WRITTEN OPERATIONAL PROCEDURES
MOBILE FOOD FACILITY (MFF) - TYPE 4

Written operational procedures shall be submitted along with a current menu each year in advance of the Environmental Health permit inspection. The operational procedures shall note the food handling procedures, the cleaning and sanitizing of food-contact surfaces, utensils, and equipment shall be submitted to this Division. A copy of the procedures must be kept on the MFF during hours of operation. Any change to this form, menu, equipment, or assigned commissary will require approval by this Division.

Hours of Operation: Please note the time food preparation begins

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>End:</td>
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</tbody>
</table>

FOOD HANDLING PROCEDURES

1. Menu Description:

<table>
<thead>
<tr>
<th>FOOD ITEMS</th>
<th>UNPACKAGED FOOD</th>
<th>PREPACKAGED FOOD</th>
<th>PLACE FOOD WILL BE PURCHASED</th>
<th>PLACE WHERE FOOD WILL BE PREPARED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Example: Roast Beef

1. 
2. 
3. 
4. 
5. 
6.
2. Will foods be prepared in advance? Yes ___ No ___ Location of any food preparation and/or storage other than on the MFF: ________________________________

3. Where will food be stored at the end of each day?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

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

   Food item #1: ________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

   Food item #2: ________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

   Food item 3: ________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

   Food item #4: ________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
Food item #5: ________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Food item #6: ________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Other food items: ____________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

5. How often will food temperatures be monitored?
   • Probe thermometer to spot check cooking and/or holding temperatures ________
   • Ambient thermometer inside each refrigerator ________

6. How will cold (41°F or below) and/or hot (135°F or above) food be maintained at proper holding temperatures?

   Cold Food:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

   Hot Food:
   __________________________________________________________________________________________
   __________________________________________________________________________________________

   FOOD HELD AT 135°F OR ABOVE ON AN MFF SHALL BE DESTROYED AT THE END OF THE WORK DAY.

7. 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

8. Type of sanitizer and test strips solution to be used for the sanitization of food contact surfaces, equipment and 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.
• Type of test strips to be used within the Chlorine ______ Quaternary Ammonium ______

• Where will you purchase the test sanitizer and test strips? ____________________________

9. How will food contact surfaces, equipment and utensils be cleaned and sanitized during hours of operation?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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

11. Where and how will the waste water from the waste water tank be disposed of?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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

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

Signature: ___________________________ Date: _____________________

For Office Use Only:   ☐ Approved   ☐ Not Approved
Reviewed By: ___________________________ Date: _____________________