



MOBILE FOOD FACILITY (MFF) WRITTEN OPERATIONAL PROCEDURES

The permit holder of an unenclosed MFF, handling unpackaged food, must develop and follow written operational procedures for food handling, and the cleaning and sanitizing of food-contact surfaces and utensils. The following procedures must be completed and returned to San Bernardino County Environmental Health Services (EHS) for approval, before a permit is issued. Use additional paper if necessary. **An approved copy must be kept on the MFF during operation.**

ANY CHANGE TO THIS FORM, MENU, EQUIPMENT, ASSIGNED COMMISSARY OR MOBILE SUPPORT UNIT (MSU) WILL REQUIRE APPROVAL BY EHS.

APPLICANT INFORMATION	
Name of Business:	
Owner Name:	
Mailing Address:	
Phone Number:	Email:
Address of Sales Location:	
MFF Identification Number:	Hours of Operation:
Commissary Name:	
Commissary Address:	
MFF RESPONSIBILITY	
Whenever the MFF is stopped to conduct business for more than a one-hour period, the MFF will operate within 200 feet of an approved restroom.	
Provide the Address of the Restroom:	

FOOD HANDLING PROCEDURES

1. Provide a complete menu listing all food that is offered/served, including packaged and unpackaged food, bottled beverages and condiments.

2. List each food served, indicate where and how each food item will be prepared. Include all the equipment and utensils that will be used in preparing the food.

3. Indicate where the food will be purchased.

4. Indicate where the food will be stored at the commissary:

Type of Food	Storage at Commissary
Example: Potentially hazardous food (PHF) – milk and/or creamer	Example: Refrigerator

5. Describe how PHF will be held on the MFF (i.e. mechanical cold holding). Indicate if ice is used on the MFF.

6. Describe how food will be served from the MFF and list all the equipment and utensils to be used.

Food Item	Equipment and Utensils

CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS

1. Describe how food utensils will be cleaned and sanitized.
2. Describe how food contact surfaces will be cleaned and sanitized.
3. What sanitizer or sanitizer method will be used for cleaning food equipment and utensils? Indicate if a commercial premixed solution will be used or if a sanitizer solution will be prepared. Approved sanitizer must contain one of the following chemicals at the specified concentrations. Check the sanitizer that will be used.
 - Contact with a solution of 100 parts per million (ppm) available chlorine for at least 30 seconds.
 - Contact with a solution of 200 ppm available quaternary ammonium for at least one minute.
 - Contact with a solution of 25 ppm available iodine for at least one minute.

Note: Appropriate test strips are required.
4. Describe how the MFF will be transported and protected from contamination. The MFF must return to the commissary after operating hours (if an approved MSU is not used).
5. Describe how the MFF will be protected from contamination when stored at the sales location during non-operational hours. A MFF serviced by a MSU and does not report to a commissary on a daily basis must be stored in a manner that protects the MFF from contamination.

CLEANING AND SANITIZING OF POTABLE WATER TANKS

1. Describe how and where the potable water tank(s) on the MFF will be filled.
2. Describe how and where the wastewater from the MFF will be disposed.
3. Describe how and where the potable water tank(s) will be cleaned.
 - a) Indicate the location where the fresh water tank cleaning will take place (e.g. commissary):
 - b) How is the sanitizer introduced/injected into the tank:
 - c) What sanitizer is used (e.g. unscented bleach):
 - d) Concentration (e.g. 100 ppm):
 - e) Contact time (minimum three hours):
 - f) Describe the tank flushing procedure before the tank is put back into service:
 - g) Frequency (How often are the tanks, plumbing system/pumps and lines sanitized, e.g. every 30 days):

Additional Comments:

FACILITIES OPERATING WITH A MSU

1. MFF is serviced by a MSU? Y N If "Yes", then answer all the questions below.
2. Business name of MSU:
3. Number of facilities the MSU is servicing:
4. What is the transport time for the MSU to travel from the commissary to the cart?
5. A MFF that is serviced by a MSU must have all the food removed from the facility and stored at an approved commissary or other approved facility after operating hours. Describe how food will be protected from contamination on the MSU during transport.
6. Describe what equipment will be used on the MSU to maintain proper holding temperatures.
7. Describe how the potable water hose on the MSU will be protected from contamination.
8. Describe how and where the potable water tank on the MSU will be filled.
9. Describe how and where the wastewater from the MSU will be disposed.
10. Describe how and where the MSU will be cleaned and sanitized.
11. Describe how the MSU will be transported from the sales location to the commissary.
12. Indicate where the MSU will be stored at the commissary.

DECLARATION AND SIGNATURE

A COPY OF THE APPROVED OPERATIONAL PROCEDURE MUST BE KEPT ON THE MFF DURING OPERATION.

<input type="checkbox"/> Electronic Signature Only: By checking this box, I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.	Date: Click or tap to enter a date.
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Permit Holder Signature:

Print Permit Holder Name:	Title:
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