



Standard Operating Procedure Guidance for Mobile Food Facilities (MFFs)

As part of your permit requirements you may be required to submit Standard Operating Procedures (SOPs). A standard operating procedure is a set of instructions that describes all relevant steps and activities of a process or procedure. The information contained in this handout is to assist when creating your SOPs. You may add additional information you find necessary, however, please include the following information:

- 1) Indicate the name and address of the kitchen commissary you will use for *advanced food preparation*, (i.e. washing, rinsing, cooling, thawing, slicing, chopping, etc.). An approved commissary must be equipped with the appropriate equipment required for your food operation.
- 2) List the food items requiring advanced food preparation, for example:

tomato (washing and slicing)	rice (rinsing and cooling)
lettuce (rinsing and chopping)	beans (rinsing and cooling)
cooked chicken & beef (cooling)	frozen chicken (thawing)
- 3) Which sink will be used for washing, rinsing, thawing, cooling? Where? A food preparation sink must be available, as food preparation may not be conducted at a warewash or hand sink on a MFF.
- 4) Describe the thawing process if applicable. *Thawing under refrigeration may be conducted in mobile food facilities ONLY if the food products are ready-to-eat or ready-to-cook, when no rinsing is required.*
- 5) Describe the cooling process in detail if applicable.
 - a) How will your potentially hazardous foods cool from 135°F to 70°F within 2 hours, and then from 70°F to 41°F within 4 hours? Which active cooling methods will be used to achieve both cooling parameters? (i.e. divide food into smaller, thinner portions, use shallow food containers, monitor the food temperature using thermometer, use ice water baths and/or ice paddles while stirring frequently (food container must not float in the ice water bath but be imbedded in the ice), use a blast chiller, use ice as an ingredient, or cut large pieces of meat into smaller pieces).
 - b) Which refrigeration unit and at what temperature will the uncovered food be placed on the top shelf? How is the food monitored to ensure the food reaches 41°F in the required amount of time? When will the food be covered?
- 6) Indicate what will be done with the leftover hot food. Potentially hazardous foods held hot at or above 135°F in holding units (i.e. steam table, hot holding cabinet, etc.) must be destroyed at the end of business day from the mobile food facility. The law prohibits food that was once held hot to be cooled, reheated and served for the following or another business day.

Please note:

1. MFFs may not be used for *washing, rinsing, cooling, or thawing* vegetables, meats, poultry, or seafood.
2. Stainless steel food containers conduct the cold transfer faster than plastic food containers.
3. Hot holding is not permitted on non-occupied mobile food facilities (carts) except on hot dog, roasting corn and tamale carts.

California Retail Food Code Reference

113791

"Food preparation" means packaging, processing, assembling, portioning, or any operation that changes the form, flavor, or consistency of food, but does not include trimming of produce.

114002

- (a) Whenever food has been prepared or heated so that it becomes potentially hazardous, it shall be rapidly cooled if not held at or above 135°F.
- (b) After heating or hot holding, potentially hazardous food shall be cooled rapidly from 135°F to 41°F or below within six hours and, during this time the decrease in temperature from 135°F to 70°F shall occur within two hours.
- (c) Potentially hazardous food shall be cooled within four hours to 41°F or less if prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna.
- (d) Except as specified in subdivision (e), a potentially hazardous food received in compliance with laws allowing a temperature above 41°F during shipment from the supplier as specified in Section 114037, shall be cooled within four hours to 41°F or less.

114002.1

(a) The rapid cooling of potentially hazardous foods shall be accomplished in accordance with the time and temperature criteria specified in Section 114002 by using one or more of the following methods based on the type of food being cooled:

- (1) Placing the food in shallow pans.
- (2) Separating the food into smaller or thinner portions.
- (3) Using rapid cooling equipment.
- (4) Using containers that facilitate heat transfer.
- (5) Adding ice as an ingredient.
- (6) Using ice paddles.
- (7) Inserting appropriately designed containers in an ice bath and stirring frequently.
- (8) In accordance with an HACCP plan adopted pursuant to this part.
- (9) Utilizing other effective means that have been approved by the enforcement agency.

(b) When placed in cooling or cold holding equipment, food containers in which food is being cooled shall be arranged in the equipment to provide maximum heat transfer through the container walls, loosely covered, or uncovered if protected from overhead contamination during the cooling period to facilitate heat transfer from the surface of the food and stirred as necessary to evenly cool a liquid or a semi-liquid food.

114305(d)

Potentially hazardous foods held at or above 135°F on a mobile food facility or mobile support unit shall be destroyed at the end of the operating day.

114018

Frozen foods shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114020.

114020

Frozen potentially hazardous food shall only be thawed in one of the following ways:

- (a) Under refrigeration that maintains the food temperature at 41°F or below.
- (b) Completely submerged under potable running water for a period not to exceed two hours at a water temperature of 70°F or below, and with sufficient water velocity to agitate and flush off loose particles into the sink drain.
- (c) In a microwave oven if immediately followed by immediate preparation.
- (d) As part of a cooking process.