



MOBILE FOOD OPERATION INFORMATION PACKET

Wyandot County Public Health
127-A South Sandusky Avenue,
Upper Sandusky, OH 43351

Wyandot County



Public Health
Prevent. Promote. Protect.



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Welcome!

The goal of this publication is to provide a clear path when starting a mobile food business in Wyandot County, OH. While this guide has been developed by Wyandot County Public Health (WCPH), we have also provided contact numbers for regulatory agencies that you may need to contact to ensure that all proper steps are taken, and that the required permits are secured. Contacting the agencies listed will help you stay on track and stay on time.

This guide will help determine:

- Process and timeline expectations
- When plans need to be submitted
- Who you need to contact
- Where to direct questions

Fire Departments for Inspections:

- Upper Sandusky - (419) 294-3322
- Carey - (419) 396-7400
- Sycamore - (419) 927-2900
- Wharton - 200 Franklin St, Wharton, OH 43359
- Marseilles - 20461 OH-37, La Rue, OH 43332

Ohio Department of Taxation: Vendor's License

- <http://business.ohio.gov> | www.irs.com | 614-728-6250

Ohio Department of Agriculture: State Agency for Retail Food and Commissary

- www.ohioagriculture.gov

Ohio Department of Health: State Agency for Food Service Operations

- (614) 644-7416 | foodsafety@odh.ohio.gov

Frequently Asked Questions

What will my license cost?

For the most up to date license fee call: 419-294-3852 and chose Environmental.

Can I park my mobile in the same spot every day?

No. The law requires that mobile FSO/RFE units be moved routinely.

Can I cater an event from my mobile?

Yes. As long as foods are processed and served on-site within the mobile unit.

What food processes am I permitted to perform inside my mobile unit?

All types of risk level activities that can be performed in a regular food service operation or retail food establishment are permissible when the person in charge demonstrates knowledge of food safety and the equipment is adequate and appropriate. All higher risk processes may be subject to WCPH approval or license restriction, and must be approved in advance by the inspecting Environmental Health Specialist.

Space inside my mobile is limited. Can I travel with a freezer outside the mobile unit?

Yes. Conditions may be listed for storage surfaces, and inclusion of any external storage must be noted on the license. Ensure all equipment is certified commercial-grade or otherwise approved by WCPH.

Will I be able to cool and reheat leftovers in my mobile unit?

Yes, but it is not recommended. When space and equipment are sufficient to ensure food can be properly cooked, cooled, and reheated, all processes permitted in a conventional food facility can be performed inside a mobile unit. It is a good idea to talk to a WCPH Environmental Health Specialist in advance regarding specific processes as they apply to your business.

Have more questions? Ask a WCPH Environmental Health Specialist!

Types of Mobiles

Enclosed Concession Trailers and Food Trucks

Self-reliant and self-contained units. Shall be equipped with mechanical refrigeration, a plumbing system, and plenty of storage space for multiple event dates. These units shall be equipped with screens on all doors if opened, and have a small pass through window for service.



Push Carts



Can be operated with individual located inside or outside of unit, depending on type. These units have limited space and infrastructure. A commissary facility will be required for these units.

Teardown Units

Moveable structure facility with approved equipment. Requires assembly prior to the start of each operating event. Must be designed with proper overhead covering and proper floor materials. Commercial mechanical refrigeration is required, unless otherwise approved. A commercial three-compartment sink and hand sink are required with water storage capabilities and a mechanical hot water heater. Not all food menus can be accommodated in this format.



Plan Submission

Submit a complete layout of the unit to Wyandot County Public Health (WCPH), including at minimum:

- Sinks
 - Equipment
 - Storage Areas
 - Lighting
 - Water Supply
 - Wastewater Disposal
- Provide a complete list of all equipment to be installed in the unit, including **make and model** of each individual piece of equipment. This includes sinks, grills, fryers, freezer, refrigerators, and any other applicable equipment. All equipment must be commercial unless otherwise approved by WCPH

Example: Grill, (<Hobart HBT1700G>)

- Provide complete listing of surface finishing's for the floors, walls, and ceilings. Keep in mind they must be smooth and easily cleanable.
- Indicate placement of lighting fixtures
- Indicate type and capacity (size) of wastewater holding tank for pre-disposal purposes.
- Indicate type and capacity of the water heater
- Provide the make, model, and any other information on the backflow prevention device to be installed on water supply line.
- Provide a complete menu and list of all foods that will be prepared and served from the unit.

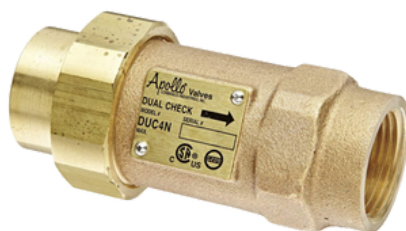
Requirements



- **Sinks:** 3 compartment sink **and** a separate handwashing sink
 - Must be equipped with soap, disposable towels or hand dryers
- **Equipment:** All equipment must be commercial grade and NSF approved unless otherwise approved by WCPH.



- **Surface Finishes:** Floors, walls, and ceilings must be constructed from smooth and easily cleanable materials.
 - Common examples include laminate panels, stainless steel, stone quarry, etc.
- **Holding Tank:** A holding tank of adequate capacity must be provided for wastewater disposal.
- **Backflow Device:** A backflow prevention device must be installed on the water supply line. ASSE 1012 and ASSE 1024 are both common devices.



Requirements

- **Water Supply Hose:** The hose being used for water supply to the unit must be marked POTABLE WATER ONLY. Any hose not marked in this manner is prohibited.
- **Fire Suppression:** The unit is required to have a fully charged fire extinguisher.
- **Sanitizer:** Proper sanitizer, such as quaternary tablets or unscented bleach, are required for use in the 3 bay sink as well as for sanitization of all food-contact surfaces and equipment.
- **Thermometers:** Thermometers reading 0 F - 220 F must be provided for testing of food temperatures.
- **Barriers:** Barriers, such as gloves, utensils, food tissue, etc. must be used when handling ready-to-eat foods.
- **Hot Water :** A water heater is required for a constant supply of clean hot water. Must reach at least 100 degrees F for handwashing.
- **Hair Restraint:** Hats, hairnets, or visors. Hair ties or other restraints must be used in conjunction with hats, hairnets, or visors when applicable.
- **Food Storage:** All food that is to be sold from the mobile must be prepared, stored, and sold from the mobile. Preparing or storing food in an unlicensed location is prohibited.

NOTE: A food prep sink may be required if food is washed, rinsed, soaked, thawed, and/or cooled within a mobile food service unit.

Requirements

Identification: Signage must be posted on the unit indicating, at minimum, the:

Name of Operation
City, State, Zip Code
Telephone Number

Lettering must be 3 inches in height or greater.

Location: A mobile unit cannot serve food in one location for longer than 40 consecutive days.

All types of food service units are required to follow all regulations as outlined by the Ohio Uniform Food Safety Code.

Processing License Requirement

All units that require storage and/or processing of foods outside of the unit(s) shall be required to register with the Ohio Department of Agriculture (ODA).

NOTE: *Foods obtained from this storage or processing site without ODA registration will be considered an unapproved source. Foods prepared in home kitchens are also unapproved. These foods will not be permitted to be sold, and are subject to embargo or destruction on site.*

Wyandot County Public Health

Mobile Food Operator License Application



Name of Mobile Unit: _____

Name of Operator: _____

Business Address: _____

Business Phone: (Day) _____ (Evening): _____ Fax: _____

Address of unit storage and maintenance: (If different from business address)

Is vacuum breaker built into unit? YES NO

Vaccum Breaker ASSE 1012 WATTS 7 Other (please specify):

Model # present: ASSE 1024 WATTS 9D

Does unit have potable (drinking)
water storage tank?

IF YES: how many gallons does
the tank hold?

YES NO

_____ gal.

Menu Items Offered:

OFFICE USE ONLY Approved by:

Drawing of Mobile Unit Floorplan (To Scale)

Floor plan: showing areas used for the business, entrances/exits, walls, plumbing, lights, and location of all equipment is required. The plan can be hand drawn but must be legible and drawn to scale.

Mobile Food Process Safety Questionnaire

- Describe how you will maintain temperatures of 135 degrees F or above when hot holding.
- Describe how frozen foods will be thawed (For Example: refrigeration, microwave as a part of the cooking process, etc.)
- Are any menu items served undercooked or raw? If so, you must post a consumer advisory statement. Refer to Section 3717-1-3.5(E) (1-3) of the Ohio Revised Code for specific language.
 - Yes:
 - No:
- Methods for storing food prior to the event:
 - Food will be stored in mobile unit
 - All food will be purchased from an approved source on the day of service use
 - At a support commissary facility- must be registered with ODA (please list name and address of commissary) _____

- Describe how you will wash fruits and vegetables before preparation. A food prep sink will be required in the mobile for produce washing. Or, will these products be received pre-washed and pre-cut?
- Describe how you will protect ready-to-eat foods from bare hand contact.
 - Gloves
 - Tongs
 - Deli Tissue
 - Other: _____

Mobile Food Process Safety Questionnaire

- Will you be providing Catering Services? Mobile Catering: foods in the mobile, transporting foods in the mobile and staying with foods through service, not delivery. Serving the items out of the mobile, and not creating a set-up out of the mobile. If yes, please describe the process:
 - Yes: _____
 - No
- Is there any product you will be removing from temperature control for a certain time frame? If so, please describe:
 - Yes: _____
 - No
- Approved water supply:
 - Direct connect to potable supply at service site(s)
 - Bottle water only
 - Municipal Source (can fill up with city water)
 - Well (yearly water test required)
- Food grade hose(s) to supply unit with any water or fill any containers:
 - Yes
 - No
- Dual-check backflow prevention device for direct water connections:
 - ASSE 1012
 - ASSE 1024
- Does your waste water tank hold fifteen percent (15%) more than your fresh water tank?
 - Yes
 - No
- What is the size of your fresh water and grey water tanks?
 - Fresh _____
 - Grey _____

Mobile Food Process Safety Questionnaire

- What is the size of the three compartment sink basins? _____

NOTE: The largest pot/utensil must be able to be able to be completely submerged

- Drain boards must be present on either side of the three compartment sink.
Drain boards are present? _____
- Wastewater disposal method:
 - Direct connect to sanitary sewer at service site(s)
 - Blue boy/holding tank to be emptied at: _____
- Do you have thermometers installed in each hot holding and cold holding unit (refrigerators, steam wells, etc.)?
 - Yes
 - No
- Do you have enough thin-probe thermometers for taking food temperatures?
 - Yes
 - No
- Hair Restraints/Beard Restrains:
 - Hat
 - Bandana
 - Hair net