



MOBILE FOOD SERVICE OPERATION PLAN REVIEW





MADISON COUNTY FOOD INSPECTION STAFF

Please contact MCPH to verify Permit fees

Jim Jordan, Director, REHS
(740) 852-3065 ext. 1519
jjordan@madisonpublichealth.org

Susie Hyden
Environmental Health
Administrative Assistant
(740) 852-3065 ext. 1527
shyden@madisonpublichealth.org

**MADISON COUNTY MOBILE FOOD SERVICE OPERATION
PLAN REVIEW APPLICATION**

According to Ohio Administrative Code (**OAC 3701-21-03**): Facility layout and equipment specifications are required to be submitted to the local health department for all new or extensively altered food service or food establishment operations.



2024 Application for a License to Conduct a Mobile: (check only one) Food Service Operation
 Retail Food Establishment

INSTRUCTIONS

1. Complete all applicable sections below.
2. **Sign and date the application packet (pages 3 / 6 / 13-20).**
3. Make payment for the appropriate fee(s) payable to: **Madison County Public Health Department** or **MCPH**
4. Return to: **Madison County Public Health / PO BOX 467 / London, OH 43140**

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		E-mail	
City	State	ZIP	
Phone #	Fax	<input type="checkbox"/> Check if applicable <input type="checkbox"/> Seasonal <input type="checkbox"/> Catering	
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

Mailing address for annual renewal if different than above:

Name of parent company or owner		Phone #	
Address		E-mail	
City	State	ZIP	

I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:	
Signature	Date

Licenseor to complete below

Mobile			
License fee \$292.00	+ Late fee \$0.00	+ State amount \$28.00	= Total amount due \$320.00
Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.			
By	Date	Audit no.	License no



The Ohio Administrative Code 3717-1-01 (5 1) defines a MOBILE FOOD SERVICE OPERATION as one "that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location. It does not remain at any one location for more than forty (40) consecutive days" and includes those mobile operations that "serve only frozen desserts; beverages, nuts, popcorn, candy, or similar confections; bakery products identified in section 91 1.0 I of the Revised Code; or any combination of these items."

Payment Amount: \$ _____ Received By: _____ Date: _____

Approved OR NOT Approved by: _____ Date: _____

The Ohio Administrative Code requires the approval of plans and specifications before any construction or alteration work is started. Each mobile food service operator, or their agent, is responsible for submitting all the necessary plans and specifications.

Approval of plans required. No person, firm, association, organization, corporation, or government shall construct, install, provide, equip, or extensively alter a food service/establishment until the plans have been submitted to and approved in writing by the licenser or its authorized representative. When plans are submitted to the board of health, its authorized representative, or the department, they shall be acted upon within **thirty (30) days** after date of receipt.

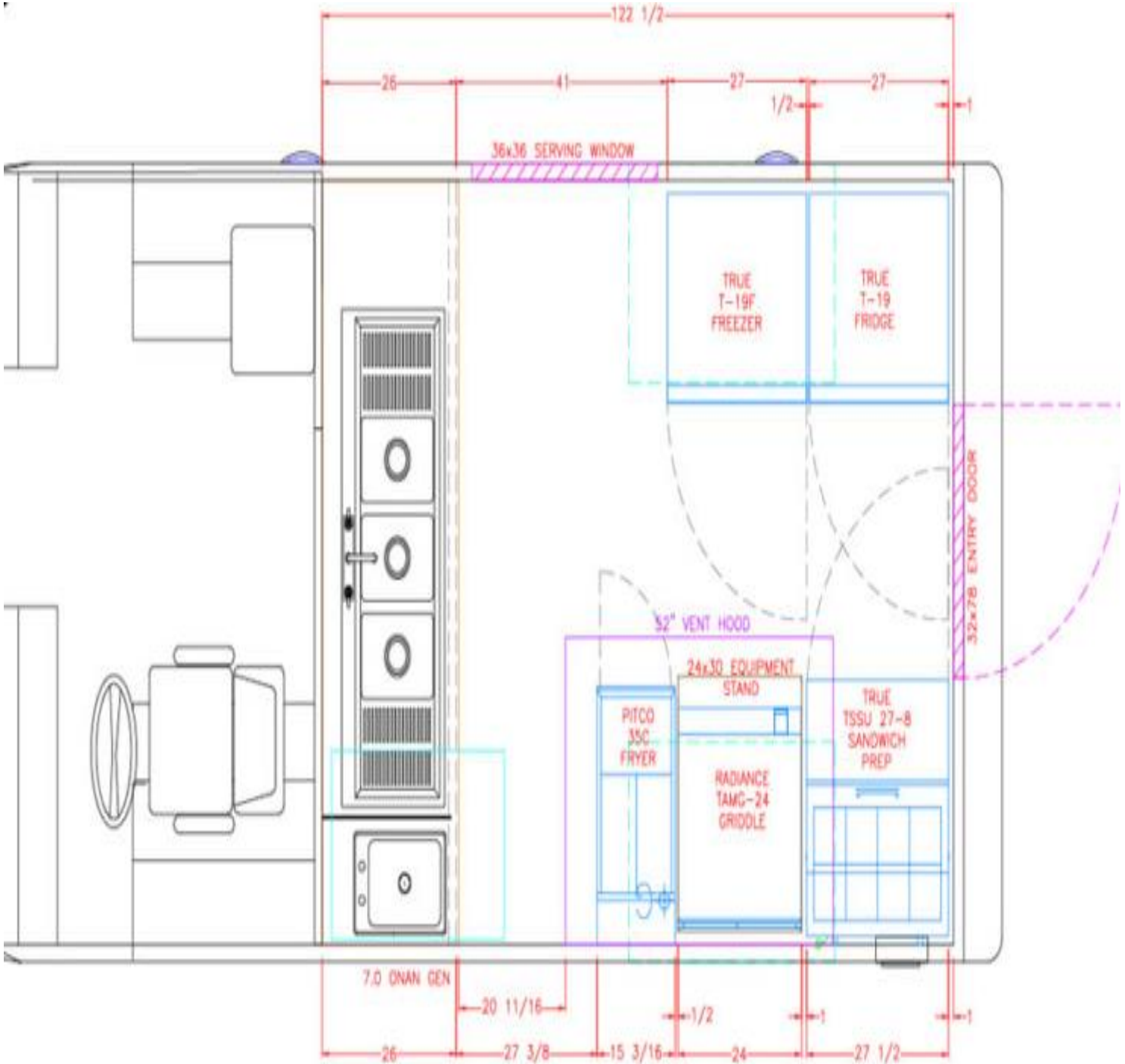
Items needed for plan review:

1. Submit a diagram showing the layout of the operation (must be posted on back of license when issued). The facility layout and specifications shall be legible, drawn reasonably to scale, and shall include:

- a) A list of all equipment with make and model numbers (**NSF / commercially approved.**) Domestic (residential) style equipment is **not** acceptable.
- b) Surface finishes of walls, ceiling, floors and counter tops must be durable, smooth, and easily cleanable.
- c) Lighting- Must be shielded or shatterproof.
- d) The total area to be used for the operation, including square footage and outside areas.
- e) Entrances, exits and service windows
- f) The locations of potable and wastewater connections.
- g) The locations and size of potable and wastewater holding tanks.
- h) The location and size of the hot water heater.
- i) The location and size of the exhaust hood with grease filters. An exhaust hood is required over all grills/griddles and deep fat fryers.



SEE EXAMPLE BELOW





Is this a:

- New mobile unit (new construction or a unit that has not been licensed with MCPH in the last year.
- Remodel/extensive alteration of a currently licensed mobile unit.
- New Equipment installation of a currently licensed mobile unit.

Drawing



2. Submit a proposed menu

- a) List of all menu items including food and drinks.
- b) Must be posted on back of license when issued.

3. Lighting

- a) Provide at least ten foot-candles of light at a distance of thirty inches from the floor in dry food storage areas, and other rooms and areas during cleaning.
- b) Provide at least twenty foot-candles of light at consumer self-service areas; inside equipment such as reach-in and under-counter coolers; and, at a distance of thirty inches above the floor, in areas used for handwashing, ware washing, or equipment and utensil storage.
- c) Provide at least fifty foot-candles of light on all food preparation surfaces.
- d) Shielding or shatter-proof bulbs shall be provided for all artificial lighting fixtures located over, adjacent to, or within food storage, preparation, service areas, display facilities, and facilities where utensils and equipment are cleaned and stored.

4. Plumbing Requirements

- a) A food grade hose (white) must be hooked to an approved water source.
- b) An appropriate back flow device must be used for a mobile unit that has water supplied, under constant pressure, is an ASSE IO 12 or ASSE I 024.
- c) Location, number and types of plumbing fixtures, including water-supply facilities shall also be included on the diagram.
- d) A holding tank or a portable sewage dolly (blue boy) MUST be available if a direct sewage is not provided.**
A holding tank must be sized to be 15% larger in capacity than the fresh water tank.
- e) All sinks and equipment used for preparation, processing, or storage of food shall have drains that are indirectly connected and safe wasted to a portable holding tank or waste system.
- f) Source - approved system. Drinking water from a private water system shall meet water quality standards established in Chapter 3701-28 of the Administrative Code. Water from a private water system shall be sampled and tested at least annually for the presence of total coliforms or other tests as required by the director of health or the director of agriculture and as required by Chapter 3701-28 of the Administrative Code.
Private water - water quality analysis. The most recent water quality analysis for the private water system shall be retained on file in the food service operation or retail food establishment, and the analysis shall be maintained as specified by Chapter 3701-28 of the Administrative Code.



5. Physical Facilities materials for construction and repair:

A) Indoor Areas - surface characteristics

Materials for indoor floor, wall, and ceiling surfaces under conditions of normal use shall be:

- a) Smooth, durable, and easily cleanable for areas where food service activities are conducted. Wood surfaces are **PROHIBITED** in the food preparation and storage areas.
- b) Nonabsorbent for areas subject to moisture such as food preparation areas, ware washing areas, and mobile food service operation servicing areas.
- c) Nonfood contact surfaces shall be free of unnecessary ledges, projections, and crevices, and designed and constructed to allow easy cleaning and to facilitate maintenance.

B) Outdoor Areas - surface characteristics

- a) The outdoor areas for tent assemblies" shall be surfaced with concrete, asphalt, or gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions and graded to drain.
- b) Exterior surfaces of mobile food service operations shall be of weather-resistant materials.
- c) Each mobile unit shall have conspicuously displayed on its exterior the name of operation, the city of origin, and complete telephone number with lettering at least 3 inches high and 1 inch wide (OAC 3701-21-02 (H)).

C) Handwashing Facilities in Mobile Unit

- a. One compartment sink with running hot and cold water under pressure.
- b. Antibacterial hand soap
- c. Single service paper towels in towel dispenser.
- d. Hand sanitizers may **not** be used in place of washing hands.

D) Utensil Washing Facilities

- a. Three compartment sinks with running hot and cold water under pressure for Wash (120DF), Rinse, and Sanitize (submerged for 30-60 seconds).
- b. Dish soap
- c. Sanitizer (iodine, Chlorine @50-100ppm, Quat-Ammonia @ 200ppm)
- d. Appropriate test strips for sanitizer being used.
- e. Wastewater to be disposed of in proper drain or holding tank.
- f. Store wiping cloths in a sanitizer solution at recommended concentrations.

E) Food Sources

- a. All foods must be obtained from sources that comply with applicable laws relating to food safety.



- b. All foods must be prepared on site, and not prepped, cooked, or stored from a personal home, with the exclusion of home baked items, jam, jellies, candy, or fruit butters; which must be properly labeled. (See 3717-1-03.5 of the Ohio Administrative Code)
- c. Do not use leftover perishable food items. All food must be prepared at the mobile unit, and no preparation may be conducted in a personal home.

F) Food Preparation & Handling

- a. Thawing - Four acceptable ways to thaw foods .
 - 1 Refrigeration ($\leq 41\text{DF}$)
 - 2 Cooking
 - 3 Microwave (if being immediately cooked, once thawed)
 - 4 Running COLD water ($\leq 70\text{DF}$)
- b. No bare hand contact with ready to eat foods. Use suitable utensils such as deli paper, spatulas, tongs, single-use gloves, or dispensing equipment
- c. No jewelry shall be worn on hands or wrists.
- d. Keep fingernails trimmed and maintained.
- e. Unless wearing gloves, fingernail polish and artificial nails may not be worn.
- f. Hair restraints shall be worn in the form of ball caps or hair nets (hairnets must be used in covering facial hair)

G) Utensils must be stored:

- a. Handle upright
- b. Clean and dry
- c. In running water ($\geq 135\text{DF}$)
- d. In a container of water that is maintained at $\geq 135\text{DF}$.
- e. Food must be prepared on tables that are smooth, easily cleanable, free of difficult- to-clean internal corners and crevices, and free of breaks, open seams, cracks, chips, pits, and similar imperfections.
- f. Provide a metal stem thermometer scale $0\text{DF} - 220\text{DF}$ must be obtained and used for checking hot and cold food temperatures.
- g. No eating of food, smoking, or chewing of tobacco is permitted in food prep areas.
- h. Use of pesticides is prohibited during preparation and serving.
- i Ice scoops may be stored in only with handles outside of ice, in ice intended for human consumption.
- j Raw fruits and vegetables shall be thoroughly washed before being cooked or served.



6. Holding Food - Frozen, Hot and Cold

Thermometer for each cooler/refrigerator/freezer **MUST** be provided with a with a numerically sealed thermometer or recording thermometer accurate to plus or minus 3DF located to measure the air temperature in the warmest part of the unit and located to be easily readable, usually by the door of the unit.

Metal stem type thermometer, numerically accurate to plus or minus 2DF and shall be provided and used to assure proper cooking, holding, or refrigeration temperatures are being maintained and / or attained, These unites must be sufficient to allow for storage of foods to prevent cross contamination.

a. Cold (below 41DF)

1 Thermometers must be placed in all refrigerated units to maintain 41DF or below.

2 Store all raw foods in refrigerator approved for food storage.

Keep all raw meats stored separately and below ready-to-eat foods.

3 Ice used as a cooling medium cannot be used for human consumption.

b. Hot (above 135DF)

1 Roasters and crock pots maybe used only for holding food not cooking.

2 Use one non-breakable stem type thermometer to register at least 135DF.

c. Frozen (below 0DF)

1 Thermometers must be placed in all freezer units to register 0DF or below.

7. Food & Utensil storage

a. All food products and utensils must be stored a minimum of 6 inches off the ground/floor.

b. Keep all food products and utensils covered and protected from dust, insects, etc.

c. Use only washable containers for food storage.

d. Secure CO2 tanks.

8. Heating, Ventilating, and Air Conditioning Systems

a. Heating, ventilating, and air conditioning systems shall be designed and installed so that make-up air intake and exhaust vents do not cause contamination of food, food contact surfaces, equipment or utensils.

b. If necessary to keep rooms free of excessive heat, steam condensation, vapors, obnoxious odors, smoke, fumes, and mechanical ventilation of sufficient capacity shall be provided.



9. Garbage

- a. Trash containers that are leak proof, durable, cleanable, insect and rodent proof and that have tight fitting lids are required in all mobiles.
- b. Trash cans are to be covered at all times and dumped in approved dumpsters.
- c. Overnight storage of garbage on mobiles is prohibited.

10. Insect, Rodent, and Animal Control

- a. Openings to the outside shall be effectively protected against the entrance of rodents and insects by tight-fitting, self-closing doors, closed windows, screening, controlled air currents, or other means.
- b. Screen doors shall be self-closing, and screens for windows, doors, skylights, transoms, intake and exhaust air ducts, and other openings to the outside shall be tight-fitting and free of breaks. Screening material shall not be less than sixteen- mesh to the inch.

11. Required Inspections

- a. An inspection must be completed prior to the operation initial opening.
 - b. One completed standard inspection must be completed prior to issuing the license each licensing year. Call the Madison County Public Health Department at 740-852-3065 ext.1518 to schedule this appointment.
 - c. Post license in a visible, conspicuous place with drawing of unit and menu on the back of license.
 - d. Clean and sanitize all equipment and mobile unit before each occurrence.
- For a complete copy of the Ohio Food Rules (Chapter 3717-1 of Ohio Administrative Code) visit the Ohio Department of Health's website at www.odh.ohio.gov/rules/final/f3717-1.aspx. Please feel free to contact The Madison County Public Health District at 740-852-3065 ext. 1527, Monday- Friday, 8:30am to 4:30pm with any questions you may have regarding this plan review.

Food Safety Certification

The objective of the Ohio Department of Health's certification in food protection rule, 3701-21-25 of the Administrative Code, is to educate and train food personnel on effective food safety practices for preventing foodborne illness. Ohio's Certification program consists of two levels of training: Person-In-Charge and Manager.



Obtaining the Ohio Person-In-Charge (level one) Certification in Food Protection

Food employees **interested in obtaining** the Ohio Person-In-Charge (level one) certification need to complete an approved course through a provider approved by the Ohio Department of Health.

Obtaining the Ohio Manager Certification in Food Protection

Food employees **interested in obtaining** the Ohio manager certification need to complete an approved course and certification exam through a provider approved by the Ohio Department of Health. A list of approved providers of the Ohio Manager (level two) certification is available at:

[Providers of the Person-In-Charge \(level one\) and Manager \(level two\) Certification in Food Protection training](#)



Plan Review will not begin until the fee is received.

Plan review fee is determined by risk level/local license fees.

FOOD PREPERATION REVIEW

Check categories of Time-Temperature Controlled for Safety (TCS) foods to be handled, prepared, and/or served.

CATEGORY	(YES)	(NO)
1. Thin meats, Poultry, Fish, Eggs (Hamburger, Sliced meats, Fillets)	<input type="checkbox"/>	<input type="checkbox"/>
2. Thick meats, Whole poultry (Roast beef, Whole Turkey, Chicken, and Ham)	<input type="checkbox"/>	<input type="checkbox"/>
3. Seafood	<input type="checkbox"/>	<input type="checkbox"/>
4. Poultry	<input type="checkbox"/>	<input type="checkbox"/>
5. Cold processed foods (Salads, Sandwiches, Vegetables)	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot processed foods (Soups, Stews, Rice/Noodles, Gravies, Chowders, Casseroles)	<input type="checkbox"/>	<input type="checkbox"/>
7. Bakery goods (Pies, Custards, Cream fillings/toppings)	<input type="checkbox"/>	<input type="checkbox"/>
8. Other _____	<input type="checkbox"/>	<input type="checkbox"/>



**PLEASE CIRCLE, ANSWER, OR “N/A” FOR THE FOLLOWING QUESTIONS
REGARDING FOOD AND SUPPLIES.**

1. Where will food and supplies be purchased? (Provide name and location of all purveyors).

2. What are the projected frequencies of the deliveries for:

Frozen Foods: _____ Refrigerated Foods: _____ Dry Goods: _____

3. Provide information on the amount of space allocated for:

Frozen Foods: _____ Refrigerated Foods: _____ Dry Goods: _____

4. How will dry goods be stored 6 inches off of the floor? _____

5. Will any equipment be located outside? YES NO

If YES, List the equipment _____

6. Will there be any outside storage buildings? YES NO

If YES, what will be stored inside of the building? _____

7. Will your facility have fountain drinks, coffee, or beverage machines? YES NO

8. Are bulk storage containers constructed of a durable, food safe material? YES NO

Indicate material type _____



COLD STORAGE

ALL coolers/freezers MUST have a calibrated thermometer in the warmest part of the unit (near the door opening) to maintain an ambient temperature of 41DF or below.

1. Will raw meats, poultry, and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? YES NO

If YES - how will cross-contamination be prevented?

2. Is there a bulk ice machine available? YES NO

If YES – will you be bagging ice for retail sale? YES NO

If no bulk ice machine is available, what source will you utilize for ice? _____

THAWING FROZEN TCS FOOD:

How will TCS foods be thawed? (More than one method may apply).

Refrigeration (≤41DF) Running Cold Water (≤70DF)

Microwave (as part of the cooking process) Cooked from a frozen state

Other (describe)

COOKING

Calibrated stem type thermometers must be available to ensure the proper internal cooking temperatures are being met.

1. Please describe how employees will ensure proper minimum temperatures are being achieved:



HOT/COLD HOLDING

- 1. How will TCS foods being held for hot service be maintained at 135DF or above or 41DF or less?

COOLING

Please indicate by checking the appropriate boxes how TCS foods will be cooled to 41DF within 6 hours (135DF to 70DF within the first 2 hours and then 70DF to 41DF within the additional 4 hours).

COOLING METHOD	THICK MEATS	THIN MEATS	THICK SOUPS/GRAVY	THIN SOUPS/GRAVY	RICE/NOODLES
SHALLOW PANS (LESS THAN 2" DEEP)					
ICE BATHS					
REDUCED VOLUME OR SIZE					
RAPID CHILL					
Other (discrIBE) _____					

REHEATING (if applicable)

- 1. Will you be cooking, cooling, and reheating foods in batches for hot holding (i.e. soups, sauces)?
YES NO

If YES – how will TCS foods that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach an internal temperature of at least 165DF for 15 seconds within 2 hours?

Include type of equipment used for reheating:



2. Please list categories of food prepared more than 12 hours in advance of service:

3. Will all produce be washed on-site prior to use? YES NO

If YES – describe the planned location for washing produce: _____

If NO – how and where will produce be washed? Describe:

4. Describe preparation practices that will minimize the amount of time that TCS foods will be in the Temperature Danger Zone (41DF to 135DF):

5. Will the facility be serving food to highly susceptible populations? YES NO

If YES – how will the temperature be maintained?

EMPLOYEE TRAINING AND HYGIENIC PRACTICES

1. Approximate number of staff per shift: _____

2. Will food employees be trained in good food sanitation practices? YES NO # Employees _____

Method of training: _____

3. Will disposable gloves (Latex free) and/or utensils and/or food grade paper be used to prevent bare hand contact with Ready-To-Eat foods? YES NO

If NO – please describe how bare hand contact with Ready-To-Eat foods will be prevented:



- 4. Is there a written policy to exclude or restrict workers who are sick, been diagnosed with a foodborne illness, or have infected cuts or lesions? YES NO

If YES – please attach a copy of the policy with plans.

If NO – it is a requirement that all facilities have a policy or mechanism in place to ensure that food employees are reporting illness to the Person-In-Charge and that employees are excluded or restricted as necessary.

Education:

Submit certificates for individuals that have completed either of these qualifications and list their names below:

Person –In-Charge:

_____	_____
_____	_____

Manager Certification:

_____	_____
_____	_____

CLEANING

- 1. How will cooking equipment, cutting boards, counter tops, and other food contact surfaces which cannot be submerged in sinks be cleaned and sanitized?

- 2. Does at least ½ of the largest pot and pan fit into the 3-compartment sink? YES NO

If NO – what procedure will be used for cleaning and sanitizing the items?



3. Are there drain boards on both ends of the 3-compartment sink? YES NO
If NO – Where will dirty dishes be stored prior to washing and clean dishes be allowed to air dry after sanitizing?

4. What type of sanitizer will be used for each of the following:
3-comp. sink _____ Food contact surfaces _____
5. Sanitizing Test Kit (s) provided: _____
6. Will the mobile facility generate cooking grease – i.e. from deep fryers? YES NO
If YES – Location of waste cooking grease storage receptacle _____
Name of company who will supply and empty the grease barrel/dumpster _____

GARBAGE / REFUSE

1. Will a dumpster be use? YES NO
If YES – Number _____ Size _____ Frequency of pickup _____ Contractor _____
If NO – how will garbage/refuse be disposed of? Describe:

2. Describe the surface and location where the dumpster/garbage cans are to be stored:

3. Describe location of grease storage receptacle: _____



GENERAL

1. Are all chemicals and toxins for use on the premise (**this includes personal medications**) correctly labeled as to their contents and located in an area separate from food preparation and storage areas?
YES NO

HANDWASHING

1. Is **antibacterial hand soap** available at handwashing sink? YES NO
2. Are paper towels available at hand sink? YES NO
3. Is hot (100DF) and cold running water, under pressure, available at hand sink? YES NO
4. Are required handwashing signs posted at hand sink? YES NO



PACKET COMPLETION

**** State rules allow for up to 30 days for review of plans ****

- Submit one set of plans to the Madison County Public Health Environmental Food office.
- The plans should be submitted as far in advance of the intended opening date as possible.
- The plan review application should be submitted with the associated fee and full menu for the facility.
- Plan review and license fees are determined by the facility's menu, contact the food office with questions.
- The applicant may be contacted with questions during the review process. Please provide an email address and/or phone number of the person best able to answer questions.
- Once the items are complete in the list below, schedule a pre-license inspection:

PLAN REVIEW CHECKLIST

Pre-license inspection will include:

- All coolers, freezers, and hot holding equipment operating
- All thermometers in coolers & freezers Metal stem thermometer in facility
- All surfaces clean
- Sanitizer and appropriate test strips available
- Handsinks stocked with antibacterial soap & paper towels
- Proof of completion of an Ohio Department of Health approved manager certification course of study from the instructor, or proof of completion of an approved manager certification online course; along with the Ohio Department of Health Manager Certification in Food Protection.
- Completed food license application
- Questions for the inspector

*A full inspection will be completed within 30 days of the food license being issued.