



# ALABAMA DEPARTMENT OF PUBLIC HEALTH

## Mobile Unit Plan Review Checklist

### GENERAL INFORMATION

A mobile food establishment is defined in 420-3-22-.01 (4)19. as "...*except for pushcarts*, a unit mounted on or pulled by a self-propelled vehicle; is self-contained with its own drinking water tank and waste water tank *unless handling only prepackaged foods*; is designed to be readily movable; and is moved daily to return to its commissary. A pushcart is a category of mobile food establishment." There is no size limit to mobile food units, except that they must meet the following basic requirements:

- Mobile food units must be readily movable and on wheels (excluding boats) at all times during operation.
- During operation, all food shall be held, stored, displayed, and served from the mobile food unit, *except that pull-behind trailer units used only for cooking may be allowed if pre-approved by the Health Officer.*

There are four types of mobile food units. The mobile food unit classifications are based upon the type of menu served. Mobile food units are not allowed to perform operations that exceed the limitations of the commissary.

**Category 1** - These units can serve only intact, prepackaged foods and drinks. No preparation or assembly of foods or beverages may take place on the unit. No dispensed ice is allowed. (A permit may not be required for a unit serving only these items. Check with the environmental office of your local county health department for more information.)

**Category 2** - These units may dispense unpackaged foods and ice and may heat, hold, and serve fully cooked foods. They may not use raw foods of animal origin or reheat TCS foods that have been cooled.

**Category 3** - These units may cook, prepare, and assemble food items to include raw foods of animal origin and/or may reheat TCS foods that have been previously cooked and cooled. However, cooking of raw animal foods is not allowed on a pushcart.

**Category 4** - These units may perform activities/operations of those designated as Category 2 and 3, and in addition, may perform an operation requiring a variance or HACCP plan. The variance and/or HACCP plan must be approved by the health department prior to the specialized process being used by the unit.

## IMPORTANT ADDITIONAL MOBILE FOOD UNIT INFORMATION

- Because the mobile food unit design is related to the menu served, the local county health department must approve any change in the menu. Failure to obtain approval for a menu change may result in closure of your unit.
- A mobile food unit may connect to water and sewer if it is available at the operating location; however, the fresh water tanks and waste water holding tanks must remain on the unit at all times.
- A mobile food unit may not serve as a commissary for another mobile food unit.
- A food protection manager certification is required for at least one person working in a mobile food unit at all hours of operation for Category 3 and 4 operations. Contact the local county health department for information on obtaining a food protection manager certification.
- All foods, single-service articles, single-use articles, and other items used for the operation of the mobile food unit shall be stored at the approved commissary other than during normal business operation of the mobile food unit. *Time/temperature control for safety (TCS) foods in packages or containers that have been opened, including opened or unpackaged TCS foods in holding bins on the mobile food unit, shall be discarded after each day's operation.*
- The business name and address of the commissary, as shown on the commissary's Food Permit, and telephone number of the commissary, shall be permanently placed on at least two sides of the mobile food unit. Lettering shall be legible, clearly visible to the public from the service area, and of a color contrasting with the unit exterior. The name shall be at least three inches high. The address and telephone number shall be at least one inch high.
- When obtaining a business license, be sure to provide a copy of the commissary food permit and authorization letter to operate in the given county.
- A copy of the mobile unit permit and the most recent inspection score of the mobile food unit are required to be posted in public view within the unit at all times.
- **While this document contains some detailed information about the rules for the construction and operation of mobile food units, it does not contain all the requirements for your unit. Please refer to the Alabama State Board of Health Rules for Food Establishment Sanitation at:**

<http://www.alabamapublichealth.gov/environmental/rules.html>.

# MOBILE FOOD UNIT GENERAL REQUIREMENTS AND LIMITATIONS

## APPENDIX A

### **REQUIREMENTS by menu and type of Mobile Unit** (\*The key to the numbers is on the next page.\*)

<b>FOOD ITEM</b>	<b>PUSHCART</b>	<b>SELF-PROPELLED VEHICLE</b>
Pre-packaged TCS* (For only pre-packaged ice cream, no permit is required)	1 or 2 6 9	1 or 2 6 9
Dispensing raw shrimp or raw fish (not pre-wrapped)	Not allowed on a pushcart	1 or 2 3 6 7 10
Unpackaged "Category 2" items	1 or 2 3 4 or 5 or 7 6 (for TCS) 9	1 or 2 3 4 or 5 or 7 6 (for TCS) 8 9
Heating or hot holding a pre-cooked TCS* food (unpackaged), or heating non-TCS*	1 or 2 3 4 or 5 or 7 6 (for TCS) 9 TCS must meet definition of Priority Category 2 Food	1 or 2 3 4 or 5 or 7 6 (for TCS) 8 9
Cooking raw TCS*	Not allowed on a pushcart	1 or 2 3 4 6 8 9

\*TCS = Time/Temperature Control for Safety

THESE ARE GENERAL REQUIREMENTS BASED ON BROAD MENU CATEGORIES. A SPECIFIC MENU AND OPERATION MAY REQUIRE ADDITIONAL FACILITIES.

## Key to chart on previous page

- 1- Operate from a commissary meeting all requirements of 420-3-22-.09. The commissary must have, at a minimum, facilities to store food at the required temperatures, a toilet facility and, *except when all food is prepackaged*, fill potable water tanks, empty wastewater tanks, provide a handwashing sink, provide an appropriate warewashing sink and all required items of the Food Sanitation Rules. If food preparation activities on the mobile unit generate grease or grease-laden vapors, the commissary must have a grease trap in accordance with local requirements.
- 2- Operate from a permitted food service establishment (which may be a separately - owned business under the restrictions of 420-3-22-.09) with facilities to store food at the required temperatures, a toilet facility and, *except when all food is prepackaged*, fill potable water tanks, empty wastewater tanks, provide a handwashing sink, provide an appropriate warewashing sink and all required items of the Food Sanitation Rules. If food preparation activities on the mobile unit generate grease or grease-laden vapors, the commissary must have a grease trap in accordance with local requirements.
- 3- Handwashing facility on-board the mobile unit; potable (drinking) water tank securely affixed on-board; wastewater holding tank securely affixed on-board, 15 percent larger than the potable water tank; warm water (100°F) provided at all times in adequate amounts.
- 4- Three-compartment sink on-board with chemical test papers provided and used.
- 5- Two-compartment sink on-board with chemical test papers provided and used.
- 6- Refrigeration/cold holding facilities on-board and/or facilities for hot holding food on- board, thermometers provided and used.
- 7- Four sets of food handling utensils, properly sanitized and prewrapped, on-board. (CHECK WITH THE LOCAL COUNTY HEALTH DEPARTMENT WHERE OPERATION IS PROPOSED TO VERIFY IF THIS OPTION IS ALLOWED).
- 8- Cooking facilities on-board, to include thermometers, water under pumped pressure to all sinks, sufficient ventilation to remove vapors and smoke from the cooking area, screens or effective forced air barriers, self-closing doors, shielded lights, and smooth, non-absorbent, easily cleanable floors, walls, and ceilings.
- 9- Transport entire mobile unit to commissary daily.
- 10- (For vehicles used for dispensing only raw fish or shrimp) Maintain product in direct contact with ice with meltwater contained until delivery is completed. Meltwater shall be disposed in a sanitary manner at the commissary or in accordance with law. Insulated containers and all necessary articles used for dispensing must be in an enclosed part of the vehicle, such as in a covered bed of a pick-up or inside a van. The commissary must have the capability to wash, rinse, and sanitize all food contact surfaces, and for cleaning the vehicle.

# MOBILE UNIT PLAN REVIEW APPLICATION



ALABAMA DEPARTMENT  
OF PUBLIC HEALTH

## For Department Use Only

_____	Date Received	_____	County
_____	Receipt Number	_____	Environmentalist
_____	Receipt Date	_____	Zone
_____	Fee Amount	_____	Client Number
_____	Fee Code	_____	Application ID

New Construction       Remodel/Renovation

**\*ALL FIELDS AND SECTIONS MUST BE COMPLETED IN ORDER FOR APPLICATION TO BE ACCEPTED\***

Name of Mobile Unit \_\_\_\_\_

Commissary Name \_\_\_\_\_

Commissary Address \_\_\_\_\_

City \_\_\_\_\_ ALABAMA Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Applicant First Name \_\_\_\_\_ Applicant Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Required Items

- Commissary Agreement Letter
- Proposed plan(s) with architectural stamp or drawn-to-scale that includes at minimum:
  - Layout of Unit (with finish schedules)
  - Plumbing, Lighting, Electrical, Ventilation Schematics
  - Tank Size and Location (water supply and wastewater)
  - Handsinks and Dishwashing Sinks
  - Storage Areas
  - Servicing Area
- Manufacturer Specification Sheets for all pertinent equipment
- Plan of Operation
- Proposed Menu
- Plan Review Fee (if applicable)

I hereby certify that the above information is correct, and I understand that omission of any requested information may delay approval of the submitted plans. I am aware that completion of this application does not grant me permission to begin construction, conversion, or remodeling, and that doing so constitutes a violation of the Alabama Board of Health Rules.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ COUNTY HEALTH DEPARTMENT  
ADDRESS  
CITY, AL ZIP CODE  
ENVIRONMENTAL PHONE NUMBER  
ENVIRONMENTAL FAX NUMBER



# ALABAMA DEPARTMENT OF PUBLIC HEALTH

## Mobile Unit Plan Review Checklist

\_\_\_\_\_ County Health Department

\_\_\_\_\_ Environmentalist

Name of Establishment \_\_\_\_\_

Address \_\_\_\_\_

Applicant First Name \_\_\_\_\_ Applicant Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### Finish Schedule

UNIT TYPE	FLOOR	COVERED BASE	WALLS	CEILING	APPROVED	
					YES	NO
<input type="checkbox"/> Push Cart/Open Trailer						
<input type="checkbox"/> Enclosed Trailer						
<input type="checkbox"/> Food Truck						
<input type="checkbox"/> Other _____						

### Food Preparation Procedures

GENERAL PROCEDURES	APPROVED		
	YES	NO	N/A
Where will food be purchased?			
What happens to leftovers?			
How will food be transported?			
What method(s) is used for hot holding?			
What method(s) is used for cold holding?			
How and where will the potable water tank be filled?			
How and where will the wastewater tank be emptied?			





## Management and Personnel - Commissary

COMMISSARY		APPROVED		
		YES	NO	N/A
a.	If a private sewage disposal system is used, adequate sizing is approved by the county health department.			
b.	An appropriately sized grease trap/interceptor will be properly located and have a secured lid. (Check with local water authority for requirements and sizing).			
c.	A contract with a grease disposal company will be required before plans approval.			
d.	A grease recycling bin will be properly located for grease disposal.			
e.	There will be a hot water faucet equipped with a backflow device and can wash provided for washing garbage cans or dumpsters on a nonabsorbent surface otherwise a letter will be provided from the supplying company stating the dumpster will be replaced as needed.			
f.	Dishwashing facilities meet minimum food service establishment requirements and be adequate for mobile unit operator use.			
g.	Adequate and designated area provided for food supplies.			
h.	Adequate and designated area provided for utensils and other equipment, including single service articles.			
i.	Servicing area is located on a smooth nonabsorbent surface.			
j.	Servicing area is easily accessible for draining or flushing of wastewater and sloped to drain.			
k.	Covered storage area provided for pushcarts.			

## Management and Personnel - Operational

### OPERATIONAL

		APPROVED		
		YES	NO	N/A
a.	There will be at least one employee with an approved food safety manager's certification present during all hours of operation.			
b.	The establishment will have a diarrheal/vomit event clean-up plan.			
c.	The establishment will have a verifiable employee illness reporting policy.			
d.	There will be a consumer advisory posted on the menu for the hazards of undercooked or raw meats, eggs, and fish.			
e.	There will be signage posted for customer's rights to know the country of origin for fish.			
f.	There will be gloves, hair restraints, and food thermometers provided for use by those employees preparing food.			
g.	Commissary information will be properly displayed on two sides of unit.			
h.	Overhead protection, such as an umbrella, is provided for pushcarts.			
i.	A restroom located within 200 feet of operating location will be accessible if unit is operating at a location for more than two (2) hours.			
i.	Food covered during transfer to unit or covered protection provided at servicing area.			

## Equipment and Linens

### EQUIPMENT

		APPROVED		
		YES	NO	N/A
a.	Adequate work space is provided.			
b.	All equipment (new, used, and/or existing) meets requirements. (Specification sheets provided).			
c.	All storage shelving will be more than 6" off of the floor.			
d.	All floor-mounted equipment will be easily movable, sealed to the floor, or on 6" legs.			
e.	All counter-mounted equipment will be easily movable, sealed to the counter, or on 4" legs.			
f.	All equipment will be sealed to the wall or spaced to facilitate cleaning.			
g.	There will be adequate facilities for maintaining food at appropriate hot and cold temperatures (coolers, freezers, and/or warming cabinets).			
h.	There will be adequate storage provided for food supplies.			
i.	There will be adequate storage provided for utensils.			
j.	Cabinet finishes (interior & exterior), counter tops, tabletops, cutting boards, etc. will be of suitable materials.			
k.	Gas lines, water pipes, electrical lines, panel boxes, and conduits will be properly located and installed as to facilitate easy cleaning of floors, walls, ceilings, and equipment.			

### LINENS

		APPROVED		
		YES	NO	N/A
a.	Clean and dirty linens will be properly stored.			

## Washing Facilities

### WAREWASHING FACILITIES

		APPROVED		
		YES	NO	N/A
a.	A two or three-compartment sink will be provided with $\geq 110^{\circ}\text{F}$ water unless using dish cleaning solution that specifies otherwise. (*Or 4 sets of wrapped utensils if county health department permits).			
b.	The sink compartments will be adequately sized.			
c.	Drainboards, wall-mounted or overhead shelves, and/or stationary or portable racks will be provided for air drying.			
d.	Sanitization method is approved.			
e.	A chemical sanitizer kit is approved.			

### HANDWASHING FACILITIES

		APPROVED		
		YES	NO	N/A
a.	There will be adequate handwashing sinks conveniently provided.			
b.	Soap, a handwashing sign, sanitary towels or an electric hand-drying device, and a garbage receptacle will be provided at each hand sink.			
c.	Hot and cold water will be supplied to all hand sinks with a mixing-type faucet. Hot water will reach $\geq 100^{\circ}\text{F}$ .			

## Water and Plumbing

### WATER SUPPLY AND PLUMBING

		APPROVED		
		YES	NO	N/A
a.	Potable water tank installed that is properly sized, securely affixed, easy to clean, and durable.			
b.	Potable water inlet fitted with a connection that prevents use for any other service installed.			
c.	Potable water inlet located to prevent contamination from discharge waste, dust, or grease.			
d.	Wastewater tank installed that is properly sized at least 15% larger than potable water tank, securely affixed, easy to clean, and durable.			
e.	“Food Grade” water hose will be used for filling potable water.			
f.	Potable and wastewater tanks supplied with inlet and outlet covers.			
g.	Drainage outlet has a 1” or greater inner diameter and equipped with a shut off valve.			
h.	If tank is vented, it will be protected from debris by a screen.			
i.	Inlet and outlet hose attachment for potable water tank capped or otherwise covered.			
j.	Hot and cold water provided to all pertinent equipment.			
k.	All equipment will be properly drained.			
l.	The water heater will be adequately sized for the operation to meet peak hot water demands.			
m.	The water heater will be sealed to the floor or installed for easy cleaning.			

## Physical Facilities and Toxic Materials

### PEST CONTROL

		APPROVED		
		YES	NO	N/A
a.	All exterior doors are self-closing, tight-fitting, and rodent proof.			
b.	Doors and door frames are smooth finished.			
c.	Air curtains, fly fans, or minimum #16 mesh screens, or other pest control methods will be used on exterior openings.			
d.	Insect control devices will be used.			

### VENTILATION

		APPROVED		
		YES	NO	N/A
a.	All pertinent equipment will be installed under a properly sized ventilation hood.			

### LIGHTING

		APPROVED		
		YES	NO	N/A
a.	There will be adequate lighting in all areas.			
b.	There will be protective shielding on lights in food prep, serving, and storage areas.			

### CLEANING AND TOXIC ITEM STORAGE

		APPROVED		
		YES	NO	N/A
a.	There will be an adequate designated storage area for poisonous or toxic materials.			
b.	Cleaning and sanitizing solutions will be properly and safely stored at work stations.			
c.	Cleaning and sanitizing solutions and poisonous or toxic materials will be separated from food and food-contact surfaces.			



## **MOBILE UNIT COMMISSARY USAGE AGREEMENT**

The following permitted food service establishment, known as \_\_\_\_\_ located at \_\_\_\_\_

Establishment Name

Establishment Address

hereby agrees to provide access for usage as a commissary to \_\_\_\_\_ to operate their mobile food unit. This commissary is to be used for all preparation and/or storage of food items, dishwashing, unit servicing or any other purposes as required by the local public health authority.

Mobile Unit Name

It is the responsibility of the commissary permit holder to ensure compliance with the approved mobile food unit plan of operations. This includes requiring that the mobile food unit return to the commissary daily. Failure to comply, including preventing priority or priority foundation item violations on the mobile food unit, shall be noted on the commissary inspection report and may be grounds for suspension or revocation of the commissary food permit and the authorization to operate a mobile food unit.

This agreement between the above-mentioned two parties is valid for the current licensing year only and must be renewed after that date. However, if this agreement is terminated, the commissary shall promptly inform the local county health department, and the mobile food unit must immediately cease operations until another commissary agreement is secured and provided to the health department. This agreement becomes void if the food service establishment does not have a current license to operate.

Commissary Owner Name

Printed \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Environmentalist

Printed \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

