



Mobile Food Facility (MFF) Written Operational Procedures

The permit holder of an MFF handling unpackaged food shall develop and follow written operational procedures for maintaining food safety such as, food handling, cleaning and sanitizing of food-contact surfaces and utensils. **The following must be completed and returned to the Department of Environmental Health (DEH) for approval before a permit is issued.** Use additional paper if necessary

Business/MFF Name: _____	License Plate #: _____
Owner Name: _____	Phone: _____
Owner Email: _____	
Kitchen Commissary Name: _____	
Kitchen Commissary Address: _____	

A. FOOD HANDLING PROCEDURES

1. Which of the food items will be prepared in advance at the kitchen commissary? *i.e. Rinsing of produce and meats, slicing, chopping, thawing, etc. (Kitchen commissary must have a designated food prep sink).*

(i.e. Lettuce - washed in prep sink and sliced; frozen chicken – thawed in refrigeration unit or running cold water in prep sink)

2. Which of the food items will be prepared on the MFF?
 If foods are purchased pre-washed and pre-cut, please indicate so.

(i.e. tacos – meat cooked to order, tacos/burritos/sandwiches assembled, rice and beans cooked on truck daily and then placed in hot holding unit.

3. Indicate which foods will be cooked, cooled, reheated and/or served and describe the cooling process:
(i.e. beans, rice, soups, curries, etc.)

B. CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS (Check all that apply):

1. Describe how food utensils and food contact surfaces will be cleaned and sanitized.

<input type="checkbox"/> Manually sanitize on MFF (wash, rinse, sanitize, and air-dry)	<input type="checkbox"/> Mechanical dishwasher at commissary
<input type="checkbox"/> Manually sanitize at commissary	
2. What sanitizer or sanitizing method will be used? (Note: Appropriate test strips are required.)
 - Contact with a solution of 100 parts per million (ppm) available **chlorine** for at least 30 seconds.
 - Contact with a solution of 200 parts per million available **quaternary ammonium** for at least one minute.
 - Other: _____

C. Initial each statement to show you understand the requirements:

- _____ All food shall be stored and prepared at the commissary or MFF and not at a private home, except foods that are approved from a permitted Cottage Food Operation (CFO) or Micro-Enterprise Home Kitchen Operation (MEHKO)
- _____ All necessary equipment shall be properly functioning on the MFF when in operation (hot water supply, adequate holding temperatures, sufficient sanitizer, wastewater to be properly disposed, adequate power supply etc.)
- _____ Hands will be washed with warm water, hand soap, and clean paper towels, prior to food handling, after hands are contaminated, after handling raw meats, and before donning gloves. (CRFC section 113953.3).
- _____ Employees will not handle food when diagnosed with communicable disease(s) or have symptoms of vomiting and diarrhea.
- _____ After service, all left over hot foods will be discarded at the end of the day.
- _____ A copy of these procedures will be kept on the MFF during periods of operation.

By signing below you are certifying that you meet the requirements of the California Retail Food Code (CRFC), as it applies to a Mobile Food Facility. Non-compliance may result in permit suspension or revocation. Prior to making any changes, I acknowledge that I shall notify the Department of Environmental Health if I change commissary, operating procedures or would like to cancel my permit.

 Owner/Authorized Agent Signature

 Print Name

 Date

FOR OFFICE USE ONLY		
Sr. Staff Initials: _____	Emp # _____	Date: _____
SR0	FA0	PR0

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.