Plan Check Guidelines

Mobile Food Facility Commissaries

2017

Plan Check Guidelines

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I. BACKGROUND

Pursuant to California Health and Safety Code, Division 104, Part 7, California Retail Food Code (CRFC), Chapter 10, Section 114295, all mobile food facilities and mobile support units are to be operated in conjunction with a commissary. Unlike the typical permanent food facilities, commissaries essentially exist to support mobile food facilities and not directly serve the public. Though considered a permanent food facility, the structural requirements, operational aspects and construction features of commissaries differ vastly from the typical restaurants and food market retail facilities.

II. SCOPE

This document is intended to provide guidance for the construction, modification and evaluation of commissaries and other types of food facilities that may substitute as a commissary. These guidelines are not all-inclusive and are strictly intended to provide local jurisdictions with requirements that are based in the California Retail Food Code (Cal Code) and recommendations that are applicable to the construction and operation of a commissary.

It must be clearly noted that due to the obvious differences in locations, local ordinances, and varying environmental and operational conditions, creating an adoptable uniform document would be extremely difficult or arguably impossible. This committee instead focused on the creation of a document that would provide plan check standards wholly based on requirements indicated in Cal Code and the applicable building codes. It is also important to note that commissary operators must be advised to contact the appropriate local enforcement agencies to submit plans as required, prior to the construction, renovation and operation of any commissary facility.

Mobile Food Facilities (MFF) include but are not limited to: full food preparation trucks and trailers, ice cream trucks, produce trucks, prepackaged hot/cold trucks (unoccupied), coffee carts, and push carts. Mobile Support Units (MSU) are support units which service MFF carts onsite. The required cleaning and servicing of these units in the commissaries can present a variety of concerns and these include:

A. Wastewater management
B. Potable Water sanitation and safety
C. Adequate MFF handling capacity
D. Food storage
E. Adequate hot water supply
F. Adequate waste storage / capacity
G. Adequate food preparation areas
H. Grease waste management
I. Adequate electrical power

III. DEFINITIONS

A. *Auxiliary Conveyance* means hand washing sinks and warewashing sinks that are not integral to a cart, but are used in conjunction with the unenclosed MFF/cart. (CRFC Section 114314a)

B. *Commissary* means a food facility that services MFFs, MSUs, or vending machines where any of the following occur:

1. Food, containers, or supplies are stored.
2. Food is prepared or prepackaged for sale or service at other locations.
3. Utensils are cleaned.
4. Liquid and solid wastes are disposed, or potable water is obtained. (CRFC Section 113751)

C. *Food Compartment* means an enclosed space, including, but not limited to, an air pot, blender, and bulk dispensing system, covered chafing dish, and covered ice bin, with all of the following characteristics:

1. The space is defined by a physical barrier from the outside environment that completely encloses all food, food-contact surfaces, and the handling of non-prepackaged food.
2. All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.
3. It is constructed from materials that are nontoxic, smooth, easily cleanable, and durable and is constructed to facilitate the cleaning of the interior and exterior of the compartment. (CRFC Section 113784)

D. *Ice House* is an installed permanent structure, which contains an ice maker using potable water that produces non-consumable ice for chilling of prepackaged non-potentially hazardous food products and beverages.

E. *Juice* means the aqueous liquid expressed or extracted from one or more fruits or vegetables, purees of the edible portions of one or more fruits or vegetables, or any concentrates of such liquid or puree. “Juice” includes juice as a beverage, or an ingredient of a beverage, and a puree as an ingredient of a beverage. (CRFC Section 113815)

F. *Limited Food Preparation* means food preparation that is restricted to one or more of the following:

1. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
2. Dispensing and portioning of non-potentially hazardous food.
3. Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.

4. Slicing and chopping of food on a heated cooking surface during the cooking process.
5. Cooking and seasoning to order.
6. Juicing or preparing beverages that are for immediate service, in response to an individual consumer order that do not contain frozen milk products.

7. Limited Food Preparation does not include any of the following:

   a) Slicing and chopping unless it is on the heated cooking surface.

   b) Thawing.

   c) Cooling of cooked, potentially hazardous food.

   d) Grinding raw ingredients or potentially hazardous food.

   e) Reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.

   f) Except as authorized in F 3, hot holding of non-prepackaged, potentially hazardous food, except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in the original, inedible wrapper.

   g) Washing of foods.

   h) Cooking of potentially hazardous foods for later use. (CRFC Section 113818)

G. *Menu Change* means a modification of a food facility's menu that would require a change in the food facility's food preparation methods, storage equipment, or storage capacity previously approved by the local enforcement agency. These changes may include, but are not limited to, the addition of hazardous foods to a menu, installation of new food preparation or storage equipment, or increasing storage capacity. (CRFC Section 113824)

H. *Mobile Food Facility (MFF)* means any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. "Mobile food facility" does not include a "transporter" used to transport packaged food from a food facility, or other approved source to the consumer. (CRFC Section 113831).

I. *Mobile Support Unit (MSU)* means a vehicle, used in conjunction with a commissary, or other permanent food facility, that travels to, and services, MFFs as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes. An MSU may not service an MFF with full food preparation. (CRFC Section 113833 and 114295)

J. *Occupied Mobile Food Facility (OMFF)* means an MFF that is occupied during business operations. (CRFC Sections 113984 and 114321)

K. *Prepackaged* food means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, a food facility, or other approved source. (CRFC Section 113876)

L. *Refrigeration Unit* means a mechanical unit that extracts heat from an area through liquefaction and evaporation of a fluid by a compressor, flame, or thermoelectric device, and includes a mechanical thermostatic control device that regulates refrigerated blown air into an enclosed area at or below the minimum required food storage temperature of potentially hazardous foods. (CRFC Section 113885)

M. *Single Operating Site Mobile Food Facilities* (SOS MFF) means at least one, but not more than four, unenclosed, mobile food facilities, and their auxiliary units, that operate adjacent to each other at a single location. (CRFC Section 113831)

N. *Transporter* means any vehicle used to transport food pursuant to a prior order from a manufacturer, distributor, retail food facility, or other approved source to a retail food facility or consumer. (CRFC Section 113932)

O. *Vehicle* means a unit that is readily moveable with permanently installed wheels that allows the unit to be driven, pushed, pulled, peddled or towed, such as a truck, trailer or cart. A vehicle does not include units that require lifting, carrying, dragging or other forms of assistance to be transported, for example a shipping container or cargo unit.

IV. PLAN SUBMISSION REQUIREMENTS FOR AN UNPACKAGED FOOD COMMISSARY

A. Construction plans shall be submitted for all new or remodeled commissaries. The plan submission includes detailed drawings of three distinct areas of the commissary as applicable for the type of MFF it will service: the food facility (warehouse or food preparation building), a site plan (top view of the property) and a plot plan (with details of the MFF cleaning and servicing area).

B. A general overview of each area would include:

1. Schematics of the food facility (interior of the building). See Figure 1
    a) Warehouse
    b) Utensil washing (food prep. Commissaries)
    c) Food preparation area (food prep. commissaries)
    d) Food storage

e) Restrooms

f) All sinks

g) Water heater locations

h) Equipment schedule (with equipment specifications sheets)

i) Ventilation system / hood system (food prep commissaries)

j) Finish schedule for all areas of the facility (floor, base cove, walls, ceiling)

2. A site plan of the commissary property indicating the support systems located outside of the food facility/building. See Figure 2. The site plan provides an overhead view or layout of what is on the commissary property. It includes the locations for support systems such as:

a) Trash and food waste containers

b) Grease waste collection receptacles (when required by local agencies)

c) MFF cleaning and servicing area (wash down area)

d) Liquid waste disposal

e) Potable water faucet to fill fresh water tanks

f) Hot and cold water faucets for washing the MFF

g) Ice house

h) MFF parking spaces

i) Electrical power outlets

3. Plot plan of the proposed MFF cleaning and servicing area. See Figures 3 and 4. These drawings include detailed specifications of the following:

a) Sloped and beamed MFF wash area

b) Liquid waste disposal system

c) Grease trap or grease interceptor as required

d) Hot and cold water spigots for MFF cleaning

e) Potable water supply line for filling fresh water tanks

f) Backflow prevention devices

g) Overhead protection

h) Rain diversion device as needed

i) Finishes of the ground

C. The plans shall be easy to read and drawn to scale.

D. Submit the appropriate plan check review fees. Refer to the local Environmental Health for applicable fees.

E. Submit plans indicating requirements listed in the following sections. See Appendix A and B, Unpackaged and Prepackaged MFF Commissary Plan Check Submittal Checklist to assist with a complete plan submission.

V. PLAN SUBMISSION REQUIREMENTS FOR A PREPACKAGED COMMISSARY

A. Construction plans shall be submitted for all new or remodeled commissaries. The plan submission includes detailed drawings of three distinct areas of the commissary as applicable for the type of MFF it will service: the food facility (warehouse), a site plan (top view of the property) and a plot plan (with details of the MFF cleaning and servicing area). A general overview of each area would include:

1. Schematics of the food facility (interior of the building). See Figure 1.
    a) Warehouse
    b) Food storage
    c) Restrooms
    d) All sinks
    e) Water heater locations
    f) Equipment schedule (with equipment specifications sheets)
    g) Finish schedule for all areas of the facility (floor, base cove, walls, ceiling)

2. A site plan of the commissary property indicating the support systems located outside of the food facility/building (Figures 2 and 3). The site plan provides an overhead view or layout of what is on the commissary property. It includes the locations for support systems such as:
    a) Trash and food waste containers
    b) MFF cleaning and servicing area (wash down area)
    c) Liquid waste disposal
    d) Potable water faucet to fill fresh water tanks
    e) Hot and cold water faucets for washing the MFF
    f) Ice house
    g) MFF parking spaces
    h) Electrical power outlets

3. Plot plan of the proposed MFF cleaning and servicing area (Figures 4 and 5). These drawings include detailed specifications of the:
    a) Sloped and beamed MFF wash area
    b) Liquid waste disposal system
    c) Grease trap or grease interceptor as required
    d) Hot and cold water spigots for MFF cleaning
    e) Potable water supply line for filling fresh water tanks
    f) Backflow prevention devices
    g) Overhead protection
    h) Rain diversion device as needed
    i) Finishes of the ground

B. The plans shall be easy to read and drawn to scale.

C. Submit the appropriate plan check review fees (depending on jurisdictions).

D. Submit plans indicating requirements listed in the following sections. See Appendix A and B, Unpackaged and Prepackaged MFF Commissary Plan Check Submittal Checklist to assist with a complete plan submission.

VI. CONSTRUCTION REQUIREMENTS

A. Site Requirements

1. The proposed commissary shall provide adequate parking spaces/storage areas for all the MFFs.
2. The parking spaces/storage areas shall have adequate electrical outlets for those MFFs needing electrical power.
3. The parking spaces/storage spaces shall not encroach on the required building parking spaces and the required fire department access lanes.
4. The MFF parking spaces/storage areas shall be separate from the designated common trash dumpsters, grease receptacles, and wash down area so as not to create a public health hazard or nuisance. (CRFC Section 114245)
5. The proposed commissary site shall meet all the required local planning and zoning requirements.
6. The site shall be constructed in a manner that adequately contains all incidental and accidental liquid spills within the property. Spills shall not be allowed to flow onto the public streets or storm drains.
7. Parking spaces should be identified with the number of MFFs allowed to park at the commissary.
8. The parking area should be secured and approved by the local authorities.
9. If propane is provided at the commissary, then the appropriate approval by the local oversight agency is required.

B. Water Supply

1. The proposed commissary shall have an approved water source or water supplier that meets the requirements of the California Safe Drinking Water Act and Section 113869 of the California Retail Food Code.
2. The potable water supply shall be free from any cross connections in the facility. When possible, the plans shall be reviewed by a cross connections specialist.
3. All potable water faucets shall be provided with a minimum atmospheric vacuum breaker or other approved backflow prevention assembly.
4. Potable water faucets used to refill MFF water storage tanks shall be at least 12 inches above the ground and provided an approved backflow prevention device.
5. Only food grade water hoses with matching connection devices (such as a quick connect attachment) for each MFF / MSU using water supply shall be used for filling of water tanks. The water supply system (including the hose inlet) is to be designed and constructed using materials that allow water to be introduced without contamination. For example the hose inlet should be elevated off of the ground to prevent contamination. (CRFC Section 114211, 114215)
6. Adequate pressurized hot water (minimum 120 degrees Fahrenheit) and cold water must be provided for utensil washing, food preparation, mop sink, and for the cleaning of MFFs. (CRFC Section 114326(d)). Adequate pressurized warm water (minimum 100 degrees Fahrenheit), and cold water shall be supplied for all hand wash sinks in the commissary. To avoid closure due to lack of hot water, it is recommended that a separate water supply (i.e. water heater, boiler) dedicated for MFF cleaning is provided at the washing area. Pressurized potable water is required for filling the water supply for MFFs with tanks. (CRFC Section 114326(c).
7. Note: See the CCDEH document for guidance on the proper sizing of hot water heaters.

C. MFF Cleaning and Servicing Areas

1. The proposed commissary shall provide an approved means for wastewater tank disposal. MFF wastewater tank disposal shall be either by surface flow over a sloped area into a floor drain (i.e. wash down area), or by means of a wastewater piping system.
2. If the disposal of wastewater is by surface flow it must be followed by approved cleaning methods.
3. The commissary wash down area shall be adequately sloped (and bermed as needed) to prevent pooling of liquids and to facilitate the removal of liquid waste to an approved waste water drainage system.
4. MFF cleaning and servicing areas shall be provided with overhead protection unless used only for loading of water or the discharge of sewage and other liquid waste through the use of a closed system of hoses.
5. Cleaning and servicing areas must be provided with sloped floors and floor drains that prevents the pooling of liquids, contains all liquid waste water and drains completely to the floor drain.

6. The ground/floors in the cleaning and servicing areas must be smooth, easily cleanable, durable and non-absorbent.

D. Waste Storage Areas

1. Adequate trash containers must be provided commensurate with the number of potential MFF parking spaces or storage areas.
2. Trash receptacles shall be provided with tight fitting lids.
3. Trash container storage areas must be located separate from any MFF storage space.
4. Trash containers shall be leak proof.
5. Used cooking oil containers shall be located separate from any MFF storage space and can be in the same areas as the trash containers. The spent cooking oil container shall be covered at all times and located in the MFF wash down area so as to capture spills and drain to an approved waste water disposal system with a grease trap or grease interceptor as required by the local oversight authority.

E. Food Storage

1. The proposed MFF commissary must have adequate storage capacity for food, utensils and other supplies. (Cal Code Section 114326e). The food activity and number of food vehicles using the commissary are some of the recommended considerations for determining adequate food storage.
2. All food items shall be stored within the fully enclosed commissary.
3. Shelves must be at least 6 inches above the floor.
4. When pallets are used in lieu of storage shelves, the food storage room walls should be provided with either an approved concrete curb or with an approved metal angle or other methods that protect the walls from incidental impacts for the movement of pallets.
5. The floors and walls in the prepackaged/dry food storage room shall be smooth, cleanable and meet all applicable requirements.
6. When the wet storage of food items is proposed (ice melt from produce and meat packing), adequate floor slopes and drains and proper flooring with coving shall be provided.
7. Refrigeration units shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.

F. Ice

1. Requirements for Ice Houses producing ice that it is used for chilling of prepackaged food and beverages (not for consumption) are reviewed and approved by the local building department (city, county). Provide signage on the ice house indicating this ice is “Not for Human Consumption”.
2. Ice makers producing consumable ice must be certified or classified for sanitation by an ANSI accredited certification program and located inside the food facility.

G. Food Preparation and Warewashing Areas

Commissaries that service MFFs with multiuse utensils (e.g. pots, pans) shall be equipped with appropriately sized warewashing sinks (able to fit the largest utensil – pots and pans). Commissaries with warewashing or food preparation areas shall meet the applicable requirements of a permanent food facility. Refer to the CCDEH Plan Check Guidelines.

H. Restrooms

1. Adequate restrooms shall be provided for MFF operators and be accessible during all hours of operation.
2. The restrooms shall have approved floor, wall, ceiling and base coving.
3. The restroom hand wash sink shall be provided with adequate warm (minimum 100 degrees Fahrenheit) and cold running water.
4. Soap and sanitary towels shall be provided in single-service dispensers at the hand washing sinks.
5. Doors to the restrooms shall be provided with self-closing devices.
6. The restroom doors shall not open directly into any food preparation rooms.
7. The sanitary wastes from restroom facilities shall be disposed of in a manner approved of by the local building authority. The restrooms shall have approved ventilation.

VII. FIGURES

A. Figure 1– Commissary Warehouse

Food Truck Commissary – Equipment Schedule

Item	Cert.	Model Product Info
Utensil sink	NSF	18"x18"x11" / 1SA-3C-D1 /3 Compartment/Dual drainboards
Hand sink	NSF	John Boos/ PBHS-0909-P-SS1D/
Prep Sink	NSF	John-Boos-EPT6R53060GSKL-Work-Table-Prep-Sink-
Prep Table	NSF	John Boos/ST-2430GSK/Stainless Steel Prep Table
Mop Sink	NSF	John Boos/11PB618/ Stainless Steel/Free Standing
Stove	ETL	Sierra Range/SR-4-24 / 4 Burner Range with oven
Type I Hood	ETL	CaptiveAire Model BD-2, Los Proximity Hood Type I
Ref. / Freezer	ETL	Everest ESWRF2/Ref. Freezer Combo
Dishwasher	UL	Jet-Tech-F-18DP-High-Temp-Undercounter-Dishwashe
Air Curtain	na	Mars STD236-1UA-OB
Shelving Units	NSF	Shelving-Kit-includes-4-18-x-36-shelves-4-74-split-posts
Sandwich/ Prep table	ETL	Supera SSPT2R-1
Water Heater	na	Rheem/ 130000BTU/GHE80ES-130(A)/Gas

Food Truck Commissary – Finish Schedule

Room	Wall	Ceiling	Floor	Base
Prep area	Drywall/Semi-gloss Light color	Drywall/Semi-gloss Light color	Sealed Smooth Concrete	S3319T-Slimfoot Ceramic Tile
Storage room	Drywall/Semi-gloss Light color	Drywall/Semi-gloss Light color	Sealed Smooth Concrete	S3319T-Slimfoot Ceramic Tile
Utility Room	Drywall/Semi-gloss Light color	Drywall/Semi-gloss Light color	Sealed Smooth Concrete	S3319T-Slimfoot Ceramic Tile
Restroom	Drywall/Semi-gloss Light color	Drywall/Semi-gloss Light color	Sealed Smooth Concrete	S3319T-Slimfoot Ceramic Tile
Ice Maker Room	FRP	Drywall/Semi-gloss Light color	Sealed Smooth Concrete	S3319T-Slimfoot Ceramic Tile

NOTES:
1. Prior to construction of the kitchen plans shall be submitted and approved by the local Environmental Health Plan Check Section
2. All doors to the kitchen area shall be equipped with self closing devices
3. Floor, wall and ceiling finishes shall be finished with semi-gloss light colored paint
4. All additional food related equipment shall be ANSI approved units and approved by Los Angeles County Environmental Health
5. All food preparation workers shall be certified food handlers

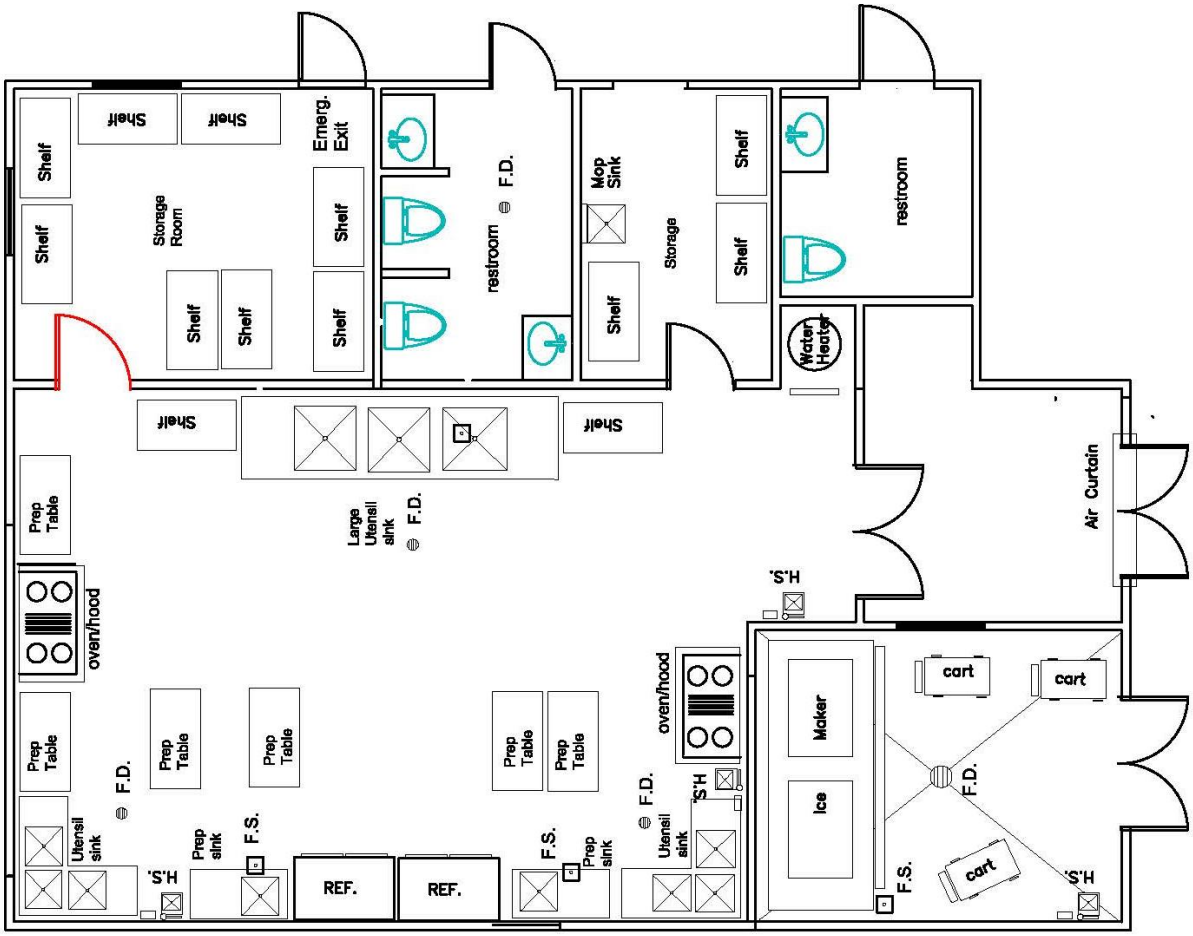


Figure 1

B. Figure 2 – Commissary Site Plan – Trucks

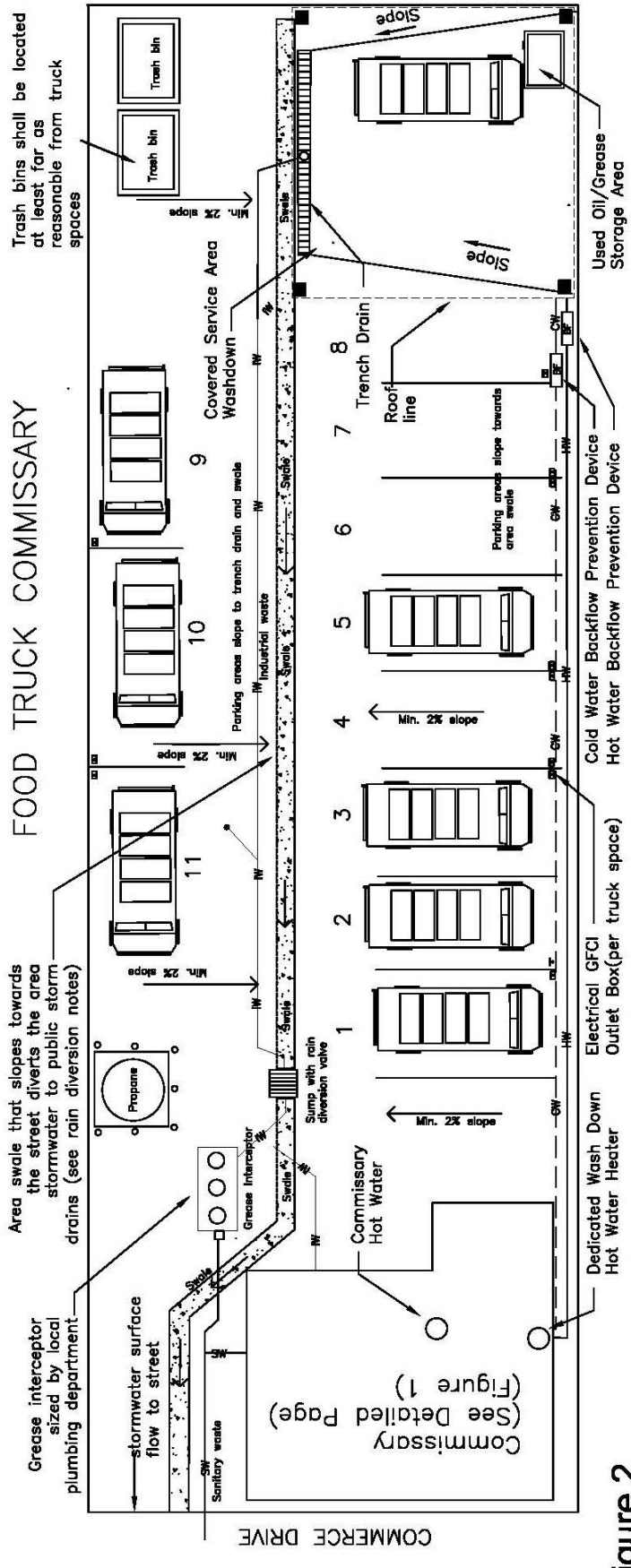
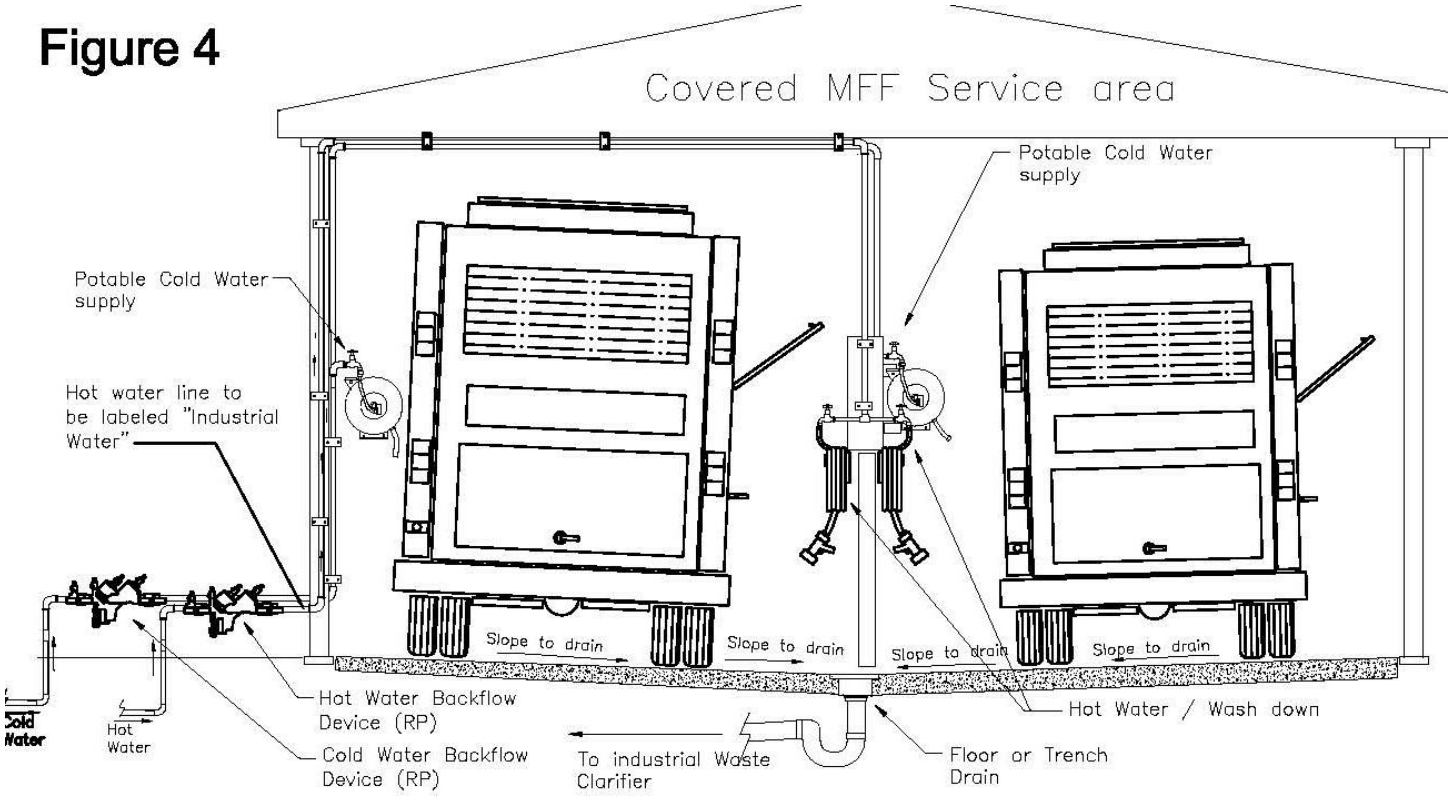


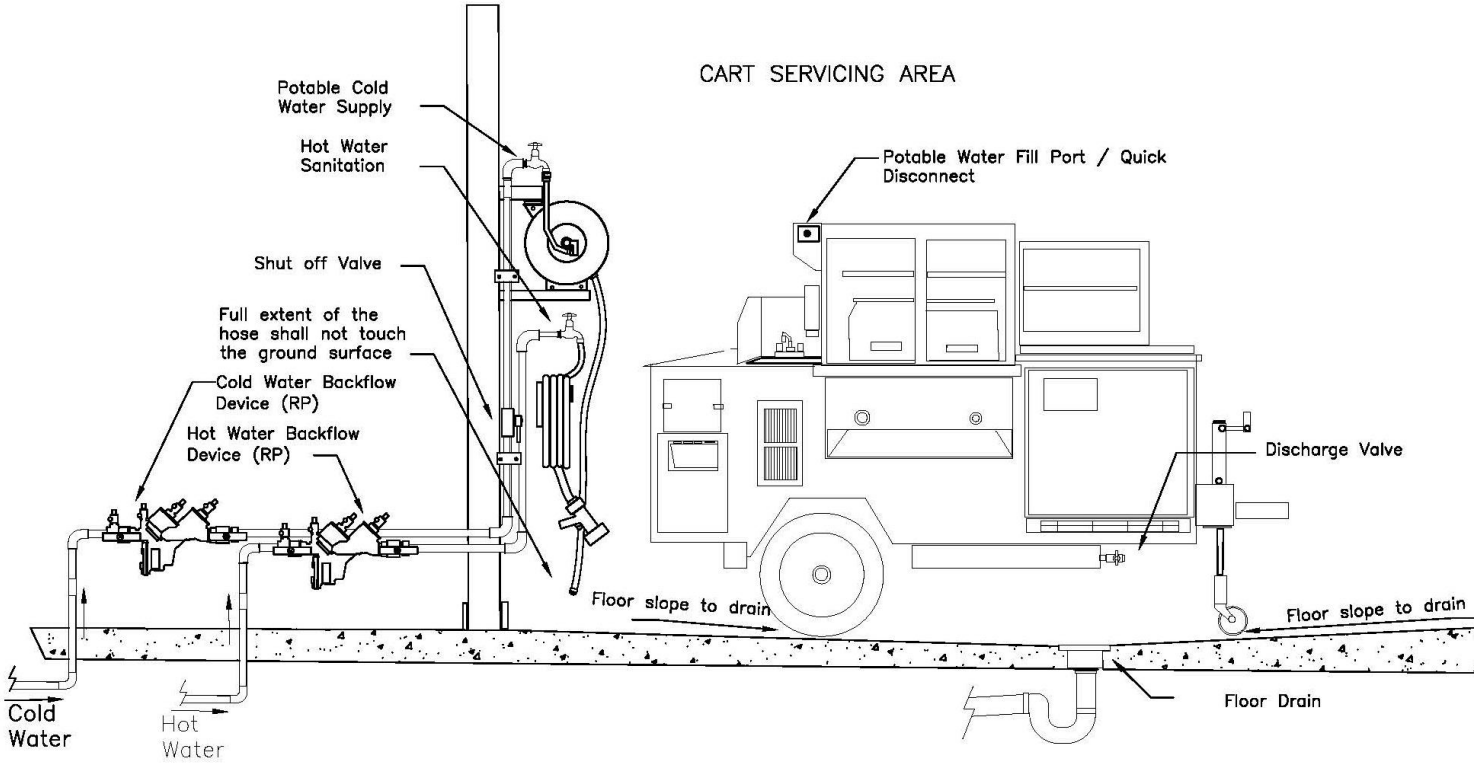
Figure 2

C. Figure 3 – Commissary Site Plan – Carts

D. Figure 4 – Commissary Cleaning Areas - Trucks



D. Figure 5 – Commissary Cleaning Area - Carts



E. Appendix A

Plan Submittal Checklist
Mobile Food Facility (MFF) Unpackaged Commissary
Any County, Environmental Health

The intent of this form is to assist our clients in determining the acceptability of the proposed plans for official review and is NOT a substitute for a full and detailed review by Food Vehicle Program staff.

Date _____ ☐ New Construction ☐ Remodel **PE:** _____

☐ Plans accepted for plan check review. **SR**_____

☐ Plans not accepted. Please resubmit complete plans. Include this form with submittal.

Facility Name _____
Address _____

Contact Name _____ Phone Number (_____) _____

Preferred Method to Receive Letters: ☐ Email _____

☐ Mail _____ Date: _____

Mobile Food Facility (MFF) Unpackaged Commissary for: (Check all that apply)
☐ Unpackaged Food Trucks or Trailers/ ☐ Unpackaged Food Carts/ ☐ Prepackaged Food Carts/
☐ Prepackaged Food trucks
The **maximum number of MFFs** using this commissary is: _____
MFF Commissary plan submittal includes identical plans for:
☐ Unpackaged Food Facility/ ☐ Site Plan/ ☐ Plot Plan

FOR OFFICE USE ONLY

Unpackaged Food Facility - MFF Commissary

Y	N	N/A	Criteria
☐	☐	☐	Floor plan drawn to scale, readable, and in black ink. All equipment drawn on the floor plan
☐	☐	☐	Menu
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	Finish schedule for all areas of facility (Floor, Base, Walls, Ceiling)
☐	☐	☐	Equipment specifications sheets
☐	☐	☐	Equipment schedule with make and model numbers of all equipment
☐	☐	☐	Food preparation area
☐	☐	☐	Dry Storage – shelving units.
☐	☐	☐	Lockers or Change Room
☐	☐	☐	Detailed exhaust hood drawings, including elevations and CFMs
☐	☐	☐	3-Compartment sink with dual integral drainboards and Indirect-Floor Sink
☐	☐	☐	Hand wash sink
☐	☐	☐	Prep sink with Indirect-floor sink (if applicable)
☐	☐	☐	Mop sink with Chemical Shelf and Mop Rack
☐	☐	☐	Water heater location and proposed Energy Input (BTU and/or Kilowatts)
☐	☐	☐	Restrooms
☐	☐	☐	Ice machine – Indicate if ice is consumable or only for chilling
☐	☐	☐	Local building department & zoning approval (once these plans are approved)

Site Plan - MFF Commissary Layout Overview:

Y	N	N/A	Criteria
☐	☐	☐	Site plan (top view) drawn to scale, readable, and in black ink.
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	MFF Commissary/Food Facility
☐	☐	☐	MFF Cleaning & Servicing Area (MFF washing, potable water fill, waste tank drainage etc.)
☐	☐	☐	Waste water disposal system (grease interceptor, clarifier, rain diversion, trench drain)
☐	☐	☐	Utensil washing sink
☐	☐	☐	Garbage/Trash receptacles
☐	☐	☐	Grease collection receptacles
☐	☐	☐	MFF Storage/Parking spaces (measurements and number of parking spaces)
☐	☐	☐	Electrical outlets – location & number of outlets
☐	☐	☐	Ice House (if provided)
☐	☐	☐	Propane tank (if provided)
☐	☐	☐	Vehicle maintenance area (if provided)

Plot Plan - MFF/Truck Cleaning & Servicing Area: ☐ Outdoor / ☐ Indoor

Y	N	N/A	Criteria
☐	☐	☐	Plot plan of the MFF cleaning & servicing area drawn to scale, readable, and in black ink.
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	Finish schedule of the MFF cleaning & servicing area – materials used / surfaces (e.g. cement) for washing area, properly sloped (and berm areas as needed), waste tank drainage and truck cleaning liquid waste disposal system (include trench drains, grease interceptor), hot & cold water faucet with backflow prevention device for MFF cleaning.
☐	☐	☐	Water heater location and proposed Energy Input (BTU and/or Kilowatts) for washing the MFFs
☐	☐	☐	Potable water faucet with backflow prevention
☐	☐	☐	Water fill line (food grade) with appropriate connections & protected from contamination (e.g. elevated off of the ground)
☐	☐	☐	Covered servicing area
☐	☐	☐	Rain water diversion - as needed
☐	☐	☐	Garbage/Trash receptacles
☐	☐	☐	Grease collection receptacles
☐	☐	☐	Local oversight agencies approvals (once these plans are approved)

Comments:

_____

_____

Preliminary Checker

_____

F. Appendix B

Plan Submittal Checklist
Mobile Food Facility (MFF) Prepackaged Commissary
Any County, Environmental Health

The intent of this form is to assist our clients in determining the acceptability of the proposed plans for official review and is NOT a substitute for a full and detailed review by Food Vehicle Program staff.

Date _____ ☐ New Construction ☐ Remodel **PE:** _____

☐ Plans accepted for plan check review. **SR**_____

☐ Plans not accepted. Please resubmit new complete plans. Include this form with submittal.

Facility Name _____
Address _____

ContactName_____Phone Number (_____) _____

Preferred Method to Receive Letters: ☐ Email _____

☐ Mail _____Date: _____
Mobile Food Facility (MFF) Prepackaged Commissary for: (Check all that apply)
☐ Unpackaged Food Trucks or Trailers/ ☐ Unpackaged Food Carts/
☐ Prepackaged Food Carts/ ☐ Prepackaged Food trucks
The **maximum number of MFFs** using this commissary is: _____
MFF Commissary plan submittal includes identical plans for:
☐ Prepackaged Food Facility/ ☐ Site Plan/ ☐ Plot Plan

FOR OFFICE USE ONLY

Packaged Food Facility – MFF Commissary

Y	N	N/A	Criteria
☐	☐	☐	Floor plan drawn to scale, readable, and in black ink. All equipment drawn on the floor plan
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	Finish schedule for all areas of facility (Floor, Base, Walls, Ceiling)
☐	☐	☐	Equipment specifications sheets
☐	☐	☐	Equipment schedule with make and model numbers of all equipment
☐	☐	☐	Refrigeration
☐	☐	☐	Dry Storage – shelving units
☐	☐	☐	Mop sink with Chemical Shelf and Mop Rack
☐	☐	☐	Water heater location and proposed Energy Input (BTU and/or Kilowatts)
☐	☐	☐	Mop sink with Chemical Shelf and Mop Rack
☐	☐	☐	3-Compartment sink with dual integral drainboards and Indirect-Floor Sink & Hand wash sink
☐	☐	☐	Restrooms
☐	☐	☐	Local building department & zoning approval (once these plans are approved)

Site Plan - MFF Commissary Layout Overview:

Y	N	N/A	Criteria
☐	☐	☐	Site plan (top view) drawn to scale, readable, and in black ink.
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	MFF Commissary/Food Facility
☐	☐	☐	MFF Cleaning & Servicing Area (MFF washing, potable water fill, waste tank drainage, utensil washing etc.)
☐	☐	☐	Waste water disposal system (grease interceptor, rain diversion)
☐	☐	☐	Utensil washing sink
☐	☐	☐	Garbage/Trash receptacles
☐	☐	☐	Grease collection receptacles
☐	☐	☐	MFF Storage/Parking spaces (measurements and number of parking spaces)
☐	☐	☐	Electrical outlets – location & number of outlets
☐	☐	☐	Ice House (if provided)
☐	☐	☐	Propane tank (if provided)
☐	☐	☐	Vehicle maintenance area (if provided)

Plot Plan - MFF/Truck Cleaning & Servicing Area: ☐ Outdoor / ☐ Indoor

Y	N	N/A	Criteria
☐	☐	☐	Plot plan of the MFF cleaning & servicing area drawn to scale, readable, and in black ink.
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	Finish schedule of the MFF cleaning & servicing area – materials used / surfaces (e.g. cement) for washing area, properly sloped (and berm areas as needed), waste tank drainage and truck cleaning liquid waste disposal system (include trench drains, clarifier/grease interceptor), hot & cold water faucet with backflow prevention device for MFF cleaning.
☐	☐	☐	Water heater location and proposed Energy Input (BTU and/or Kilowatts) for washing the MFFs
☐	☐	☐	Potable water faucet with backflow prevention
☐	☐	☐	Water fill line (food grade) with appropriate connections & protected from contamination (e.g. elevated off of the ground)
☐	☐	☐	Covered servicing area
☐	☐	☐	Rain water diversion - as needed
☐	☐	☐	Garbage/Trash receptacles
☐	☐	☐	Grease collection receptacles
☐	☐	☐	Local oversight agencies approvals (once these plans are approved)

Comments:

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Preliminary Checker

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VIII. SUPPLEMENTAL INFORMATION – WASTEWATER AND STORMWATER SYSTEMS

A. INTRODUCTION

Unlike the plan evaluation of a permanent or mobile food facility, the review of a mobile food facility commissary will likely include considerations for the facility's water, storm water and wastewater system. The design and configuration of the commissary's exterior areas should prevent the improper disposal of industrial wastewater from mobile food facility operations into the storm drain system or prevent storm water runoff inundation of the public sewers or the facility's onsite wastewater disposal system. The oversight of these systems are generally conducted by the local building departments relative to sewer systems or local environmental health departments relative to onsite wastewater treatment systems or septic systems. The purpose of this supplemental information is to provide general information on storm water and sewer systems that are integral to mobile food facility commissaries.

B. ACRONYMS AND DEFINITIONS

1. *Best Management Practice (BMP)* – structural or engineered control devices, and operational activities designed to control storm water pollution
2. *Clarifier* – See Interceptor
3. *FOG* – Fats, oils and grease
4. *Graywater* – means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. (Health and Safety Code Section 17922.1)
5. *Grease Interceptor* - A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept non-petroleum fats, oils, and grease (FOG) from wastewater discharge. (Uniform Plumbing code).
6. *Grease Removal Device (GRD)* A hydro mechanical grease interceptor that automatically, mechanically removes non-petroleum fats, oils, grease (FOG) from the interceptor, the control of which are either automatic or manually initiated. (Uniform Plumbing Code)
7. *Grease Trap* - Also known as grease interceptor and grease removal device
8. *Illicit Discharges*- the EPA defines an illicit discharge as any discharge to the municipal separate storm sewer system (MS4) that is not composed entirely of storm water, except for discharges allowed under a NPDES permit or waters used for firefighting operations.
9. *Interceptor or Clarifier* – A device designed and installed so as to separate and retain deleterious, hazardous, or undesirable matter from normal wastes and permit normal sewage or liquid waste to discharge into the disposal terminal by gravity. (Uniform Plumbing Code). When prescribed for food facilities with the goals of reducing FOG, these units then considered as "grease interceptor.

10. *Industrial Waste* – Liquid or water-borne wastes from industrial or commercial processes, except for domestic sewage (Uniform Plumbing Code)
11. *Low Impact Development (LID)* - Low Impact Development (LID) is a sustainable practice that benefits water supply and contributes to water quality protection. Unlike traditional storm water management, which collects and conveys storm water runoff through storm drains, pipes, or other conveyances to a centralized storm water facility, LID takes a different approach by using site design and storm water management to maintain the site's pre-development runoff rates and volumes.
12. *MS4*- Municipal Separate Storm Sewer System
13. *NPDES* – National Pollutant Discharge Elimination System is a permit program created in 1972 by the Clean Water Act that addresses water pollution by regulation point sources that discharge pollutants to the waters of the United States. In California, the California Regional Water Boards administers this program over localities through the MS4 (Municipal Separate Storm water Permits).
14. *OWTS* - Onsite Wastewater Treatment System. Also known as private sewage disposal systems or septic systems. An OWTS consists of a septic tank with the resulting effluent discharging into a subsurface disposal fields or pits.
15. *Rain Switch (Rain Diversion Devices)* – is a device that detects a certain amount of rainfall and automatically controls pumps and or valves to assure that storm water runoff during rain events do not inundate the sewer system and allow wastewater to drain into storm drains.
16. *Sanitary Waste* – Generally considered as liquid or solid waste originating solely from humans and human activities
17. S*eptic Tank* – A watertight receptacle that receives the discharge of a drainage system or part thereof, designed and constructed so as to retain solids, digest organic matter through a period of detention, and allow the liquids to discharge into the soil outside of the tank through a system of open joint piping or seepage pit meeting the requirements of the Plumbing Code. (Uniform Plumbing Code).
18. *Sewage* - Liquid waste containing animal or vegetable matter in suspension or solution and that include liquids containing chemical in solution (Uniform Plumbing Code)

C. WASTEWATER

Wastewater from a food facility can be categorized into two distinct types, sanitary waste and industrial waste. The sanitary wastes are wastewater that contain human and animal wastes such as wastes from toilets and hand wash sinks. Industrial wastes are wastewaters generated from food preparation, utensil washing and facility cleaning activities. Generally, these are wastewaters from floor drains, floor sinks utensils sinks, dishwashers, and mop sinks.

Depending on the food facility's location wastewater are either discharged into a centralized or community or public sewer or into an onsite wastewater treatment system (OWTS) or also known as septic systems or private sewage disposal systems.

Because wastewater from food facility typically contains elevated amounts of fats, oils and grease (FOG), local agencies typically require the installation of grease collection devices such as grease traps, grease interceptor (clarifiers). Uncontrolled FOG in the sewer system, can create sewer line blockages, sewage backups and sewage overflows. Relative to septic systems, it can cause the premature failure in the effluent dispersal component leach lines or seepage pits, overflows and sewage backups. The regulatory oversight of the sewers, grease interceptors is usually conducted by building/plumbing departments and sanitation districts. Relative to OWTS / septic systems local environmental health agencies and building departments are the typical oversight agencies.

D. STORMWATER

Storm water is defined by USA EPA as water runoff generated when precipitation from rain and snowmelt events flows over land or impervious surfaces without percolating into the ground. Storm water pollution occurs when runoff mobilizes onsite surface contaminants such as trash, animal waste and oils along with the natural flows and ultimately into rivers, streams and the ocean. The regulatory oversight of storm water pollution prevention is covered nationally under the National Pollutant Discharge Elimination System (NPDES). In California, the California Regional Water Quality Control Boards oversees the NPDES enforcement through Municipal Discharge Permits issued to counties and cities.

The two main methods of storm water pollution control is conducted by installing or implementing Best Management Practices (BMP) or devices. The other method of minimizing storm water pollution is to minimize surface runoff and install on site rainwater infiltration as part of the Low Impact Development (LID) mandates on new construction.

E. PLAN CHECK CONSIDERATIONS

During the plan reviews of commissaries, the plan checkers should consider the following factors:

1. Wastewater from mobile food facility wash downs should not flow into the site’s storm drain systems, BMPs or LIDs.

2. Storm water runoff should not be allowed to inundate the facilities sewer system or OWTS.

3. In exterior areas where storm water runoff drains into the facilities sewer system, a rain diversion device must be provided and approved by the local administering authority such as the plumbing department or in many cases, specific storm water protection sections.

4. Coordinate with other local administering agencies relative to the review and approval of mobile food commissaries.

F. FIGURES

1. Figure 1 – Stormwater and Sewer Systems

2. Figure 2 – Onsite Wastewater Treatment System

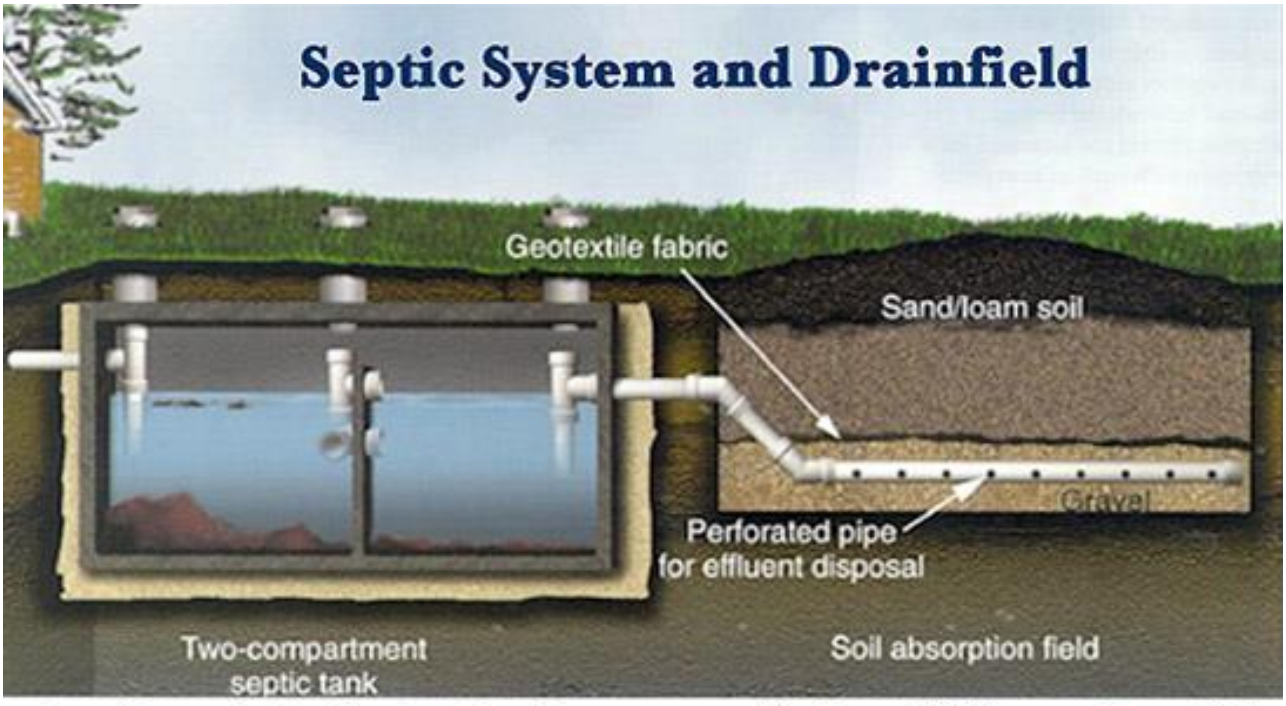
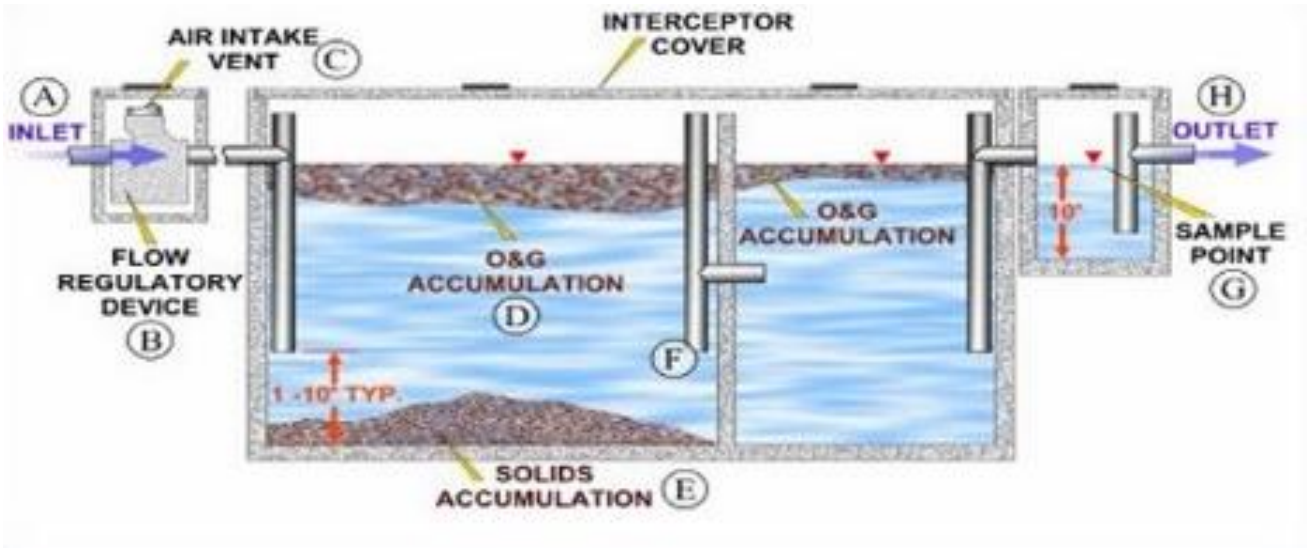


Image Source: Produced by Agricultural Communications, The Texas A&M University System, EPA

3. Figure 3 – Grease Interceptor



4. Figure 4 – Grease Interceptor

5. Figure 5 – Grease Interceptor

6. Figure 6 – GRD- Gravity Removal Device

7. **Figure 7 – Stormwater Best Management Practice (BMP)**

8. **Figure 8 – Stormwater Best Management Practice (BMP)**

9. Figure 9 – Stormwater Low Impact Development (LID)

10. Figure 10 – Stormwater Low Impact Development (LID)