your Sanitarian will collect your licensing fee and you will be able to operate.

Step 4: Your formal Retail Food License will be mailed to you 2- 4 weeks after your pre-operational inspection. Your inspection report will serve as your license until you receive your actual license in the mail.

Step 5: Your license must be renewed annually. Your renewal will be mailed to you 45 days prior to expiration. Return your renewal along with your annual license fee before the current license expires.

### **Licensing in a Local Health Department**

**Not all retail food licenses are issued by the Pa Department of Agriculture. In some cases a Local Health Department will issue your license.** You will need to know where the local health departments are in Pennsylvania. There is currently no reciprocity between local health departments for licensing. You will need to contact each local

health department separately if you wish to sell/service food in their jurisdiction and if you base of operation/commissary are located in a local health department. There is additionally no reciprocity between local health departments and PDA. Most local health departments will not accept the PDA Retail Food License. In some situation, the Department will honor a local health retail food license. This should be discussed with your PDA Regional Office. **A list of local health departments can be found at [www.EatSafePa.com](http://www.EatSafePa.com)**



### **PDA Fees**

#### **Retail Food License**

- “Change of ownership”-- \$82.00
- Remodel Plan Review –no charge
- **New Permanent Licenses**
  - **Under 50 seats AND Owner Operated --\$103.00**
  - **All others, \$241**
- **Temporary License, \$14 (14 days only)**



#### **Other fees**

- Annual Renewals Permanent Licenses --\$82.00
- Annual Renewals Temporary Licenses- \$14.00
- 2nd Follow-up inspection Fee --\$150.00
- 3rd or subsequent Follow-up inspection Fee --\$300.00
- Duplicate License Fee - \$14.00
- Courtesy inspection Fee - \$150.00

### **Food Employee Certification (FEC)**

One (1) Food Employee Certified (FEC) Manager is required for MFF Type 3 and 4 mobile food facilities. This will be accomplished by having someone in supervisory capacity take an ANSI recognized Food Manager Certification Exam.

For more information on FEC- visit [www.EatSafePa.com](http://www.EatSafePa.com) Select Food Employee Certification in the right hand menu.



The certified food handler must be available at all time of operation, but may not necessarily be present. When the FEC person is present at the facility, they are considered the Person-In-Charge.

Official non-profit organizations are exempt from the need for a certified food manager.

### **Person-In-Charge (PIC)**

A person-in-charge (PIC) must be present at all time at the MFF. This person is knowledgeable about food safety and has a variety of required duties. The duties of the PIC can be found in the FDA Food Code (§2-103.11)

# Chapter 3

## Personal Hygiene Requirements

### **Employee Health Policy**

The facility is required to have an employee health policy. Employees' ill with diarrhea, fever, vomiting, jaundice, sore throat with fever, or discharges from the eyes, nose or mouth may not work with exposed food, clean equipment, utensils, linens or unwrapped single service items.

### **Hand-washing Facilities (when required)**

Hand-washing is very important when working with food and drinks. Twenty (20) seconds of proper hand washing removes microorganisms that are known to cause illness.

Hand sinks must have warm running water (100°F), dispensed soap, paper towels, a hand washing sign, and wastebasket.



*MFF Type 1 can utilize moist towelettes.*

*MFF Type 2 may utilize a hand sink or basin. If product is very secure in packaging, towelettes may be allowed.*

*MFF Types 3 and 4 must have a conveniently located and accessible handwash sink to provide hot and cold running water.*

No jewelry on the arms or hands should be worn with the exception of a plain wedding band.

### **Clothing**

Hair restraints and clean clothing are required when preparing food. An apron may be worn over daily clothing.

### **Cuts and sores**

Cuts must be kept covered with an impermeable clean cover such as a finger cot or bandage and a single-use glove over the impermeable cover.



### **Gloves**



Gloves are not required, however hands must NOT touch ready-to-eat foods. If worn, single use gloves shall be used for only one task such as working with ready-to-eat food or raw animal food, used for no other purpose, and discarded when damaged or soiled or when interruption occurs during the operation.

# Chapter 4

## Food Sanitation Requirements

### Food Source



All food products must be wholesome and free of spoilage, microorganisms, toxic chemicals, and other harmful substances that can make people sick. All food products must be prepared, stored, handled, or displayed so that it is safe for people to eat. Home canned or home processed foods are not allowed to be served to the public unless the home operation is under inspection as a Limited Food Producer with the Department.

### Water source



All water used in the mobile food facility must be from an approved DEP (Department of Environmental Protection) system (such as a municipal supplier) or under monitoring by the Department. A MFF may also use commercially bottled water. **If the supply is a non-DEP regulated supply, water testing will be required (Total Coliform and Nitrate/Nitrite).**

The materials that are used in the construction of a mobile food facility water tank and accessories shall be safe, durable, corrosion resistant, nonabsorbent, and finished to have a smooth and easily cleanable surface.

Hoses used to fill potable water tanks should be dedicated for that one task and should be identified for that use to prevent contaminating the water. The hoses are usually white with a blue stripe or labeled by the manufacturers as “food grade”.



### Wastewater

A wastewater holding tank in a mobile food establishment shall be sized 15% larger in capacity than the water supply tank and sloped to a drain that is 1 inch in inner diameter or greater and equipped with a shut off valve.

Refer to the Food Code for additional regulation information in regards to water and waste water tanks, back flow prevention, and grease trap requirements.

# Chapter 5



## Cleaning and Sanitizing Requirements

### Dishwashing

A three compartment sink with drainboards (or adequate areas to air dry equipment and utensils) and or an approved compliant dishwasher is required for MFF Type 3 and 4 mobile food facilities.

A two-compartment sink for cleaning may only be used if approved by the Sanitarian following the provisions within the Food Code.

### Sanitizing

All food contact surfaces shall be cleaned and sanitized at least every four (4) hours.

The approved chemical sanitizers are Chlorine, Quaternary Ammonium Compounds (Quats), and Iodine. Surfaces may be sanitized using a spray bottle of sanitizer or clean wiping cloths stored in a sanitizing bucket.

Use test strips that are made for the sanitizer that you are using. The test strips will ensure that the sanitizer has been mixed according to the manufacturer's directions.

Do not use sponges to clean a food contact surface.



# Chapter 6

## General Food Protection

- No food products are to be prepared or stored in private homes.
- Store food and utensils at least six inches off the ground/floor.
- Store food only in food grade containers.
- Keep ready-to-eat foods away from raw food products.
- All mobile food facilities must have overhead protection (truck roof, umbrella, canvas, canopy)
- Store chemicals such as detergents and sanitizers below and separate from the food and utensils.
- Properly label all chemical containers.
- Keep all garbage in a water tight container with lid.
- Dispose of wastewater properly into a plumbed sewer.
- Protect food and equipment from insects, rodents, and other environmental contamination.
- The food products storage and preparation areas of the mobile facility must be protected and secured from public access.
- Condiments shall be dispensed in individual packets; squeeze bottles, or served by the employee.



# Chapter 7

## MFF Applying for a Temporary License



A Temporary License is:

**A license that is the following (EVENTS):**

- Issued to the operator selling in conjunction with an event or celebration and
- Valid for the duration of the particular event or celebration of **no more than 14 days duration** (whether these days are consecutive or nonconsecutive)

OR

**A license that is the following (NON-EVENTS):**

- Issued to a food facility operator operating a food facility, whether stationary or mobile and
- In operation for a total of **no more than 14 days within a particular calendar year** and
- Not in conjunction with an event or celebration

A MFF License Application and Plan Review must be submitted 4 – 6 weeks prior to operation following the same procedures as discussed in the Administrative Chapter.

If the facility or event is located in a local health jurisdiction, contact that local health department directly for licensing requirements.

A MFF with a temporary license must comply the FDA Food Code and the guidelines noted above however; provisions are in place to allow for temporary handwashing, warewashing, water supply and waste water disposal in a different manner than permanently licensed MFF types 3 and 4. These items should be addressed on your Floor Plans that are submitted with your Application.

### **Handwashing in MFF with Temporary Licenses:** **MFF Type 3 and 4:**



- a. Each TLF must supply a sink or basin for handwashing.
- b. Each sink or basin must have a sign indicating, “Employees must wash hands”.
- c. Each sink or basin must be supplied with clean, potable, warm (~100°F) water for employee handwashing.
- d. Each handwashing station must include: soap, single use paper towels, and a waste receptacle.
- e. Each handwashing station must have an acceptable water supply and waste water collection container.



**Water Supply in MFF with Temporary Licenses:**

**MFF Type 3 and 4**

- a. All TLF must be provided with hot (110°F) and cold running water piped to the facility OR has an adequate supply on available for preparation of food or drink, cooking, cleaning, and handwashing. If your food is all pre-packaged non-potentially hazardous food/drink and none of the above or similar food handling activities are occurring, a water supply may not be needed.
- b. Water must be stored in clean, covered containers with dispensing spouts.
- c. Water container shall not leak or drip.
- d. The supply must be adequate to accomplish necessary tasks.
- e. In the case where hot water is not piped to the TLF, a source of hot water must be available. The container shall not leak or drip. Hot water must be protected, but can be poured or dispense via a spigot.
- f. The water supply need not be under pressure.

**Waste Water Collection and Disposal in MFF with Temporary Licenses:**

**MFF Type 3 and 4**

- a. Each TLF not supplied with built-in waste collection systems must provide a minimum of 15% greater capacity than the fresh water supply container (plastic, galvanized, etc.) with a tight fitting lid for retention of ALL wastewater prior to final disposal.
- b. All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain).

**Warewashing using a 3- compartment method in MFF with Temporary Licenses:**

**MFF Type 3 and 4**

- a. Single service articles must be used unless adequate dishwashing facilities are available and used.
- b. Adequate facilities include; sinks, containers or buckets (separate from handwashing sinks) set up for accomplishing a three-step method of dishwashing.
- c. A one or two sink set up may be approved by the Sanitarian when only spatulas, tongs or other similar serving utensils are used AND the facility can accomplish the 3-step method of washing, rinsing and sanitizing using the approved number of sinks OR a two compartment method of cleaning is approved by the Sanitarian (requires detergent/cleaner combo chemicals).
- d. A TLF may use a cleaning depot site located in another area on the grounds of the event or celebration, as long as suitable numbers of utensils and equipment are provided at the TLF in case of accidental contamination.
- e. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately.
- f. Appropriate sanitizer testing devices (strips, titration kits) must be available in the TLF at all time.

## Questions & Concerns:

Visit [www.EatSafePa.com](http://www.EatSafePa.com)



**Region 1** (Clarion, Crawford, Elk, Forest, Jefferson, McKean, Mercer, Venango and Warren)  
**13410 Dunham Rd, Meadville PA 16335 814-332-6890 Fax: 814-333-1431**

**Region 2** (Cameron, Clinton, Columbia, Lycoming, Northumberland, Montour, Potter, Snyder, Tioga and Union)  
**542 County Farm Rd, Suite #102 Montoursville PA 17754 570-433-2640**  
**Fax: 570-433-4770**

**Region 3** (Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming)  
**RT 92 South , PO Box C, Tunkhannock 18657 570-836-2181 Fax: 570-836-6266**

**Region 4** (Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)  
**226 Donohoe Rd, Suite 101, Greensburg PA 15601 724-832-1073 Fax: 724-832-1013**

**Region 5** (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)  
**403 E Christiana St, Martinsburg Commons, Martinsburg PA 16662 814-793-1849**  
**Fax 814-793-1869**

**Region 6A/6B** (Adams, Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Schuylkill, Perry and York)  
**Room 100, 2301 N. Cameron Street Harrisburg PA 17110 717-346-3223**  
**Fax: 717-346-3229**

**Region 7** (Berks, Delaware, Lehigh, Northampton,)  
**1015 Bridge Rd Collegeville PA 19426 610-489-1003 Fax: 610-489-6119**

**Harrisburg Main Office- 2301 N. Cameron Street, Harrisburg PA 17110 717-787-4315**

**\*Counties not listed are under a Local Health Jurisdiction and Retail Licenses would need obtained from those agencies. Visit [www.EatSafePa](http://www.EatSafePa) for a list of Local Health Departments.**

## Hand Washing Stations for Temporary License Facilities

All food stands must have handwashing stations with free running water. This cannot be accomplished with a common basin of water. Hand sanitizers and gloves do not replace proper hand washing. This is a very easy fix. Below you will see a variety of examples of containers that you can use to put hot water in before you start the event (it will remain warm through most of the day hopefully). The container must allow for free flowing water (Not a push type valve). In addition to the water container, you will need a bucket to collect the wastewater, a pump container of soap, (Unless you are using the one with the soap container on it. In that case make sure it is filled.), paper towels, and a container to dispose of the paper towels (one that they will not blow out of if it is windy). The water must come from a potable source. It cannot come from the hose that is used for watering the animals. You, as the vendor, are responsible for insuring that you have an adequate supply of water available for handwashing throughout the day. Make sure you have made arrangements for this.



The first one is a commercial hand wash station, but the rest are examples of containers you can use.



If you do not have a container with this type of valve on it, or cannot borrow one, they can be purchased at a restaurant supply store. Remember, our goal here is to keep the public safe and the number one way of doing that is proper hand washing. The public expects it and wants to see it.

Thank you for being supportive of our efforts to have a safe event.

**Events with Permanent Licenses vs. Temporary Licenses**  
**HANDWASHING SINK SET UPS**  
**And WAREWASHING SINK SET UPS**

TEMPORARY LICENSE



PERMANENT LICENSE





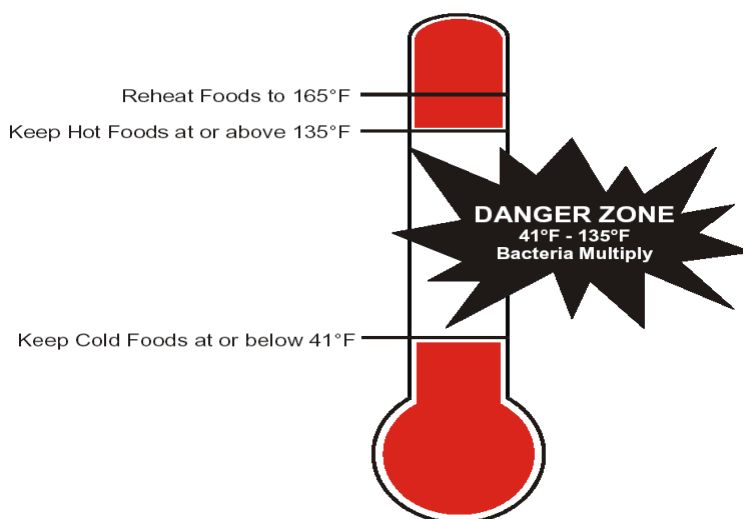
# Potentially Hazardous Food (Time /Temperature Control for Safety Food):

TCS foods require FATTOM in order to survive and multiply. Food borne illnesses can be prevented by removing one of these elements and monitoring time and temperature. FATTOM stands for:

- F food** (nutrients)
- A acidity** (pH  $\geq$  4.6)
- T time** (10-20 minutes)
- T temperature** (food in TDZ, 4 hour rule)
- O oxygen** (aerobic, anaerobic, facultative)
- M moisture** ( $A_w \geq .85$ )

The following foods are identified by the FDA Model Food Code as potentially hazardous foods (PHF)		
Milk and Milk Products	Shell eggs-except those heat treated to eliminate salmonella app.	Meats-Beef, Pork, and Lamb
Poultry	Fish	Shellfish and Crustacea
Tofu	Garlic in oil Mixtures	Sliced Melon
Baked or Boiled Potatoes	Raw Sprouts and Seeds	Soy-Protein Foods
Cooked Rice and Cooked Beans	Sliced Tomatoes	Other Heat-Treated Plant Foods

## TEMPERATURE DANGER ZONE



**WHEN IN DOUBT, THROW IT OUT!**

## **Hot and Cold Holding**



Potentially hazardous foods must be kept cold at 41°F or colder or kept hot at 135°F or hotter. Temperatures between 41°F and 135°F allow for the rapid growth of bacteria that can make people sick. Use equipment capable of holding foods hot (135°F or hotter).



Open flames and sternos often fail and blow out. Be sure equipment will work and can hold food hot at all times.

Use refrigerators or ice to store food cold (41°F). The ice must be from an approved source. All containers used must allow for water to drain away as the ice melts (like an insulated cooler with a drain plug). Keep enough ice available to keep food surrounded by ice for the duration of the operation.

## **Date Marking**

Date label ready-to-eat potentially hazardous foods that will be kept longer than 24 hours at 41°F or lower with a date of preparation or expiration to be discarded at 7 days from the day of preparation. (some exemption exist)

## **Thawing Foods**

Foods may be thawed under refrigeration, under cool running water, or in a microwave if it will be cooked immediately. Do not let food sit out on the counter to thaw.

## **Cooling Foods**

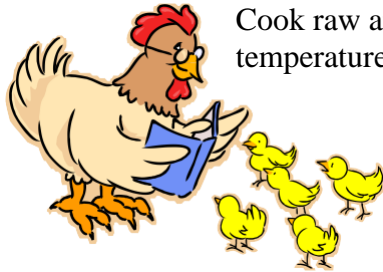


The best way to keep food safe is to make it fresh each day just before you serve it. If you have food that has been held hot and is leftover or cooked in advance, you must cool it from 135°F to 70°F within two hours. Then the food must cool from 70°F to 41°F within the next four hours. If the food does not reach 70°F within two hours, you must reheat the food to 165°F within two hours and start the cooling process again or you may serve it immediately or hot hold the food until served. If the food takes longer than two hours to reheat to 165°F or takes longer than four hours to drop from 70°F to 41°F it must be discarded.



## Cooking

# What's Cookin'?

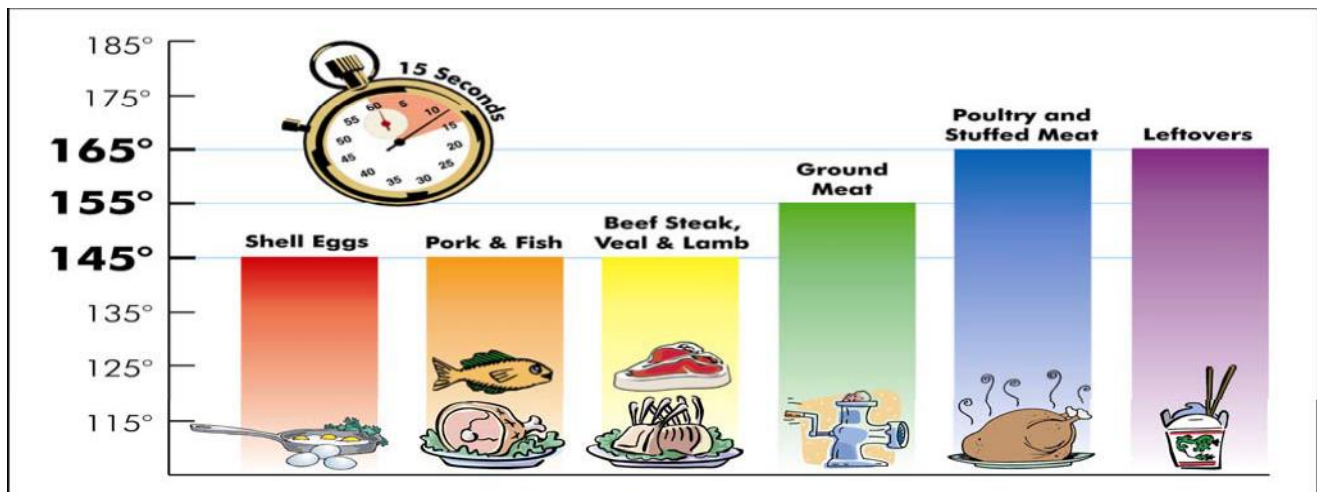


Cook raw animal products to the following internal temperatures:

Poultry, stuffed meats, stuffed fish, stuffed pasta  
165°F (74°C) for 15 seconds

Ground beef and other ground meats  
155°F (68°C) for 15 seconds

Beef steak, veal, lamb, pork, fish,  
shell eggs  
145°F (63°C) for 15 seconds

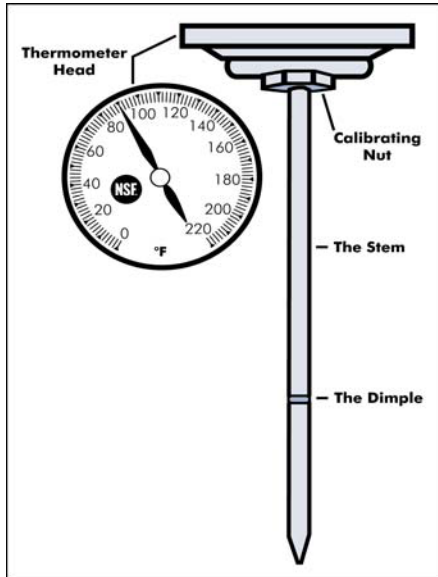


## Reheating

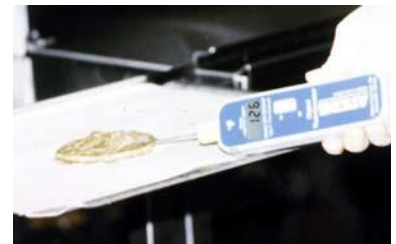
All potentially hazardous foods that have been cooked, and cooled must be reheated to at least 165°F within two hours before being placed in hot holding. Commercial made products (precooked and canned items) reheated for hot holding must be reheated to at least 135°F.



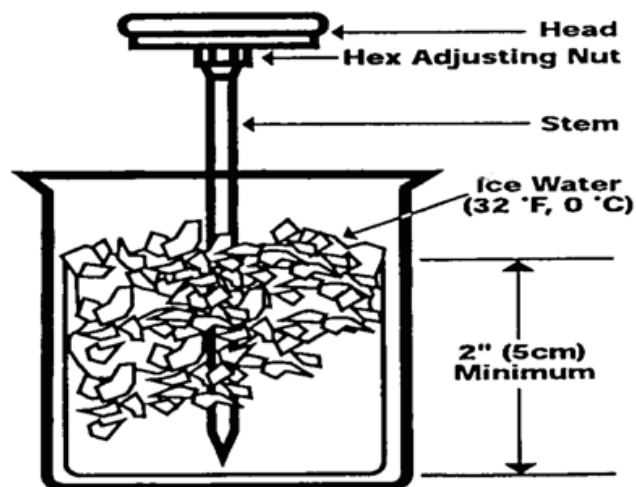
# Thermometers



Metal-stem probe food thermometers with a temperature range of 0°F to 220°F are required to test food temperatures when holding foods hot, cold, or when cooking raw animal products. Clean and sanitize your thermometer using alcohol or sanitizing wipes after and before each use.



It is important to ensure that your thermometer is working properly. An easy way to check the calibration is to use ice water. Place ice (preferred to be crushed) into a container and add enough water to make it slushy. Put the thermometer into the slush and wait about 30 seconds until the dial stops moving. The dial should read 32°F. If it has a different reading, adjust the hex nut keeping the probe in the slush until it reads 32°F. For digital thermometers, follow the manufacturer's instructions on how to calibrate.



## Employee Health Policy

The Person In Charge must inform employees to notify the manager when the employee is experiencing fever, sore throat, or gastrointestinal symptoms such as vomiting, diarrhea, and nausea. Any person, who is infected with a communicable disease, has vomiting, abdominal cramps or diarrhea must NOT work in food service until the person is completely free from symptoms. Sores or cuts on employee hands must have a watertight cover such as a finger cot that protects the lesion and a single use glove is worn.

### **FOODSERVICE MANAGER RESPONSIBILITIES REGARDING EMPLOYEE HEALTH**

<b><u>Report</u></b> Train your employees to report to you:	<b><u>Restrict</u></b> Act to restrict or exclude them from food handling	<b><u>Release</u></b> Release the restriction or exclusion from food handling.
When they experience the following symptoms:  ✓ Diarrhea ✓ Fever ✓ Vomiting ✓ Jaundice ✓ Sore throat with fever ✓ Discharges from eyes, nose or mouth	<b>Restrict the Food Handler</b>  They may not work with exposed food, clean equipment, utensils, linens or unwrapped single service articles.	<b>Remove the Restriction when:</b>  They are free of the symptoms that caused the restriction and no foodborne illnesses have occurred; They present a written medical release stating that their condition is not infectious.
When they, or a family member, are diagnosed with the following diseases:  ✓ Shigellosis ✓ E. Coli 0157 ✓ Salmonella typhi ✓ Salmonella Non-typhi ✓ Norovirus ✓ Hepatitis A  <b>‘THE BIG 6’</b>	<b>Exclude the Food Handler</b>  -They may not be present in the food establishment; -Report it to the regulatory agency	<b>Remove the Exclusion when:</b>  -They present a written medical release stating that their condition is no longer infectious.

## Vomiting and Diarrhea Clean Up Procedures

NOTE: BLEACH IS NOT YOUR ONLY CHEMICAL OPTION. TALK TO YOUR CHEMICAL SUPPLIER FOR OTHER ALTERNATIVES TO BLEACH.

# Clean-up and Disinfection for Norovirus ("Stomach Bug")

THESE DIRECTIONS SHOULD BE USED TO RESPOND TO ANY VOMITING OR DIARRHEA ACCIDENT

Note: Anything that has been in contact with vomit and diarrhea should be discarded or disinfected.



### 1 Clean up

- Remove vomit or diarrhea right away!**
  - Wearing protective clothing, such as disposable gloves, apron and/or mask, wipe up vomit or diarrhea with paper towels
  - Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material: pick up using paper towels
  - Dispose of paper towel/waste in a plastic trash bag or biohazard bag
- Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles**
- Rinse thoroughly with plain water**
- Wipe dry with paper towels**

**DON'T STOP HERE: GERMS CAN REMAIN ON SURFACES EVEN AFTER CLEANING!**

### 2 Disinfect surfaces by applying a chlorine bleach solution

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these.

#### a. Prepare a chlorine bleach solution

Make bleach solutions fresh daily; keep out of reach of children; never mix bleach solution with other cleaners



**IF HARD SURFACES ARE AFFECTED...**

e.g., non-porous surfaces, vinyl, ceramic tile, sealed counter-tops, sinks, toilets

**1/3 CUP BLEACH + 1 GALLON WATER**

CONCENTRATION ~1000 ppm

IF USING CONCENTRATED BLEACH, DECREASE THE AMOUNT OF BLEACH TO 1/4 CUP.



**IF POROUS SURFACES ARE AFFECTED...**

e.g., wooden floors or unsealed concrete or natural stone surfaces

**1 2/3 CUP BLEACH + 1 GALLON WATER**

CONCENTRATION ~5000 ppm

IF USING CONCENTRATED BLEACH, DECREASE THE AMOUNT OF BLEACH TO 1 CUP.



- Air dry surfaces unlikely to have food or mouth contact or...**
- Rinse all surfaces intended for food or mouth contact with plain water before use**

### 3 Wash your hands thoroughly with soap and water

Hand sanitizers may not be effective against norovirus

#### Facts about Norovirus

Norovirus is the leading cause of outbreaks of diarrhea and vomiting in the US, and it spreads quickly.

Norovirus spreads by contact with an infected person or by touching a contaminated surface or eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination

Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people.

Any vomit or diarrhea may contain norovirus and should be treated as though it does.

People can transfer norovirus to others for at least three days after being sick.

#### IF CLOTHING OR OTHER FABRICS ARE AFFECTED...

- Remove and wash all clothing or fabric that may have touched vomit or diarrhea
- Machine wash these items with detergent, hot water and **bleach** if recommended, choosing the longest wash cycle
- Machine dry



Scientific experts from the U.S. Centers for Disease Control and Prevention (CDC) helped to develop this poster. For more information on norovirus prevention, please see <http://www.cdc.gov/norovirus/preventing-infection.html>.



[co.somerset.nj.us/health](http://co.somerset.nj.us/health)



FOOD SAFETY TRAINING  
[neha.org](http://neha.org)



WATER QUALITY & TRADING COUNCIL  
[waterandhealth.org](http://waterandhealth.org)



[americanchemistry.com](http://americanchemistry.com)



[cfour.org](http://cfour.org)

[disinfect-for-health.org](http://disinfect-for-health.org)