

# ***MOBILE FOOD OPERATION GUIDELINES***



**Wabash County Health Department**

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Wabash, Indiana 46992

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# PLANNING GUIDE FOR MOBILE FOOD OPERATIONS

This guide will assist you in the procedures required to operate a Mobile Food Operation (MFO) in the county of Wabash. The requirements are extracted from Indiana State codes 410 IAC 7-24, 7, IAC 7-22 and Wabash County Food Ordinance. While this guide provides some detailed information for operating a MFO, it does not cover all requirements under these codes. The applicants are strongly advised to thoroughly review the Indiana State Food Codes, as well as all applicable requirements from local municipalities.

A MFO, that is enclosed, self-contained, and serves food to the general public, while temporarily located at a public or privately-owned location. Food items may be prepared, cooked, and assembled in the mobile unit or may have been prepared, wrapped/packaged, in a licensed commissary or food manufacturing facility.

A MFO is permitted to operate in Wabash County, please check with local municipalities.

Due to variations of MFOs, each operation is evaluated on an individual basis. The design of your mobile unit should be suitable to the needs of your menu and food handling requirements.

*PERMIT FEES FOR MOBILE FOOD TRUCK:* \$15.00 Per Day; \$100.00 Annual Permit (good for entire calendar year), \$25.00 for commissary.

## COMMISSARY

**All licensed mobile food vendors must have an approved, licensed commissary.**

A commissary is a registered catering establishment, restaurant, or any retail food establishment in which food, food containers, or food supplies are: kept; handled; prepared; packaged; or stored; from which meals are created and mobile retail food establishments or pushcarts are served.

410 IAC 7-24 section 113, states a mobile retail food establishment must be physically transported to a commissary or servicing area, or both, at least once daily for all: supplies; cleaning; and servicing operations.

A commissary must be completely separate from a private residence or living quarters. This means that all water supply, food preparation, food storage, utensil or unit cleaning must be done at your commissary.

### **A COMMISSARY WILL INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:**

- i. Suitable facilities for cleaning all surfaces, equipment and the MFO itself, including overhead protection.
- ii. Cleanable walls, floors, and ceilings.
- iii. Adequate lighting.
- iv. Approved water supply.
- v. Approved septic system/waste water supply system.
- vi. Adequate hand washing facilities.
- vii. Adequate commercial grade refrigeration and cooking equipment.
- viii. Suitable ventilation and make-up air system where high heat, steam, or grease is produced.
- ix. Adequate storage and protection for food and single service supplies.
- x. Sufficient insect and rodent control.
- xi. Serve food from approved sources, no home canned products.
- xii. Restroom facilities provided as required by law.
- xiii. Appropriate garbage containers and waste disposal service.
- xiv. Suitable dump station if mobile unit is equipped with on board water and wastewater holding unit.
- xv. Grease trap if required.
- xvi. Properly located mop sink.
- xvii. Any other equipment necessary to the operation of the specific MFO.

## HOW TO OBTAIN A COMMISSARY

1. You already have a licensed kitchen in Wabash County

If you own a restaurant that holds a current food permit, you can use it as your commissary. The restaurant will already comply with all applicable requirements of a commissary. Establishments that are food store only may be required to submit a Plan and Review to bring the store up to food service requirements.

2. You have a licensed kitchen in another State or County

If you own a restaurant license in another State or County, you can use it as your commissary. Proof of commissary will be required at the time of application (permit and most recent inspection).

3. A "Commissary Agreement" with a licensed kitchen

A commissary agreement is a written document which is completed by the owner or manager of the permitted facility allowing its use as a commissary. The commissary agreement must be renewed annually.

4. Purchasing/building your own facility

If you purchase/rent a facility that was once a permitted restaurant, you will need to call the Wabash County Health Department at (260) 563-0661 ext. 1249 to schedule an opening inspection and plan review. The inspection process will ensure compliance with all current sanitation requirements.

If the facility is remodeled or was never a permitted restaurant, a "Plan and Review" will be required to be submitted to the WCHD. Once submitted, it will be reviewed for compliance with State code and upon approval, correspondence will be sent. When renovation has been completed and local municipality have given approval, you can call the WCHD for an opening inspection.

***\*\*The kitchen must be service ready to get final approval\*\****

Plan & Reviews for brick-and-mortar facilities, as well as additional units, can be obtained online at [foodservices.wabashcounty85.us](http://foodservices.wabashcounty85.us) under "Plan Review".

## MOBILE FOOD OPERATIONS

A MFO must meet all applicable requirements that a brick-and-mortar establishment does. It is strongly advised that you become familiar with Indiana State Code 410 IAC 7-24. The Code is available online in pdf format. You can find it by entering "410 IAC 7-24" into any search engine. It will return a link to the document.

A MFO "Plan & Review" must be submitted to the WCHD. The application must include standard drawing(s). All questions must be answered on questionnaire, or the "Plan & Review" will be rejected and resubmittal required.

### ILLNESS POLICY

The Indiana State Department of Health Food Establishment Regulations 410 IAC 7-24, require that all employees of inspected food establishments report immediately to the person-in-charge if they experience any of the specified symptoms or conditions listed below. The person-in-charge can then take the appropriate action to preclude the transmission of foodborne illness.

**Symptoms:**

Diarrhea, fever, vomiting, jaundice, sore throat with fever, lesions containing pus on the hand, wrist, or exposed body parts, such as boils and infected wounds, regardless of size

**Medical Diagnosis:**

Whenever diagnosed with an illness as a result of Salmonella spp., including Typhoid fever (*S. typhi*), Shigella spp., Shiga toxin-producing Escherichia coli (including *E. coli* O157:H7), Hepatitis A virus, or Norovirus

**High-risk Conditions:**

- Being suspected of causing, or being exposed to, a confirmed disease outbreak caused by Salmonella spp., Shigella spp., Shiga toxin-producing Escherichia coli, Hepatitis A virus, or Norovirus
- Household member diagnosed with Salmonella spp., Shigella spp., Shiga toxin-producing Escherichia coli, Hepatitis A virus, or Norovirus
- A household member attending or working in a setting experiencing a confirmed outbreak of Salmonella spp., Shigella spp., Shiga toxin-producing Escherichia coli, Hepatitis A virus, or Norovirus

**All Employees Must:**

- Report conditions specified above involving symptoms, diagnoses and high-risk conditions specified;
- comply with work restrictions or exclusions that are imposed upon you; and
- practice good hygiene.

Failure to comply could lead to action of the food establishment or the food regulatory authority that may jeopardize your employment and may involve legal action against you. For any questions contact the Wabash County Health Department (260) 563-0661 Ext. 1249

**STRUCTURE**

All interior surfaces of the MFO structure (floors, walls, ceiling) are to be smooth, durable and light in color, easily cleanable and impervious material capable of withstanding frequent cleaning. Unfinished wood is not allowed.

Construction joints must be tightly fitted and sealed with no gaps or voids. All sealant, solder and weld joints located in the food prep areas are to be smooth, and approved for food contact surfaces. Spaces around pipes, hoses, or conduits that extend through cabinets, floors or outer walls must be sealed to be smooth and easily cleanable. Stud and utility lines should not be unnecessarily exposed.

Lighting inside the MFO shall have a minimum of 70 foot-candles (753 lux/lumen). All lights shall be shielded or shatter resistance.

1. Foot-candle is equal to 10.76391 lux. Foot-candle measures the number of lumens per area of one square foot.
2. Lumen per square meter (10.7639 square foot) is equal to lux. A measurement of the number of lumens falling on an area of one square meter.  $1\text{lm}/\text{m}^2=1\text{lx}$

The cab of the MFO shall have a physical barrier from the food preparation and storage areas.

Entrance door to the food preparation area should have a self-closing device installed and be kept closed when not in use to prevent the entry of insects and rodents. Windows and screen doors shall have sixteen (16) mesh to one (1) inch screen.

**WATER**

A MFO requiring a water system shall have a potable water system under pressure. The system shall be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning, sanitizing and hand washing.

1. The fresh water tank must be constructed of a good food grade material, transparent in color, enclosed from the filling inlet to the discharge outlet, sloped to an outlet that allows complete drainage.

2. The vent must terminate in a downward direction and be covered with mesh or a filter.
3. The water supply hose for MFO must be of food grade quality with a ¾ inch diameter or less and be identified on the hose for its use.
4. The water inlet for MFO must be sloped to drain and have a protective cover or device installed.
5. The water inlet as well as the water holding tank must be protected from back-siphonage.
6. The water tank shall be accessible for inspection.

## **WATER HEATER**

The hot water heater must be adequate in capacity and recovery rate to furnish a continuous supply of hot water during the MFO's daily operations. The water heater must be located in an enclosed location.

## **WASTE WATER**

Waste water collection must be disposed of in an approved sewer or septic system. Any non-clear water waste, such as runoff from raw chicken juice, is also required to be disposed of in a sewer or septic system.

1. The grey/waste water holding tank shall be fifteen percent (15%) larger in capacity than the potable water supply tank.
2. It must be permanently installed, sloped to drain, be supplied with a shut-off valve and have a hose diameter one (1) inch or greater.
3. The waste water outlet on the MFO must be sloped to drain.

## **HANDWASHING**

Improper or lack of handwashing is one of the top 5 leading risk factors of foodborne illness according to the Center for Disease Control. Therefore, the importance of an easily accessible hand sink inside your MFO is crucial. The hand sink must be conveniently located inside your truck with a supply of soap and paper towels always available.

1. The hand sink cannot be used for any other purpose.
2. Its access cannot be blocked at any time.
3. A partition at least six (6) inches high or at least two (2) feet separation from food prep, if needed.
4. Hot water must be able to reach a minimum of 100°F (37.7°C).
5. Hand sink must have hot and cold running water available that is under pressure and tempered by means of a mixing valve or combination faucet.

## **EQUIPMENT**

The MFO shall be fully contained with its equipment.

1. All equipment must meet or be equivalent to current National Sanitation Foundation (NSF) standards of American National Standard Institute (ANSI).
2. All electrical appliances shall meet applicable Underwriters Laboratory standards (UL).
3. Equipment must be in good repair, easily cleanable and free from unnecessary crevices and ledges.
4. There must be a minimum of four (4) inches of space provided for sanitary maintenance beneath counter mounted equipment. If the equipment is moveable, it does not need to comply with height requirements.
5. Floor mounted equipment must either be elevated at least six (6) inches or sealed to the floor.
6. All equipment shall be installed to allow easy cleaning and prevent pest harborage conditions.
7. A 3-basin sink with drain boards is required for washing, rinsing, and sanitizing equipment and utensils.
8. All refrigeration shall be mechanical and sufficient to maintain cold for temperatures at 41°F or below.
9. Coolers can be used as a medium for canned or bottled drinks.
10. Shelving inside refrigerators shall be easily cleanable and slatted to allow proper air circulation.

11. All hot holding equipment must maintain hot foods at a minimum temperature of 135°F or warmer.
  - a. Where high heat, steam, or grease is produced, ventilation must be adequate to meet Indiana Fire and Building requirements.
12. Positive closing lids equipped with a secure latch for fryers and similar equipment should be used to prevent spillage of liquids during transport.
13. The power supplied to the truck must allow that all equipment be able to run simultaneously, in accordance to National, State or Local electrical code.

## FOOD AND UTENSILS

All food products shall be from an approved source and prepared in an approved, licensed facility. An approved source means acceptable to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

1. Food and food utensils must all be stored at least six (6) inches off the ground in a location that is safe from contamination.
2. When necessary, partitions, covers, or sneeze guards shall be in a place to protect food from contamination.
3. Effective hair restraints must be worn during food preparation or ware-washing.
4. Single use gloves are required to be worn when handling ready-to-eat foods.
5. Jewelry must be removed from hands and arms during food preparation or ware-washing.
6. Single service items shall be protected from contamination, stored in a clean and dry location.
7. Only pre-wrapped utensils will be dispensed for consumers.
  - a. If a customer is allowed to dispense their own food (donuts, relish, onions, etc.) deli tissues or utensils with handles shall be provided for the customers to use for handling non-packaged food item.
8. A probe thermometer that is scaled to measure 0°F to 220°F and accurate to +/-2 degrees Fahrenheit shall be provided to monitor internal food temperatures.
  - a. Alcohol swabs or another approved sanitizer shall be used to clean the probe thermometer before and after each use.
9. Ambient air temperature thermometers accurate to +/-3 degrees Fahrenheit are required in all hot and cold holding units. The thermometers need to be placed in the warmest part of the refrigerator and coldest part of the hot holding unit.
10. Cooking, food preparation and ware-washing cannot be done while the MFO is in motion.
11. Sanitizers and cleaners shall be stored in clearly labeled container(s), individually identified and stored so they do not contaminate equipment, food, utensils, linens, or single-serve articles.
  - a. All sanitizers must be measured for proper strength by use of appropriate test strips.
    - i. Bleach, quaternary ammonia, and iodine are the three basic sanitizers.
    - ii. If using bleach, it must be unscented and approved for use in a food facility.
12. If you are preparing all of your food at your commissary and packaging it to be sold from your MFO, the proper labeling is required.
  - a. All package label must include
    - i. The common name of the food
    - ii. If made from two (2) or more ingredients, a list in descending order of the predominance by weight, including a declaration of artificial color or flavor and chemical preservatives if contained in the food.
    - iii. An accurate declaration of the quantity of contents.
    - iv. The name and place of business of the manufacturer, packer, or distributor.
  - b. Modified Atmosphere Packaging (MAP) includes vacuum packing, sous vide, canning, reduced oxygen packaging (ROP), or the use of gasses, typically nitrogen, carbon dioxide, and some oxygen. If you plan to use MAP as a packaging technique, a HACCP plan is required to be submitted to the Indiana State Department of Health for approval. Time as public health control, rather than temperature, requires prior approval from WCHD.

## **CERTIFIED FOOD HANDLER**

A food establishment shall have at least one (!) certified food handler responsible for all periods of the food establishment's operation. However, a certified food handler need not be present at the food establishment during all hours of operation. It shall be the responsibility of the certified food handler to provide the certificate, letter, or document for verification of passing the examination.

A food establishment that begins operation or changes ownership shall have a certified food handler no later than six (6) months after beginning operation or changing ownership. If the food establishment does not have a certified food handler because the certified food handler terminates employment with the food establishment, the owner or operator of the food establishment has three (3) months to obtain a new certified food handler after the termination date of the previous certified food handler.

**The following organizations offer nationally accredited food safety certification programs and examinations utilizing the American National Standards Institute (ANSI). More options on our website ([foodservices.wabashcounty.in.gov](http://foodservices.wabashcounty.in.gov)).**

### **ServSafe**

Indiana Restaurant Association (National Restaurant Association)  
200 South Meridian Street, Suite 350  
Indianapolis, Indiana 46225

PH: (317) 673-4211 or (800) 678-1957; FAX: (317) 673-4210

Internet: <http://www.indianarestaurants.org/>

ServSafe Training and Exam

Certification lasts for 5 years

Order certificate replacements at: <http://www.servsafe.com/> or (800) 765-2122

### **The National Registry of Food Safety Professionals**

A Division of Environmental Health Testing, LLC  
7680 Universal Blvd., Suite 550  
Orlando, Florida 32819

PH: (407) 352-3830 or (800)446-0257

Internet: <http://www.nrsfp.com/>

Email: [info@nrsfp.com](mailto:info@nrsfp.com) or [customer.service@nrsfp.com](mailto:customer.service@nrsfp.com)

Food Safety Manager Certification lasts for 5 years

### **Prometric**

1260 Energy Park Drive  
St. Paul, Minnesota 55108  
PH: (800) 786-3926

Internet: <http://www.prometric.com/foodsafety/default.htm>

Certified Professional Food Manager

Certification lasts for 5 years

### **360training.com, Inc.**

13801 Burnet Road, Suite 100  
Austin, Texas 78727  
PH: (888) 360-TRNG (8764)  
Fax: (512) 441-1181

Internet: <http://www.learn2serve.com/food-manager-certification>

Email: [dini.nash@360training.com](mailto:dini.nash@360training.com)

National Food Protection Manager Exam

Certification lasts for 5 years

## CHECKLIST

- Apply for County of Wabash Mobile Food Vendor license
- Submit Plan & Review for commissary to WCHD
- Submit Plan & Review for Mobile Food Operation to WCHD
- Schedule opening inspection for the commissary with WCHD
- Obtain Food Service permit for commissary from WCHD
- Inspection by the local municipality, if needed
- Schedule opening inspection for MFO with WCHD
- Obtain Annual permit from WCHD
- Provide schedule of events to WCHD

The following, is the fee schedule as established by the Wabash County Board of Health and hereby approved by the Board of Commissioners of Wabash County. Plan & Review/Application fees for food establishments are:

Annual: \$100.00  
Temporary (per day): \$15.00  
Additional Unit: \$25.00 each  
Commissary (in Wabash County): \$25.00  
Plan Review: \$35.00

All permits must be renewed every year by December 31<sup>st</sup>. The commissary will undergo routine inspections by the WCHD.

## IMPORTANT CONTACTS

To apply for a food permit with WCHD (260) 563-0661 Ext. 1250 or [rmofield@wabashcounty.in.gov](mailto:rmofield@wabashcounty.in.gov)

Local Municipalities, if needed:

City of Wabash: (260) 563-4171  
Towns of:  
LaFontaine – (765) 981-4591  
Lagro – (260) 782-2451  
North Manchester – (260) 306-3540  
Roann – (765) 833-2100