

Compact Mobile Food Operation (food cart) Written Operational Procedures

A food cart operator may complete and submit this template as their Written Operational Procedures (WOP) or may utilize it in the development of their own Written Operational Procedures.

Additional notes:

- a) All food cart operators who handle open food are required to submit Written Operational Procedures and obtain approval from the Environmental Health Division.
- b) WOP are to be submitted for approval prior to requesting a final inspection.
- c) Once approved, keep a copy of these procedures on the cart during business hours.

Any changes to these written operational procedures will require approval by this department.

Name of Business:	
Owner Name:	
Mailing Address:	
Phone:	Email:
Commissary Name:	
Address of Commissary:	
Will the food cart be supported by a mobile support unit? <input type="radio"/> Yes No	
Proposed Operating Hours per Day: Open: Su: <input type="text"/> M: <input type="text"/> T: <input type="text"/> W: <input type="text"/> Th: <input type="text"/> F: <input type="text"/> Sa: <input type="text"/> Closed: Su: <input type="text"/> M: <input type="text"/> T: <input type="text"/> W: <input type="text"/> Th: <input type="text"/> F: <input type="text"/> Sa: <input type="text"/>	

MENU

List each food item that you will offer on the food cart:

- Identify the food handling you will do at the commissary and the preparation done at the cart.

Food Item	Packaged or Unpackaged	What food preparation will be done at Commissary?	What Limited Food Preparation activities will be performed at the food cart	Hot (135°F) or Cold (41°F) Holding
Example: <i>Corn on the cob</i>	<i>unpackaged</i>	<i>Husking, washing, grilling</i>	<i>hot holding adding condiments</i>	<i>135°F</i>

FOOD EMPLOYEE PRACTICES

- Food employees should not handle food if they have persistent sneezing, coughing, or a runny nose, symptoms of gastrointestinal illness, or if they are known to be infected with a communicable disease.
- Food employees are required to have a valid food handler card on their person during operations.
- Food employees should wear clean clothing, hair restraints, keep their fingernails trimmed and their hands and portions of their arms clean.
- Food employees with infected or open cuts or wounds on their hands or arms must ensure they are properly bandaged and covered. For cuts or wounds on the arms, an waterproof bandage should be used. For cuts or wounds on the wrists or hands, a waterproof cover such as a glove or finger cot should be used.
- A food employee can drink from a closed beverage container as long as they handle it in a way that prevents contamination of their hands, the container itself, and any exposed food, clean equipment, utensils, or single-service/single-use articles.
- Food employees should wash their hands frequently, especially before beginning food preparation and as often as necessary to remove soil and prevent cross-contamination when changing tasks.

FOOD HANDLING PROCEDURES

- All food and food ingredients must be from an approved source.
- Ice used as a food or a cooling medium shall be made from potable water.
- A calibrated thermometer, appropriate to the operation, must be available for monitoring reheating

holding temperatures. The thermometer should be cleaned and sanitized prior to use and calibrated at least weekly.

- All food should be transported so that it is protected from contamination and prevents excessive spillage.
- All hot potentially hazardous food not sold at the end of an operating day are to be disposed.

Identify how often temperatures will be monitored on the food cart _____

What action will be taken if food is found outside of required hot and cold holding temperatures:

Will foods be cooled at the commissary?

☐ Yes ☐ No

Will food be reheated at the commissary and transported hot?

☐ Yes ☐ No

If transported hot, identify equipment used to maintain safe food temperature:

Will food be reheated on the food cart?

☐ Yes ☐ No

FOOD STORAGE AND DISPLAY

- All food, equipment, utensils, and single-service items shall be properly stored at least 6" off the ground or floor, protected from contamination, and provided with effective overhead protection.
- All food shall be protected from customer handling, coughing, sneezing, or other contamination by wrapping, the use of food shields, or other effective barriers.
- Condiments must be dispensed in single-service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers, patrons, insects, or other sources.

CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS

- All food-contact-surfaces are to be cleaned and sanitized at least every 4 hours when in use.
- There shall be an adequate number of clean utensils stored in a compartment to replace soiled utensils at least every 4 hours or when dropped.

If a utensil washing sink is not installed or provided to the food cart:

- a) How many clean utensils (e.g., spatula, knives) will you store on the food cart during business hours?
-

b) At the commissary

How will you clean and sanitize food utensils and food contact surfaces?

a) During hours of operation

b) At the commissary

Approved sanitizer must contain one of the following chemicals at the specified concentrations.

Please check the sanitizer that you will use:

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 ammonia for at least one minute

Contact with a solution of 25 parts per million available iodine for at least one minute

MOBILE TANKS (POTABLE WATER / WASTEWATER)

- Water must be from a potable water source. The hoses used to convey water shall meet all the following requirements (CHSC 114215):

(a) A hose used for conveying potable water from a water tank shall be:

- (1) Safe
- (2) Labeled
- (3) Durable, corrosion-resistant, and nonabsorbent
- (4) Resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition
- (5) Finished with a smooth interior surface
- (6) Protected from contamination at all times
- (7) Clearly and durably identified as to its use if not permanently attached

(b) Liquid waste lines shall not be the same color as hoses used for potable water

(c) Hoses used on a mobile food facility, or a mobile support unit and potable water tank connectors shall have matching connecting devices. Devices for external cleaning shall not be used for potable water purposes on the mobile food facility. Hoses and faucets equipped with quick connect and disconnect devices for these purposes shall be deemed to meet the requirements of this subdivision. Exterior hose-connection valves shall be attached to mobile food facilities or mobile support units and shall be located above the ground with an approved water connection

- Wastewater shall be disposed of properly into the public sewerage system (CHSC 114197).

Describe how and where the potable water tank(s) on the food cart will be filled.

Describe how and where the wastewater from the food cart will be disposed.

Describe how and where the potable water tank(s) will be cleaned.

a) Indicate the location where the freshwater 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 3 hours): _____

f) Describe the tank flushing procedure before the tank is put back into service: _____

g) Frequency (How often the tanks and plumbing system/pumps, lines etc. is sanitized) (e.g., every 30 days):

Additional comments:

The food cart must return to the commissary after operating hours. How will the food cart be transported and protected from contamination.

STORAGE OF NONFOOD ITEMS/REFUSE

- Poisonous or toxic materials (e.g., sanitizer wipes) are to be properly labeled and stored so they cannot contaminate food, equipment, utensils, single-service and single-use articles.
- Only those chemicals necessary for the food operation shall be provided.
- First aid and fire extinguisher (if handling grease) are to be stored on the food cart away from food items.
- The area surrounding the food cart shall be maintained in a sanitary condition.

ACCESS TO TOILET FACILITIES

- Whenever a food cart is stopped to conduct business for more than a one-hour period, the food cart shall be operated within 200 ft of approved public restrooms.

Name of facility where restrooms are located: _____

Address of Restrooms: _____

CART ROUTE

- The owner of a food cart shall complete and submit a Route Sheet listing the complete address and arrival/departure times of each location where food sales will be conducted.

You MUST keep a copy of these approved procedures on the cart during business hours.

Permit Holder Signature _____ Date _____

Print Permit Holder Name _____ Title _____

For any additional questions, please call the plan check office at (626) 430-5560.

For Office Use Only:

Operational Procedure Reviewed and Approved

By: _____ Date: _____