WRITTEN OPERATIONAL PROCEDURES

A written operational procedure for food handling and the cleaning and sanitizing of food-contact surfaces and utensils must be submitted to this Division when an unenclosed Mobile Food Facility (MFF) is handling unpackaged food. A copy of the procedures must be kept at the MFF during hours of operation. Any change to this form, menu, equipment, assigned commissary, or mobile support unit (MSU) will require approval by this Division.

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<th>DBA:</th>
<th>OWNER/OPERATOR:</th>
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<th>COMMISSARY:</th>
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FOOD HANDLING PROCEDURES

1. Provide a complete list of menu items to be sold.

   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

2. What facility will the food be purchased from?

   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

3. Where will the food be stored?

   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

4. Describe how each food item will be prepared, including what type of equipment and utensils will be used to prepare each food item.

   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

5. How will cold (41 or lower) and/or hot (135 or higher) foods be maintained at proper holding temperatures?

   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

6. How will food be served from the MFF? Include all utensils used when serving food items.

   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
CLEANING & SANITIZING OF FOOD CONTACT SURFACES, EQUIPMENT AND UTENSILS

7. How will utensils and food contact surfaces be cleaned and sanitized during hours of operation?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

8. Choose which type of sanitizer solution will be used for sanitization of utensils:

☐ Chlorine-contact with a solution of 100 parts per million (ppm) for at least 30 seconds.

☐ Quaternary Ammonium-contact with a solution of 200 ppm for at least one minute.

☐ Iodine-contact with a solution of 25 ppm for at least one minute.

9. The potable water tank must be filled at a commissary. How will the potable water tank be filled?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

10. Where and how will the waste water from the wastewater tank be disposed of?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

11. The potable water tank must be cleaned at a commissary. How will the tank be cleaned and sanitized?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

12. How will the unenclosed MFF be transported and protected from contamination? Where will it be stored during non-operational hours?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

MFFs OPERATING WITH A MOBILE SERVICE UNIT (MSU)

DBA of MSU:____________________________________________

13. Is the MFF serviced by a MSU? If yes, proceed to #14.
14. The MSU potable water tank must be filled at a commissary. How will the MSU provide potable water to the MFF tank?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

15. Where and how will the waste water from the wastewater tank be disposed of?
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______________________________________________________________________________________
______________________________________________________________________________________

16. How will the MSU be cleaned and sanitized?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

17. How will the MSU be transported from the commissary to the MFF location?
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______________________________________________________________________________________
______________________________________________________________________________________

18. Where will the MSU be stored?
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______________________________________________________________________________________
______________________________________________________________________________________

19. How will food being transported on the MSU be protected from contamination?
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______________________________________________________________________________________
______________________________________________________________________________________

20. How will the temperature of cold and hot foods be maintained in the MSU?
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______________________________________________________________________________________
______________________________________________________________________________________
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______________________________________________________________________________________

A COPY OF THE APPROVED OPERATIONAL PROCEDURE SHALL BE KEPT ON THE MFF DURING PERIODS OF OPERATION.

Signature: _______________________________ Date: __________________________

For Office Use Only:
Approved By: _______________________________ Date: __________________________

SR#: ___________________