



**Environmental Health Division**  
 800 S. Victoria Ave., Ventura CA 93009-1730  
 Tel: 805/654-2813 or FAX: 805/654-2480  
 vcrma.org/divisions/environmental-health

**WRITTEN OPERATIONAL PROCEDURES**

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

DBA:	
OWNER/OPERATOR:	TEL:
ADDRESS:	
COMMISSARY:	TEL:
ADDRESS:	

**FOOD HANDLING PROCEDURES**

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

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2. What facility will the food be purchased from?

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3. Where will the food be stored?

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

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

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

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

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

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

- Chlorine**-contact with a solution of 100 parts per million (ppm) for at least 30 seconds.
- Quaternary Ammonium**-contact with a solution of 200 ppm for at least one minute.
- Iodine**-contact with a solution of 25 ppm for at least one minute

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

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

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

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

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**MFFs OPERATING WITH A MOBILE SERVICE UNIT (MSU)**

DBA of MSU: \_\_\_\_\_

13. Is the MFF serviced by a MSU? If **yes**, proceed to #14.

YES

NO

14. The MSU potable water tank must be filled at a commissary. How will the MSU provide potable water to the MFF tank?

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

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16. How will the MSU be cleaned and sanitized?

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

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18. Where will the MSU be stored?

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

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

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

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

<b>For Office Use Only:</b>	SR#: _____
Approved By: _____	Date: _____