

Mobile Unit Requirements

MOBILE UNIT

A “Mobile Food Service Facility” means a food service facility that is a mechanically, electrically, manually, or otherwise propelled vehicle operating on land or water.

Requirements

1. **Application.** Mobile unit operators must submit to the Queen Anne’s County Health Department a completed Application, Statement of Workmen’s Compensation and Emergency Contact information as well as a fee based on the menu to be served. This license is good only for the operation within Queen Anne’s County. You must check with the health departments in each county of operation for their requirements.
2. **Display of Food Service License.** Mobile units must display the current food service license in their trailer. In addition they must post on the side of the trailer the license number in the format of QACHD # _ _ _ _ where the _ _ _ _ is the 4 digit number of their license.
3. **MVA Registration.** The owner of the mobile unit must submit the VIN and Tag number of the mobile unit.
4. **Menu.** The operator of the mobile unit must submit a proposed menu to be served from the mobile unit. The menu will be reviewed and the procedures approved by this office. The approved menu will have an Operational/HACCP plan of which a copy must be kept in the trailer at all times for reference. Any changes to the menu or the preparation must have prior approval by this office before it can be offered to the public.
5. **Approved Source of Food, Beverages and Ice.** These items must be purchased from approved sources and stored either at the approved base or on the mobile unit. Depending on the ingredients of the menu items, receipts may need to be kept for 90 days.
6. **Base of Operations (depot).** If the mobile unit is using a base for its operation then
 - a. A letter from the owner giving permission to use the facility
 - b. That the base is open during the hours of the mobile unit operation
 - c. That the base has adequate cold and dry storage for the supplies used by the mobile unit
 - d. There is access for utensil washing if needed
 - e. There is access to covered trash disposal and grease disposal with regular pickups
 - f. There is access to an approved method for the wastewater disposal
7. **Location.** Mobile units must have letters of approval to operate on private property, including property which is owned by the county or state (example: public landings, parks, and roads). Incorporated towns like Centreville or Queenstown, may have additional regulations regarding operation and parking. Contact the town office for their requirements. Failure to submit the approval letter to the Queen Anne’s County Health Department may result in your food service license being suspended.

PROCEDURES FOR OBTAINING A MOBILE UNIT LICENSE FROM THE HEALTH DEPARTMENT:

1. **Submit an accurate drawing** -- The drawing of the interior of the proposed mobile unit must show the location and description of all of the food service equipment.
2. **Screens and enclosures** -- Must have screens or enclosures to minimize entry by insects and to protect the food, prep surfaces and storage areas from contamination.
3. **Floors, walls and ceiling** -- Must be in good condition, smooth and easily cleanable. Lighting in the unit must be a minimum of 50 foot candles and be shielded.
4. **Holding Tanks** -- The mobile unit must have fresh and waste water holding tanks of adequate size to operate for the event/hours of operation. The wastewater tank capacity must exceed the fresh water tank capacity plus be able to hold any other liquid wastes such as drainage from ice bins, snowball machines, beverage units, etc.
5. **Potable Water** -- The water supply must come from an approved source. If on a private well, the water supply must be sampled for bacteria 4 times per year and once a year for nitrates. Depending on the location in the county, an arsenic test may also be required on the water supply. The fresh water tank must be filled using a food grade hose and the hose must be stored so as to protect from possible contamination.
6. **Disposal of the Waste Water** -- The waste water must be disposed of in accordance with State and local laws and regulations.
7. **Hot and Cold Running Water** -- The mobile unit must be able to supply hot and cold potable water under pressure to last for the duration of the event.
8. **Self-Sustaining** -- The mobile unit must be self sustaining by either the use of a generator or by an electrical supply source. Whichever power source is used, it must be able to supply enough power to operate all of the equipment on the trailer.
9. **Equipment** -- Equipment must meet NSF requirements, be in good repair, clean, and be adequate to support the menu served. Mechanical Ventilation will be required over deep fryers, grills and ranges within the mobile unit. The hood system must be approved by both the Health Department and the Fire Marshall.
10. **Hand Sink** -- A hand sink must be located within the mobile unit. It must be supplied with hot and cold potable running water, anti-bacterial soap and a paper towel dispenser.
11. **Utensil Washing Requirements** -- The mobile unit must provide a freestanding 3 compartment sink within the mobile unit. The bins of the sink must be of adequate size for the washing of the equipment used by the unit. The waste water lines must be separate, cannot manifold the lines and there must be an air gap prior to the waste water tank. There must be sufficient hot and cold potable water to maintain the equipment in a clean/sanitized manner for the duration of the event. The mobile unit must have approved sanitizer and test strips within the unit at all times.

12. **Thermometers** -- The mobile unit must have both thermometers for refrigeration equipment and for the monitoring of foods during their prep, cooking and holding steps. It is strongly suggested that you keep temperature logs, at a minimum of every 2 hours, during operation.
13. **Storage** -- Foods and supplies must be stored on the mobile unit to protect from contamination. Nothing can be stored on the floor of the unit.
14. **Personal Hygiene** -- Employees must have clean clothes and effective hair restraints when inside the mobile unit. When handling foods which do not receive further cooking, gloves must be worn. These gloves must be changed often and when soiled. Smoking is not allowed within the unit.
15. **Toilet Facilities** -- Restrooms are not required within a mobile unit. However, access to restrooms in the vicinity of the site of operation is necessary if the unit will remain at one site for longer than four hours. Restrooms must be accessible during all hours of operation.
16. **Collection and Disposal of Trash and Food Waste** -- There must be adequate containers at the site to hold any trash or food waste used during hours of operation. The containers must be clean and covered. Waste must be disposed of by an approved method so as not to create a nuisance and taken to an approved collection site.
17. **Zoning/Incorporated Town Permits** -- Approved zoning is required for units planning to operate from the same location on a daily basis.
18. **Events and Fairs** -- If you wish to operate at a local event, fair, festival or other special event you must have approval from the event coordinator as well as notify the health department.

After the submitted plans are approved, the mobile unit may begin construction. Any changes to the previously approved equipment or menu must be approved by the Health Department prior to the changes occurring.

When a change of ownership occurs, the mobile unit must be upgraded to meet either the new mobile unit guidelines and/or revisions made to COMAR 10.15.03.

This information is to insure that all mobile unit vendors are in compliance with state and county regulations. If you have any questions please feel free to contact the Queen Anne's County Food Protection Program at (410) 758-2281.