

Mobile Food Unit III Guidelines

Environmental Health & Sustainability

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<http://www.plano.gov/201/Environmental-Health>



The Plano Environmental Health Department inspects and permits mobile food units on Wednesdays. All inspections are by scheduled appointments. If you have any questions, or to schedule an appointment, please contact the Environmental Health Division at 972-941-7143.

NOTE: If a mobile food unit does not arrive for a scheduled inspection and does not provide a 24-hour notification to this Division, a cancellation fee will be assessed, and shall be paid prior to any future issuance of a permit.

GENERAL INFORMATION

The Plano Food Code defines mobile food vendors are defined as the following:

Mobile Food Unit (MFU) – A vehicle mounted, self-contained food service operation, designed to be readily movable and used to store, prepare, display, serve, or sell food. A MFU includes, but is not limited to, catering truck, trailer, pushcart, and roadside vendor and does not include a stand or a booth.

A Mobile Type III – includes, but is not limited to, full service trucks, food trailer (example: hot truck, gourmet food truck).

The City of Plano requires commercial grade equipment in lieu of residential equipment.

Permits are valid for one year, and are not transferable. Each permit holder must meet all requirements of the City of Plano Food Code Section 228.221 Mobile Food Units, which can be found at the following link: <http://plano.gov/848/Food-Safety>.

The food permit fee (and any other associated fees) must be paid before a food permit will be issued.

Permitted, Mobile Food Units **are not** allowed in City Parks, Recreational Centers or on school property (Plano Code of Ordinances, Sec. 11-143), except in conjunction with an approved event/celebration. It is the responsibility of the MFU owner/operator to ensure that all laws and applicable City ordinances are met. To operate on private properties or private businesses, contact the owner for written permission and comply with all City of Plano's Ordinances, including City of Plano Building Inspection requirements for Itinerant Vendor permit requirements (Plano Code of Ordinances, Sec. 11-156).

Mobile Food Units are subject to inspection any time the unit is stopped and serving the public. Violations of the permit requirements are subject to corrective action up to and/or including, discarding of food products, revocation of the permit and fines. Those persons found operating in the City of Plano without a valid permit are subject to fines up to \$2,000.00.

Alterations, removal, attachments, additions, placement or change in, under, or upon a mobile food unit that would prevent or reduce ready mobility is prohibited.

Liquid waste shall not be discharged from the retention tank while the Mobile Food Unit is in motion. Such liquid waste is required to be disposed of in the sanitary sewer system at a Central Preparation Facility.

The Environmental Health Division may also enforce federal, state, or local regulations applicable to a Mobile Food Unit operating within the City of Plano.

The following are only guidelines specific to the type of vending you may be interested in, and are not an exhaustive list for regular inspection.

1. Plan Review Process:

A plan review process is used to determine if the Mobile Type III meets all the sanitation and safety specifications required by the City of Plano Food Code.

A mobile food preparation vehicle must go through plan review if the unit is:

- o Applying for initial permit with the City of Plano.
- o Converted from another use.
- o Remodeled.
- o Without a valid permit for more than 1 year.

If the Type III MFU requires a plan review, the plans must be approved before the vehicle will be inspected. Plans are to be submitted at least 10 working days prior to the inspection date. The plans can be emailed to envhealth@plano.gov, faxed 972-941-7142 or hand-delivered to 1520 K Avenue, Suite 210, Plano, Texas 75074.

Items required for plan review:

The floor plan drawing of the MFU Type III must be an honest representation of how the unit looks in reality. A professional plan is preferred, but not required; however, the plan does have to be drawn to scale, and legible.

- o Drawing views of the mobile unit from top and both sides and/or photos of exterior and interior.
- o Include view of plumbing fixtures and dimensions of potable and gray water tanks.
- o Label all equipment (i.e. grill, hand wash sink, etc.).
- o Provide a list of all equipment and include the manufacturer's specification sheet to verify that all equipment is commercial grade, and certified for sanitation by one of the following certification agencies: National Sanitation Foundation (NSF), Edison Testing Laboratories (ETL), Underwriters Laboratories (UL), or the Canadian Standards Association (CSA).

- o Describe the construction materials used on the vehicle (i.e. floors, walls, ceiling, counters, etc.).
- o If liquid waste results from operation of a mobile food unit, the waste shall be stored in a permanently installed retention tank that is at least fifteen (15) percent larger capacity than the potable water supply tank.

2. Central Preparation Facility Requirement (CFP) (also known as Commissary)

All Mobile Units are required to have a CPF that is defined as a: permitted fixed food establishment that serves as an operating base for a mobile food unit. A restaurant may serve as a CPF for one mobile food unit that is owned and operated by the restaurant (City of Plano Zoning Ordinance No. 2014-6-4). If a restaurant is used as the CPF, the grease trap must be of adequate size to process the liquid waste from the mobile unit. If needed, an increase in the cleaning frequency of the grease trap may be enforced. A grease trap cleaning ticket (trip ticket) must be provided to verify size.

Requirements for a CPF are found in the Plano Food Code Section 228.221. Mobile Food Units

Supplies, cleaning, and servicing operations. Mobile Food Units shall operate from a central preparation facility or other fixed food establishment and shall report to such location daily for supplies and for cleaning and servicing operations.

Construction. The central preparation facility or other fixed food service establishment, used as a base of operation for Mobile Food Units, shall be constructed and operated in compliance with the requirements of these rules (pertaining to Physical Facilities).

A private residence may not be used as a central preparation facility.

Servicing area and operations for CPF:

- o A Mobile Food Unit servicing area shall include at least overhead protection for any supplying, cleaning, or servicing operation. Those areas used only for the loading of water and/or the discharge of sewage and other liquid waste, through the use of a closed system of hoses, need not be provided with overhead protection.
- o Within the servicing area, the location provided for the flushing and drainage of liquid wastes shall be separate from the location provided for potable water servicing and for the loading and unloading of food and related supplies.^P
- o A servicing area will not be required where only packaged food is placed on the Mobile Food Unit or where Mobile Food Units do not contain waste retention tanks.

- o The surface of the servicing area shall be constructed of a smooth nonabsorbent material, such as concrete or machine-laid asphalt and shall be maintained in good repair kept clean, and be graded to drain.
- o Potable water servicing equipment shall be installed in the servicing area according to the Plumbing Code and shall be stored and handled in a way that protects the water and equipment from contamination.^{Pf}
- o Construction exemption. The construction of the walls and ceilings of the servicing area is exempted from the provisions of Section 228.173(a) of this title (relating to *Physical Facilities*).

3. Documents Requirement at Inspection:

Units must present the following documentation at the time of inspection except for plans/schematics and menu (plans and menu must be provided 10 working days prior to inspection):

- o Valid Certified Food Manager certification for at least one individual operating on the unit.
- o Food Handler cards for all other persons handling food.
- o Signed notarized letter of authorization from the Central Preparation Facility if this servicing area is not owned by the mobile unit operator.
- o Central Preparation Facility's current health inspection report (a copy must be maintained on mobile unit at all times).
- o Valid driver's license.
- o Current license plate attached to the unit.
- o Completed application (obtain and complete at City of Plano Environmental Health Division at this time).
- o Cash, check, money order or credit card to pay permit fees.

4. Vehicle Design and Equipment Requirements:

- o Floors of the vehicle must be constructed of durable, easily cleanable material, including, but not limited to, anodized aluminum, stainless steel or tile. All junctures must be properly sealed.
- o Walls of the vehicle must be durable, easily cleanable, non-absorbent and light in color. Minimum wall materials include, but are not limited to, aluminum or fiberglass reinforced plastic (FRP). Walls at vent hood and gill areas must be covered with stainless steel panels.

- Wall covering must be installed to cover the entire height of each wall. Stud and utility lines may not be unnecessarily exposed on the wall or prevent cleaning.
- o Ceilings of the vehicle must be light in color, non-absorbent, and easily cleanable.
 - o Joints and rafter may not be exposed.
 - o Construction joints must be tightly fitted and sealed with no gaps or voids, and all sealant, solder, and weld joints located in the food contact areas must be smooth and approved for food contact surfaces.
 - o All equipment and utensils must meet or exceed the food equipment sanitary design and construction standards published by the National Sanitation Foundation (NSF) or other approved standards writing organization.
 - o All equipment must be commercial grade and placed, installed, stored, and secured on the vehicle in a manner that allows for thorough cleaning and sanitizing around the equipment.
 - o Floor-mounted equipment must be sealed directly to the floor or securely installed on legs to provide a six-inch clearance under the equipment. Counter-mounted equipment must be sealed directly to the countertop or securely installed to provide a four-inch clearance under the equipment.
 - o Cooking equipment must be commercial grade and properly vented. Ventilation systems shall be installed over cooking surfaces that require exhaust ventilation and operate according to law.
 - o The vehicle must be equipped with commercial grade mechanical refrigeration and/or hot holding equipment.
 - o A commercial grade sink with at least three adequate compartments shall be provided for manually washing, rinsing, and sanitizing of equipment and utensils if open food is stored, prepared or served on the unit. Provide sanitizer test kit.
 - o Equipment, utensils and food shall not be placed under exposed sewer and water lines.
 - o Adequate lighting must be provided using light bulbs that are completely enclosed in plastic safety shields or the equivalent.
 - o All outer openings to the food service area of the vehicle must be insect and rodent proof. Screens are required to be tight fitted with a maximum of 16 mesh per square inch.
 - o Generator for unit must be attached to unit and not pulled on and off vehicle for operation. The generator must be operational while the mobile unit's engine is off and contain adequate ventilation of fumes.

- o Properly installed and operating potable and gray water retention tanks (plugs must be in place on gray water retention tank) that will be sufficient for a full operation. Potable water tank must be clean. A tank for liquid waste retention shall be thoroughly flushed and drained in a sanitary manner. If liquid waste results from operation of a mobile food unit, the waste shall be stored in a permanently installed retention tank that is at least fifteen (15) percent larger capacity than the potable water supply tank.
- o Name displayed on at least two sides of the vehicle. (Lettering size must be a minimum four (4) inches.)
- o Internal thermometers for all hot holding and cold holding units must be in place.
- o Long stem thermometers to check internal temperatures of food products must be available on MFU.
- o Hand washing facility with paper towels, liquid hand soap; hot and cold running water under pressure.
- o Proper storage of chemicals, away or below food/food contact surfaces.
- o All raw food products must be stored below all cooked or ready to eat products.
- o All raw chicken products, including eggs, must be stored on the lowest shelf.
- o All leftover food products must be stored at the Central Preparation Facility with proper date marking and under proper temperature control or must be discarded.
- o All hot hold items must be held at 135°F, including eggs, must be stored on the lowest shelf.
- o All cold hold items must be held at 41°F or below at all times.
- o Clean vehicle.
- o Vehicle equipment must be operating, fully functioning and ready for inspection.