

# Coconino County Environmental Health Program



## Mobile Food Units Plan Review Guidelines



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## **Introduction**

This guideline has been developed for the use of those individuals who are interested in constructing and licensing mobile food units in Coconino County. The information in this guideline is based on the Coconino County Food Code. It is hoped that the information will help individuals provide safe food to the residents of Coconino County.

Mobile food units in Coconino County must be constructed and operated in full accordance with the Coconino County Food Code. All units must be licensed through the County's Environmental Health Program. They must operate out of an approved commissary. Those who do food handling must have a Food Handler's Card or a Food Manager's Card through the Coconino County Public Health Services District (CCPHSD).

## **Definitions**

**"Mobile Food Unit"** means and refers to an enclosed vehicle-mounted food establishment designed to be readily moved from which food is composed, compounded, processed or prepared and from which the food is vended, sold or given away.

**"Commissary"** means an establishment operated under license where food is stored, prepared, portioned, or packaged, or any combination of these, where such food is intended for consumption at another establishment or place. It is also the place which is used as a base of operations for one or more mobile food units, where such unit or units are serviced, cleaned, supplied, maintained, and where equipment, utensils and facilities are serviced, cleaned, and sanitized.

## **Plan Submittal**

One complete set of plans must be submitted for each mobile food unit. The plans must be drawn to scale (e.g. 1/4" = 1 ft.) on 8½ X 11 inches or larger on white paper with dark

ink only, blue prints, or other standard floor plans. The plans must show schematic **TOP VIEW** of equipment layout and model numbers, etc. and **SIDE VIEW** of electrical and plumbing installations.

Write the business name and submittal date on each page of the plans. Also include the number of pages submitted (i.e. page 4 of 6).

The submittal will be determined as “Administratively Complete”, when all required documents are received. If a submittal is incomplete the applicant will receive a Notice of Incomplete Application stating deficiencies with the submittal. Once the deficient items are re-submitted, CCPHSD will deem the application as Administratively Complete. This written notification will be provided within a maximum of 30 days of the submittal.

Application for a Mobile Food Unit Review may be submitted incompletely with the understanding that the rest will be submitted in a timely manner. If the application remains incomplete for more than 180 days, the application will be deemed incomplete and deleted from our files, fees received are not returned.

Plan review fees are based on the food service being offered. The food service and fee schedule are as follows:

**Type 1 Food Service Plan Review** (Lower risk food services that serve pre-packaged foods or prepare non-potentially hazardous foods. The types of facilities that may be licensed in this category include bar/lounge, retail food, food warehouse, vending machine operator).

**Type 2 Food Service Plan Review** (Medium risk food services that prepare a limited number of commercially processed potentially hazardous foods, such as nachos and hot dogs. The types of facilities licensed in this category may include ice manufacturing, meat department, snack bars, food processing, bed and breakfast, rafting warehouse, river outfitter, and mobile food unit).

**Type 3 Food Service Plan Review** (Highest risk food service operations that prepare potentially hazardous foods. The types of facilities licensed in this category may include restaurant, bakery, deli, catering, day care, school cafeteria. And mobile food units that

prepare food onsite).

Plan reviews are conducted on a first come first serve basis. There is only one plan's examiner for the entire County. Under normal circumstances reviews can be accomplished in a timely manner. **This process is expedited by the reception of complete and accurate submissions.** In many cases a 'joint review' can help the process along. Please call and make an appointment if there are questions regarding this process.

CCPHSD utilizes the same Licensing Time Frames for plan review duties as those designated by the Arizona Department of Health. As per A.R.S. § 36-136(H)(4) the overall time frame for plan reviews is 90 days which breaks down as follows:

- The Administrative Completeness Review = 30 days (The completeness review by the Plans Examiner on the submitted documents)
- The Substantive Review = 60 days (Time allotted for changes and/or corrections and resubmissions as a result of the Administrative Completeness Review)

In reality, reviews very seldom, if ever, require this much time. Once the Substantive Plan Review is started, only one written request for additional information may be made to the applicant during the Substantive Review Process.

If the decision is to deny the application a denial letter will be issued. Any party may appeal a denial letter to the Board of Directors pursuant to Chapter 2 of the Environmental Health Services Code.

After your plans have been reviewed, an "Approval to Construct Pending" letter will be mailed. Upon receipt of this letter, you may proceed with construction, remodeling, or conversion of the unit. Please be sure to review the letter for any changes and modifications that may be needed to your unit before a license can be issued.

When construction and/or any required upgrades/modifications have been made, bring the mobile food unit to the office for an inspection. The unit must be clean and all equipment operating. If the unit is in compliance with the Coconino County Food Code, a license will be issued. In addition, the following information is also needed at the time of licensing:

1. Applicable license fees
2. Signed Commissary agreement (enclosed)

3. Restroom location
4. Complete menu

## **License Fees**

License fees will vary as to the type of operation. License fees are as follows:

**Year Round Operations** (A year round license applies to pushcarts that operate on a year round basis throughout the County area.):

Food Service Type 1

Food Service Type 2

Food Service Type 3

**Seasonal Operations** (A seasonal license applies to food peddler units that operate six months or less and operate outside of a temporary event throughout the County area.):

Food Service Type 1

Food Service Type 2

Food Service Type 3

For temporary or special events information you can go to our website at [www.coconino.az.gov](http://www.coconino.az.gov) or call our office at (928) 679-8750.

## **Plan Requirements**

The plans and specifications for all Mobile Food Units shall include the following information:

1. Proposed layout, mechanical schematics, construction materials and finish schedules.
2. Number, types and location of all sinks and drain boards. In addition, provide the

- dimensions for **all** sink compartments and drain boards.
3. Refrigeration and other cold holding equipment.
  4. Food preparation and service areas. Provide the dimensions of the serve out windows.
  5. Dry goods storage area (**Food can never be stored at a private residence unless a separate facility is constructed to be used as a commissary**).
  6. Provide details in the plans such as capacities, positioning, and placement of the potable water tank, wastewater tank, and hot water heater. In addition, the placement of the water inlets and outlets for the potable and wastewater tanks.
  7. Show the location of vents for the water tanks and the backflow prevention and overflow devices in the plumbing system.
  8. Provide a finish schedule for the floor, wall and ceiling surfaces.
  9. Show the design, positioning and placement of the hood/ventilation system.
  10. Complete menu of foods to be served.

Send or bring all required documentation to:

Coconino County Environmental Health Program  
2625 North King Street  
Flagstaff, AZ 86004  
Phone (928) 679-8750 \* Fax (928) 679-8771  
Attention: Plans Examiner

## **Construction Requirements**

The following list is meant to help outline certain requirements of the Coconino County Food Code. It is not all inclusive and other requirements may be applied depending on the menu and special needs of the unit.

1. Equipment must be constructed of approved material, adequate in size, easily cleanable, and in good repair. Equipment design, construction and installation must meet ANSI or NSF standards. The use of household refrigerators, stoves, sinks, vent hoods, and other equipment is not permitted.
2. Food contact surfaces in the food preparation and utensil washing areas shall be

- free of breaks, open seams, cracks, chips, inclusions, pits, sharp internal angles, corners, and crevices. Formica, Melamine, laminated shelving or similar surfaces are not permitted in food preparation, storage, production or ware washing areas.
3. Service openings shall be limited to 216 square inches (such as 12" X 18") each, and equipped with a screen or window which shall be closed when not in use. Multiple service openings shall be at least 18 inches apart. Protect the serve-out windows against fly entrance by an approved sliding screen, window or a mechanical air curtain over windows.
  4. The cab or driving portion of the vehicle must be separated from the food preparation and serving area by a permanent solid wall partition.
  5. Provide a NSF approved or equivalent stainless steel three-compartment sink with an adequate (144 square inches) drain board and a drain rack mounted directly over the sink. The sink must be large enough for the largest item/utensil to be washed. Minimum sink compartment sizes are 12" X 12" X 10" deep.
  6. Sink faucets shall be mixing or combination type and all faucet necks shall reach all compartments in multi-compartment sinks.
  7. Provide a permanently installed hand wash sink in the food preparation area. Minimum hand wash sink size is 9" X 9" X 5" deep.
  8. Provide a permanently mounted potable water tank that can hold a minimum capacity of 30 gallons. This potable water system must be directly and fully recharged when filled from a water inlet. The water heater capacity may be included in the potable water system capacity if the water heater is fully recharged when potable water system is recharged.
  9. Provide a permanently installed wastewater storage tank that is 15% greater than the combined capacity of all tanks that can hold potable water. This would mean all potable water tanks plus the water heater tanks capacity.
  10. The water heater shall be of adequate capacity and recovery rate to furnish a continuous supply of hot water whenever the vehicle is in operation. Minimum capacity is five gallons. An instant water heater meeting all requirements may be approved.
  11. Exhaust Hood Requirements: Commercial cooking or displaying equipment, which produces smoke, steam, grease, mists, particulate matter, condensations, vapors, fumes, odors or which create sanitation or indoor quality problems will require a hood. Hoods shall be designed and installed to prevent grease and condensations from collecting on walls, ceilings, and dripping into food or onto food contact surfaces. Canopy hoods must have at least a 6 inch overlap, over all



- cooking surfaces, on all open sides. All hoods shall be flashed solid to the ceiling or adjacent walls. All hoods must comply with the latest Uniform Mechanical Code. Exhaust fans, makeup air fans and inside fan motors on units supplying makeup air shall be interlocked so they operate simultaneously and shall be operated by a single switch. Galvanized hoods are no longer acceptable.
12. Provide a food grade water hose designed for drinking water use only. This hose is to be used only to fill the fresh water tank. Store the hose on the vehicle with the ends fastened together.
  13. Wall surfaces may be FRP (Fiberglass Reinforced Panel), stainless steel or aluminum.
  14. Floor surfaces used could be aluminum diamond plate, stainless steel, or commercial grade vinyl composition tile or sheets.
  15. Ceiling surfaces could be stainless steel, plastic laminate, plastic coated fiberboard, metal clad fiberboard or FRP.
  16. All connections on the vehicle for waste disposal facilities shall be of different size or type than those used for supplying potable water to these vehicles. The waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system. In addition, the wastewater outlet shall be greater than 1" unless otherwise approved by the Program.
  17. All water tanks, pumps, and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, and periods of nonuse longer than 7-days. Potable water tanks shall be flushed and sanitized monthly.
  18. Provide adequate ventilation and lighting. Minimum lighting requirements are 20 to 50 foot candles where a food employee is working with food. All lights must be shatterproof or shielded.

## **Commissary**

The commissary is a base of operations for all mobile food units. Each vehicle is required to operate from an approved commissary and report daily for all supplies, cleaning and servicing operations. Each commissary is required to be constructed and operated in compliance with the requirements of the Coconino County Food Code. Commissaries can be existing permitted food facilities as long as the needs of the mobile food units can be met. A home may not be used as a commissary unless a separate

facility is constructed to be used as a commissary.

Depending on the needs of the vehicle, commissaries may have different services available. In general, commissaries are used for the following:

- Fresh water supply
- Food preparation
- Grey water disposal
- Vending unit cleaning facilities
- Vending unit storage
- Food Storage
- Garbage disposal
- Ware washing facilities
- Chemical storage

In order to obtain a license from this Program, a signed commissary agreement (see enclosed) is required for each unit at the time of initial licensing and at license renewal. Be aware that each commissary agreement will be verified to ensure the facility is able to provide your mobile food unit with the services needed.

### **General Operating Requirements for all Mobile Food Units**

The business name and vehicle number (if more than one vehicle is associated with this business) must be plainly indicated on the unit. Letters must be of contrasting colors and at least three inches high and a stroke width 3/8 inches wide.

The license to operate must be maintained with the vehicle at all times. (This can be a copy if more than one vehicle is associated with this business.) In addition, a sticker will be issued at the time of licensing which must be placed on the rear of the mobile food unit in the top right area.

All food sales must occur within the mobile food unit. Buffets and other pieces of equipment are not allowed. Outside grills may be allowed under certain circumstances, but **only** by prior approval of our Program. The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the mobile food unit, may prohibit the sale of some or all potentially hazardous food, and when no health hazard will result, may waive or modify physical requirements.

All food service workers are required to obtain Food Handler Cards. These can be obtained through our office by calling (928) 679-8750 or by going online at [www.az-hospitality.org/food](http://www.az-hospitality.org/food). In addition, at least one person-in-charge needs to be present at all times the mobile food unit is in operation. This person must obtain Food Manger Training through our Program prior to any operation of the unit. Contact our office at (928) 679-8750 to register for the class.

All mobile food units must be maintained **readily movable** at all times. Connections to sewer and water are generally not allowed and only under specific circumstances.

For those units that will be using electricity on a temporary basis, a backup generator is required to be attached to the mobile food unit.

Employees who are sick must not be allowed to work in food preparation areas.

## **Food Source**

All food and beverages must be from an approved source. It shall be safe, unadulterated. And honestly presented. Food prepared in a private home may not be used or offered for human consumption in a Mobile Food Unit. **All homemade food products are prohibited.**

All packaged foods shall be labeled in accordance with FDA guidelines (product name, processor name, address/phone of processor, weight and ingredients must be in English). Records of food purchases, invoices and receipts must be kept on the mobile food unit or some other convenient location for at least 90 days following the date of purchase.

Ice that is consumed or comes in contact with food must come from an approved source and shall be obtained only in chipped, crushed or cubed form. Ice that is obtained from outdoor ice towers at the commissaries is not approved for use in beverages or human consumption. Ice for consumption must be handled with an approved ice scoop equipped with a handle and between uses the scoop should be stored in the ice with the handle up. Customer self-service of ice is prohibited.

All condiments must be dispensed from squeeze bottles, pump dispensers, individual packets or condiment containers with self-closing lids.

## **Date Marking**

For packaged, potentially hazardous foods that will be sold off the mobile food unit (i.e. wrapped sandwiches, lunch plates) a “sell-by” date is required. The “sell-by” date shall be placed on the food at the food processing plant, shall be legible and plainly presented. All potentially hazardous foods must be sold within 24 hours from being placed on the vehicle.

For food supplies stored inside the commissary, date marking is required for refrigerated ready-to-eat potentially hazardous foods held for more than 24 hours. It shall be clearly marked at the time of preparation to indicate the date by which the food shall be consumed, which includes the day of preparation. The food will be cold held at 41°F or less for no longer than seven (7) calendar days.

Stored food products need to be dated to ensure rotation, which will control spoilage and help maintain the quality of your foods. Raw meats and poultry must be stored below ready to eat foods. A well-organized refrigerator will help to maintain food temperatures and also help keep quality high.

## **Hand Washing**

Each mobile food unit must have a fully operational hand sink with hot and cold running water. The sink must be supplied with soap and disposable hand towels.

### **How to Properly Wash Hands**

Hands and exposed portions of arms must be washed with soap and water. Water must be of a temperature of at least 110°F. Vigorously rub hands and arms together for at least 20 seconds and thoroughly rinse with clean water. Employees shall pay particular

attention to the fingertips, the areas underneath the fingernails and between the fingers.

### **When to Wash**

1. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
2. Before putting on gloves.
3. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking, or using the toilet room.
4. When switching between working with raw food and working with ready-to-eat food or when engaging in activities that contaminate hands.
5. After caring for or handling service animals or aquatic animals.

### **Bare Hand Contact**

Bare hand contact with ready-to-eat foods such as breads, tortillas, chips, produce for juicing and garnishes is prohibited. **Non-latex**, single-use gloves must be used or utensils, wax paper or single-use wraps. Remember to wash hands before putting on gloves. Change gloves when switching task or when gloves become dirty or worn. Gloves must be worn when employees have sores, burns and/or bandages on their hands.

### **Personal Hygiene**

Employees handling open food or drink must be clean and in good health; you should bathe daily and wear clean clothes. It is strictly prohibited to work with open food if you are sick, especially if you have symptoms of diarrhea, vomiting, fever or if you have any discharges from your nose or eyes. Fingernails must be cut and maintained. All jewelry must be removed prior to handling open food with the exception of a simple wedding band.

## Food Temperatures

### **Potentially hazardous foods:**

(Meats, fish, poultry, eggs, milk, pasta, cooked produce and dairy products) must be stored and displayed at proper temperatures during transportation, storage, service, etc.

1. Reheat food rapidly to **165°F** and hold at **140°F**.
2. Hot food must be held at **140°F** or hotter.
3. Cold food must be held at **41°F** or colder. During the warm summer months, this is difficult to achieve and extra attention will be needed to ensure potentially hazardous foods are maintained at proper temperatures.
4. Refrigerated foods may be reused if they are kept at or below **41°F** at all times

A metal – stem probe thermometer that measures from 0°F to 220°F must be available and used to check food temperatures. **An accurate (calibrated) thermometer will read 32°F in a cupful of ice water.**

**Hot foods cannot be reused the next day. Cooling foods on any mobile food unit is prohibited.**

If any raw or undercooked products will be served, a consumer advisory must be posted on the menu or in a conspicuous place at the booth for consumers to read prior to placing orders. The consumer advisory must consist of two parts:

1. **Disclosure** – identify items which may be served raw or undercooked. This includes hamburgers cooked to order and other similar type foods.
2. **Reminder** – indicate that eating raw or undercooked foods may increase the risk of food-borne illness.

## Menu

The menu within a Mobile Food Unit is not limited to certain foods. However, it is essential to understand that all food supplies must fit within existing equipment and

storage areas. Mobile Food Units do not have the capacity to handle the same menu as a restaurant. Items requiring extensive preparation or multiple steps are not ideal for service. In addition, hot foods cannot be cooled and reused. Therefore, avoid any menu items that require the food to be cooked and cooled. Careful planning is essential to avoid food waste.

## **Equipment and Food Storage**

### **Cold Holding**

Mechanical Refrigeration (NSF or ANSI certified)

Mechanical Freezer (NSF or ANSI certified)

Refrigeration must be fully powered and operational while the Mobile Food Unit is in operation. Please pay special attention to refrigeration temperatures during the hot summer months. In addition, the following items should be addressed in all mobile food units:

1. Thermometers must be located in a conspicuous place at all times.
2. Raw products (meat, chicken or fish) should be stored below other foods (vegetables, bread).
3. Adequate electricity should be available for mechanical units.

### **Hot Holding**

Not used for reheating or cooking. All foods must be able to be placed in hot holding equipment. Using crock pots or other types of equipment to keep foods hot is prohibited. Examples of approved hot holding equipment are steam tables or hot holding cabinets.

### **Cooking/Reheating**

Use a grill, stove, fryer or oven. Hot, cooked foods cannot be reused the next day. Cooling cooked foods on any mobile food unit is prohibited. All leftover foods from steam tables or hot holding cabinets must be discarded at the end of each day.

## **Cleaning and Sanitizing**

The utensils and equipment used in food and beverage service are required to be washed and sanitized. The proper sanitation requires the use of a four step procedure – wash, rinse, sanitize and air dry. Change the water and replace the soap and bleach in the containers frequently to keep the process effective.

A container with a sanitizer must be set-up at all times to wipe down counters and other work areas. Change the water frequently to ensure proper sanitizer level is maintained. Use the sanitizer test strips to ensure the level of sanitizer is adequate. For chlorine (bleach), the level should be 50 to 100ppm (approximately a tea spoon of bleach to a gallon of water). The test strip will change to a medium blue color. For quaternary ammonia, the level should be 200ppm. For Iodine, the level should be 12.5 to 25ppm.



**Commissary Agreement**

I agree to report to the commissary facility listed below each operational day for the purpose of washing and sanitizing equipment and utensils, obtaining potable water, disposal of wastewater, food preparation and storage. I understand this agreement is non-transferable and I will notify the Coconino County Health Services of any change in the operations. I understand that failure to comply with the commissary agreement could result in permit revocation.

**PLEASE PRINT IN THESE SECTIONS**

**OWNER OF MOBILE FOOD UNIT:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**BUSINESS NAME:** \_\_\_\_\_  
**NAME OF FOOD BOOTH:** \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY COMMISSARY**

I agree to provide commissary services for the above mobile/temporary food service operator and will notify Coconino County Health Services if the vendor discontinues use of my facility.

**BUSINESS NAME:** \_\_\_\_\_  
**OWNER/MANAGER:** \_\_\_\_\_  
**STREET ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**HEALTH SERVICES LICENSE #:** \_\_\_\_\_  
**HOURS OF ACCESS:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_



