



Hood River County Health Department, Environmental Health Office

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Mobile Food Unit Plan Review Application

Last Updated 7/1/15

The purpose of this plan review process is to ensure that your proposed mobile food unit complies with all requirements found within the Oregon Food Code (OAR: 333-150-0000). Submit plans before you buy/build/remodel a mobile food unit. Any changes that are required will be the financial responsibility of the project proponent and must be completed before you are permitted to operate. We wish to emphasize that this is a 'plan' review process, not a finished establishment review process.

New Remodel ; Menu Revision

Business Name: _____

Contact Person: _____

Contact Person's Mailing Address: _____

Daytime Phone: _____ Alternate Phone: _____

E-Mail Address: _____

Are you building the Mobile Unit yourself? Yes , No If yes, is it already built? Yes , No

Previously Licensed? Yes , No Former Name: _____

If previously licensed, what jurisdiction was it issued:

When:

A copy of previous approval(s) is/are attached: Yes , No , N/A .

How do you intend to license this Mobile Unit? Class: I , II , III , IV

(OAR: 333-162-0020(2))

Do you intend to operate with or without a base of operations? *With* , *Without*

(OAR: 333-162-0040)

When submitting this application, include the following documents:

- Proposed menu(s)**, including seasonal and special menus
- Site plan** – If a at a permanent site, show the location of unit on site, including alleys, streets and outside equipment (dumpsters, well, septic system and toilet facilities)
- Floor Plan** – drawn to scale showing location of equipment, plumbing, mechanical ventilation, etc. We also need tank and sink sizes.
- List of equipment**
- Indicate** whether or not you will utilize a commissary and/or warehouse. **Attach separate plans for each facility** (templates are available on our web-site (www.hood-river.or.us)).

Submitting incomplete plans will delay the plan review process. Please answer every question that applies to your food service operation and submit all required items (see list above) as per OAR: 333-162-0920.

You are required to comply with all applicable local, state, and federal regulations. This may include acquiring a variety of additional permits/approvals such as: wastewater disposal, zoning, land owner's permission, business permit, etc. It is the responsibility of the mobile unit operator to ensure compliance with all laws. Failure to comply may result in additional expenses and/or a denial/revocation of your license to operate.

Rules on the Web

Oregon Food Code: (OAR: 333-150 & OAR: 333-162, page 97 of the document)

<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

Guidance for a Successful Application

Proposed Menu & Food Processes:

We are interested in the types of food processes you will be using in your mobile food unit. We are less interested in what your menu items are called or how much they cost. Examples of food processes are ‘cooking raw animal products’, ‘cooling soup’, ‘cutting lettuce’, ‘pickling cucumbers’, ‘boiling potatoes’, ‘cleaning fresh produce’, etc.

Consider a menu item like: “10oz Steak, served with your choice of green salad, baked potato, fries or assorted seasonal pickles”. We see several different food processes here. First, the raw beef steak is shipped to and stored at the mobile food unit; it may be cut on sight or by the supplier. Baked potatoes take time to cook, so they are likely cooked ahead of time; they may be held-hot or cooled to be re-heated per order. Green salads require that the produce be thoroughly cleaned in a food preparation sink and prepared in a clean area free from cross-contamination. Fries are either prepared from scratch by the mobile food unit (usually a twice fried process, requiring cooling) or they are fried from frozen. Pickling foods to preserve them is a special process that requires a variance from the Oregon Health Authority.

If available, please include all seasonal, web-based and special menus as well.

Scale Site Plan Must Include:

Consider using the Hood River County, Online Parcel Viewer available at:
http://www.co.hood-river.or.us/index.asp?Type=B_BASIC&SEC={874DEC00-B8C0-4CE2-A2D9-C088E3325A16}

1. Draw the site plan to scale
2. The location of the facility and surrounding structures
3. The general area, including nearby streets and toilet facilities.
4. Garbage and refuse storage areas (disclose ground surfacing under garbage).
5. If applicable, the water source (well, spring, etc.) and the wastewater system (septic tank & drain field).

Scale Floor Plan Drawings Must Include:

1. Draw plans to scale (recommend ¼ inch = 1 foot);
2. Distinguish between food preparation areas;
3. Label all equipment including,
 - a. sink fixtures by designed use,
 - b. floor sinks,
 - c. Indicate which plumbing fixtures have in-direct drains or not;
4. Entrances, Exits, Doors and Windows; and
5. Areas where raw animal products will be handled (if applicable).

List of Equipment:

The list of equipment helps us determine what types of food processes you will be doing. It also helps us evaluate whether the volume of food you anticipate serving can be supported by the types of equipment you intend to use. As well, depending on the types of equipment and food processes you use, you may also need to have mechanical ventilation installed in your facility.

What Type of Food Service Are You?

Potentially Hazardous Foods (Time/Temperature Control Foods), as defined by OAR: 333-150 § 1-201.10(B)
<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

Do you intend to prepare, store and/or serve 'Potentially Hazardous Food(s)'?

Yes No

If 'No', (Check all that apply):

- Will your operation cut, mix, handle, prepare and/or combine any food?
- Will your operation serve meals/beverages in open containers?
- Will your operation sell bulk groceries only (canned goods, candy, etc.)?

Check all that apply:

- Will you only cook/prepare food per order?
- Will you cook large batches of food to be cooled and then reheated later?
- Will you have leftovers?
- Will you cater food to off-premise locations?

Proposed Facility Details

Days and Hours of Operation: _____

Expected meals served per day: _____ Number of staff (total): _____

Will any other facilities, structures and/or properties be used to prepare your food?

Yes No ; If 'yes', please describe these facilities on additional pages.

Essential Utilities

What is the potable water supply for the Mobile Food Unit?

Public Water Systems: Crystal Springs, Ice Fountain, Cascade Locks,
 Parkdale, Odell, Hood River, Other: _____

Where will you dispose of waste-water? _____

- The commissary? N/A

Public Water Systems: Crystal Springs, Ice Fountain, Cascade Locks,
 Parkdale, Odell, Hood River, Other: _____

Where will you dispose of waste-water? _____

- The warehouse? N/A

Public Water Systems: Crystal Springs, Ice Fountain, Cascade Locks,
 Parkdale, Odell, Hood River, Other: _____

Where will you dispose of waste-water? _____

The Oregon Food Code (OAR: 333-150) may be viewed at:

<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

For additional assistance, please contact our office (541-387-6885)

Interior Finishes/Surfaces

Hood River County Health Department requires that the working food preparation surfaces of the mobile unit (and surrounding surfaces) meet all requirements (floors, walls, ceilings, etc.) in Chapter 6 of the Oregon Food Code.

Disclose finishing schedules/surfaces:

	Floors	Cove Base	Walls	Ceilings	Shelving
<u>All</u> food preparation areas					

For Example:

<i><u>All</u> food preparation areas</i>	<i>Stainless Steel</i>	<i>Rubber</i>	<i>Stainless steel Painted smooth</i>	<i>Removable Awning</i>	<i>Wood, Painted smooth</i>
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Mobile Unit Operating Schedule:

I plan on operating at one location. Location address: _____

I plan on operating at multiple locations or on a route.

List all locations where you plan to operate. If operating on a fixed route or in multiple locations, indicate the approximate time and days of the week or date you will be at each location. Attach additional sheets if necessary.

Operating Location	Time	Day of Week or Specific Date

You are required by law to notify your local public health authority if you're operating location or route changes. If you relocate to another county you must first notify the new county prior to operation.

Also, we are obligated to perform at least two semi-annual inspections of your licensed facilities each year. Unless we are able to either: (1) Perform a semi-annual inspection; or (2) Receive written verification, from you, that you have not operated during an inspection period, we are not able to renew your license to operate. This means once, between January 1st and June 30th (of each year) and once between July 1st and December 31st (of each year), you shall ensure that we know where and when you are operating or document that you are closed for the season.

Alternatively, if you primarily operate in other jurisdictions for significant portions of the year, you may submit inspection reports from those jurisdictions in lieu of scheduling an inspection directly with our office. Please note that failure to maintain rule compliance, whether in Hood River County or out, may also result in non-license renewal also.

Remember: Licenses expire on 12/31 of each calendar year. Renewals for the following calendar year are due by 12/31. Failure to renew the license on time will result in a late penalty of \$100.00. Another penalty will be applied each calendar month that the license fee is late. There is no exception for mobile food units or seasonal facilities. Fees are subject to change.

Food Safety Questionnaire:

This section must be filled out by the facility operator/manager and submitted with the plan review application and other requested items. Write 'N/A' if a question does not apply to your facility. Add documents or pages as needed to describe your operation and policies. All rule references below may be referenced in the Oregon Food Code (*for example § 3-302.11 may be found on page 28*).

The Oregon Food Code, OAR 333-150, is available to view at:

<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

Key Foodborne Illness Risk Factors and Public Health Interventions:

1. Please explain how you plan to ensure that the person(s) physically present and left in charge of the mobile food unit (during any given shift) will be able to 'Demonstrate Knowledge' as required under § 2-102.11 and control risk factors in the mobile food unit as required under § 2-103.11.

2. Please generally describe your policies and procedures concerning the restriction and exclusion of ill food employees. What are two key concerns? (Subpart 2-201)
 - a.

 - b.

3. Please describe three examples (unique to your mobile food unit) of how you plan to prevent contamination of food, from your food workers' hands (Subpart 2-301):
 - a.

 - b.

 - c.

Food Contact Surfaces, Cleaning & Sanitizing:

1. Why is it important to clean and sanitize 'food-contact-surfaces'? (§ 4-601.11)

2. Where do you intend to clean & sanitize 'food-contact-surfaces'? (§ 4-301.12-13 & § 4-501.16)

3. When (or how often) do you plan to clean & sanitize 'food-contact-surfaces'? (§ 4-602.11)

4. How do you intend to clean & sanitize 'food-contact-surfaces'? (§ 4-501.17-18, § 4-603.16, § 4-702.11 and § 4-901.11)
 - a. How are you going to clean & sanitize 'food-contact-surfaces' that cannot be moved and/or placed into the 3-basin sink or mechanical dishwasher? (§ 4-202.12, § 4-603.15)

8. What type of chemical sanitizer do you use (chlorine, quaternary ammonium, iodine) (§ 4-501.114)?

At what concentration do you use this sanitizer? _____

What type of test kit do you have (§ 4-302.14)? _____

When do you use your test kit (§ 4-501.116)? _____

Special Foods:

1. Will your operation serve foods from animals raw or partially cooked? This may include items such as: eggs over-easy, rare steaks, rare-beef burger patties, sushi, steak tartar, raw oyster shooters, seared tuna, ceviche, etc. (§ 3-603.11):

Yes No – If no, skip this section

- If ‘Yes’, list all menu items that may include (in their finished form) any raw, partially cooked, or acid cooked raw animal products.

Describe how you will comply with § 3-603.11 by providing both a ‘Disclosure’ and a ‘Reminder’ to your consumers.

- If serving raw fish (sushi, lox, ceviche, etc.) will parasite destruction be done on-site or by the supplier? (§ 3-402.11 & § 3-402.12)? N/A

On-site: Provide your procedure on parasite destruction on additional pages as per § 3-402.11(A).

Supplier: As required under § 3-402.12(B), provide the name of your supplier and a copy of the written agreement/statement stipulating that the fish supplied are frozen to a temperature and for a time specified under § 3-402.11(A).

Special Food Processes:

1. Will your operation be (§ 3-502.11) (check all that apply):

- Smoking food as a method of food preservation rather than as a method of flavor enhancement;
- Curing food;
- Using food additives or adding components such as vinegar as a method of food preservation rather than as a method of flavor enhancement or to render a food so that it is not potentially hazardous;
- Packaging food using a reduced oxygen packaging method

N/A

If you checked any of the above boxes, describe your proposed food processes below:

6. If you will be using ice for keeping food cold such as in a salad bar, how should the food be stored in the ice? Please describe:

7. If ice is used in food/beverages, how will you keep ice used to keep food & equipment cold separate from ice used for food? (§ 3-303.11)

Hot Holding:

8. What type of equipment will you use for holding food hot? How will you ensure that food is at the required temperature throughout the day?

9. How did you determine the amount of hot-holding storage that you will need for your operation (§ 4-301.11)?

Cooling:

10. Will your operation be cooling bulk quantities of ‘potentially hazardous food(s)’? This may include foods prepared one day, cooled and served at a later time. It may also include foods held-hot on a steam table that are cooled and saved for another meal service. (§ 3-501.14, § 3-501.15)

Yes No – If no, skip this section

- a. List all foods you intend to cool in your establishment:

- b. Describe the cooling methods you intend to use. Be specific about where in the kitchen these activities will take place and what equipment you intend to use. If you intend to maintain any temperature logs as part of a HACCP plan, attached an example of the monitoring sheet.

- c. How will food handlers know that the food has cooled from 140°F to 70°F within two hours and then from 70°F to 41°F within 4 hours?

Cooking & Reheating:

1. Will your operation be cooking raw animal products (meat, eggs, seafood, etc.)? (§ 3-401.11) Yes No ; *If 'No', skip this question.*
 - a. Describe how the food worker will know when raw animal products are fully cooked:

2. Will your operation be re-heating foods cooled at your establishment for hot-holding? (§ 3-403.11) Yes No ; *If 'No', skip this question.*
 - a. How will the food worker know that all parts of the food being re-heated have reached at least 165°F for 15 seconds within 2 hours?

 - b. List type of equipment used for reheating cooled potentially hazardous food:

Self Service

1. Will your operation provide self-service food to your customers?
Yes No – If no, skip this question
 - a. How will your operation protect food in self-service areas from customer contamination (§ 3-306.11 & § 3-306.13)?

Mobile Food Unit, Water System Components, Etc.:

The onboard fresh and wastewater system will need to be designed in compliance with parts 5-1, 5-2, 5-3 & 5-4 of the Oregon Food Code. Particularly, we **strongly** recommend that you read Part 5-3 & § 5-401.11(A) of the code very carefully before designing and building your mobile food unit. If you require technical assistance, contact our office.

Water for Food Preparation:

List foods/meals/food-processes that you intend to prepare onboard the mobile food unit that will require water as an ingredient. This shall include food preparation where water is used during the cooking process (like stir-frying vegetables).

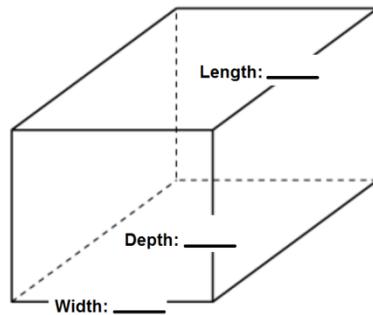
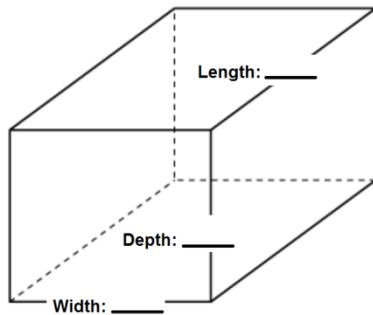
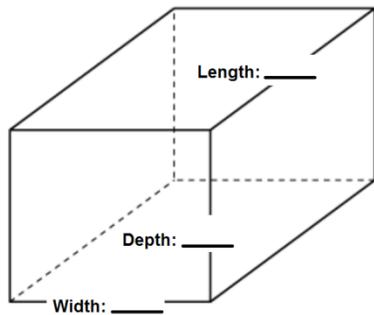
Item <i>(Use additional pages if necessary) List <u>all</u> foods you intend to prepare.</i>	Estimated volume of water per meal/batch prepared	Estimated number of meals/batches (of this food type) prepared per day.
	<input type="checkbox"/> Batch / <input type="checkbox"/> Meal	<input type="checkbox"/> Batch / <input type="checkbox"/> Meal
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<i>Example:</i>		
<i>Cooked Rice</i>	<input checked="" type="checkbox"/> Batch / <input type="checkbox"/> Meal <i>12 cups per batch</i>	<input checked="" type="checkbox"/> Batch / <input type="checkbox"/> Meal <i>3 batches per day</i>
<i>Stir-Fried Vegetables</i>	<input type="checkbox"/> Batch / <input checked="" type="checkbox"/> Meal <i>3 ounces per meal</i>	<input type="checkbox"/> Batch / <input checked="" type="checkbox"/> Meal <i>20 orders per day</i>
<i>Boiling a whole chicken for burrito meat</i>	<input checked="" type="checkbox"/> Batch / <input type="checkbox"/> Meal <i>1 gallon per batch</i>	<input checked="" type="checkbox"/> Batch / <input type="checkbox"/> Meal <i>3 batches per day</i>

Water for Warewashing:

Do you intend to clean & sanitize dishes, equipment & utensils onboard the mobile food unit?
 Yes No

If **yes**, What is the total volume, in gallons (to the flood level), of your proposed 3-basin sink?

Provide us with the internal dimensions of the 3-basin sink (to the flood level) in inches:



Do you anticipate that your type of food service operation will consume more than 5 gallons of water for handwashing during a typical food service? (§ 5-203.11, § 5-305.11 & § 6-301)

Yes No

If **yes**, how much?

Describe how water will be transported / piped to the unit and how the water system is constructed. Will the water system be under pressure? How will you accomplish this?

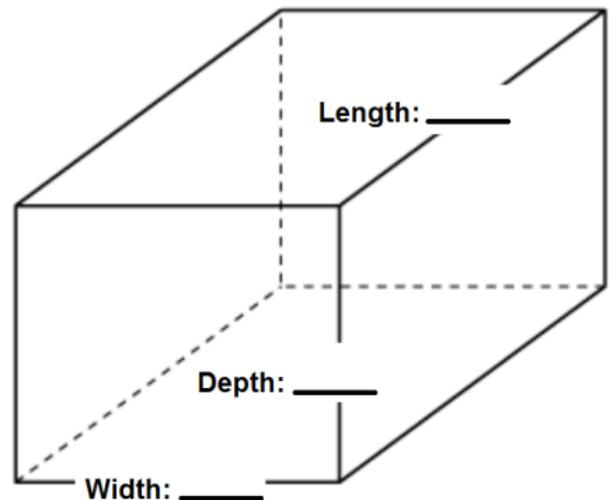
*Provide sufficient details so that we can verify that you will comply with Part 5-3 of the Oregon Food Code **before** you construct the water system. If things are done incorrectly, you will have to retrofit it after it is built.*

Fresh Water Holding Tank:

What is the total holding capacity of the freshwater tank (in gallons)?

How do you intend to vent the freshwater tank?

Describe how will you ensure that the freshwater system complies with § 5-302.11?

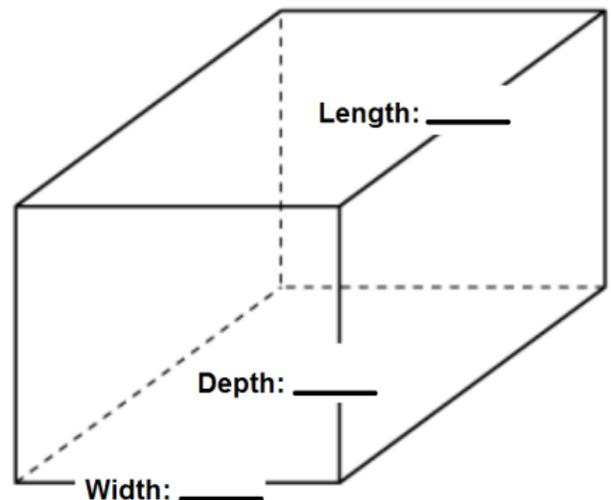


Wastewater Tank:

What is the total holding capacity of the freshwater tank (in gallons)?

How do you intend to ensure that wastewater (of any kind) will not fall on the ground during operation and during transport?

Where do you intend to dump your wastewater?



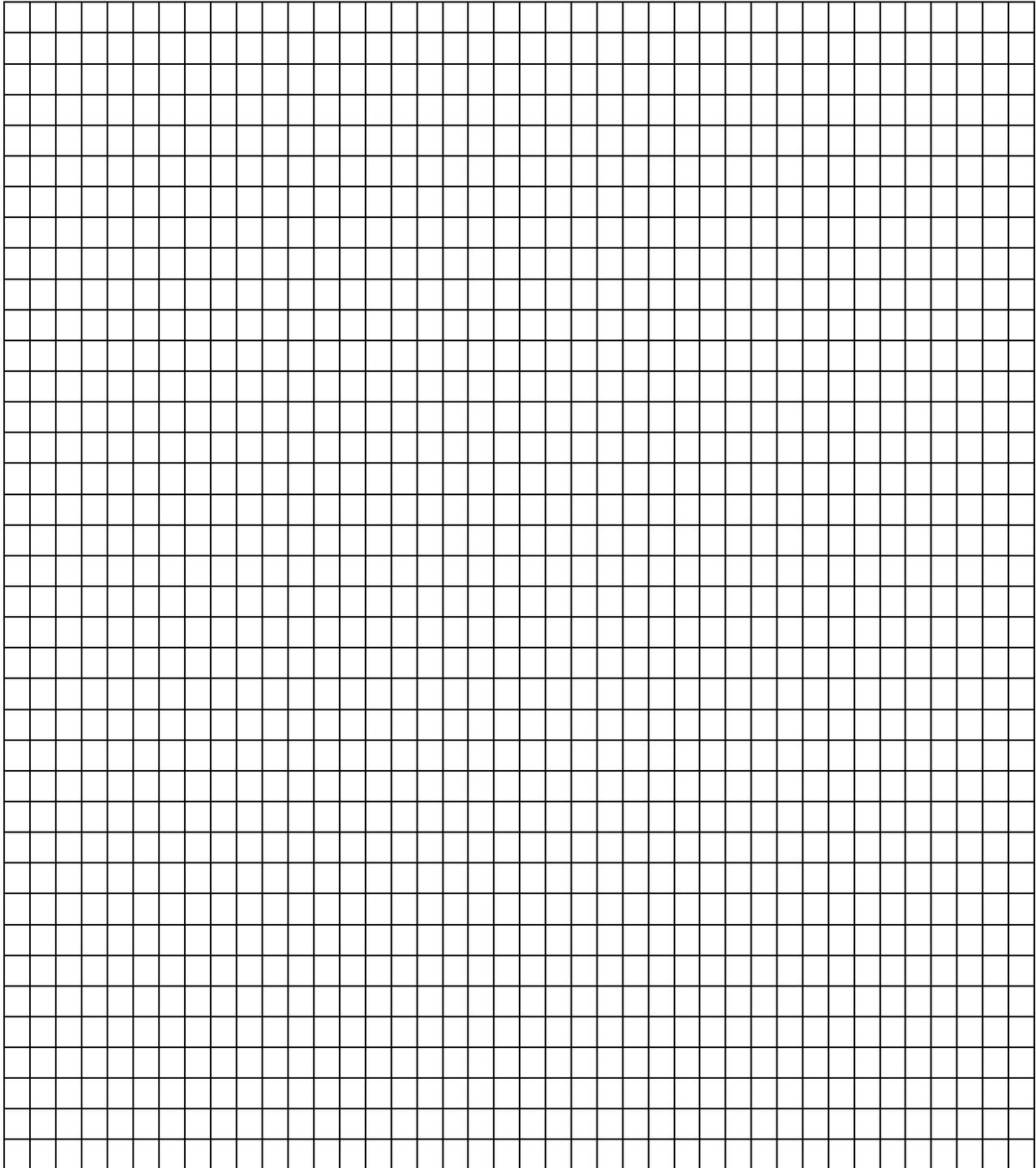
Mobile Unit Operational Logistics:

1. What is the power source for the mobile food unit?
2. Describe how foods will be transported to and from the unit and how hot and/or cold holding temperatures will be maintained during transit (§ 3-501.16).
3. Describe the handwashing system that will be used on the unit (§ 5-203.11 & § 6-301)?
4. Describe the type of overhead protection provided for your unit such as: ceilings, awnings, umbrellas, etc. (OAR: 333-162-0680).
5. Describe how garbage will be stored and where it will be thrown away.
6. What methods of insect and rodent control will be used in your unit (screens, garbage cans with tight fitting lids)? (§ 6-202.15, § 6-501.111 & § 6-501.112)?
7. Where is your toilet facility located (§ 6-302, § 6-402.11(E) & OAR 333-162-0020(4))? Provide details for all of your routes and/or locations:
8. Where and how will the unit be cleaned? If you plan to wet mop the unit, where will you dispose of mop water (§ 5-203.13(B) & OAR 333-162-0930)?

Additional Information:

Are there any special components, operational considerations, or special menu items planned for your mobile food unit that are not addressed in these questions? If 'yes', please explain here.

You may use the following space to draw your mobile unit's floor plan:



Consider submitting photos along with this drawing. You may e-mail photos directly to ian.stromquist@co.hood-river.or.us. Ensure that the subject line indicates that the photos are for your mobile food unit.

Oregon Food Code (*Food Sanitation Rules, OAR 333-150, OAR: 333-162*):

1. Do you have a printed or digital copy of the Food Code and Mobile Unit Code?
Yes No

Remember, the Oregon Food Code may be found online at:

<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

2. Do you know how to locate specific information in the rules?
Yes No – if no, contact our office for assistance (541-387-6885)

Legal agreement:

I, _____, hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from this Hood River County Health Department, Environmental Health Office may nullify final approval.

Signature(s) of Owner(s) or responsible representative(s):

_____ Date: _____
_____ Date: _____
_____ Date: _____

Approval of these plans and specifications by the Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required – federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the Oregon Food Code (OAR: 333-150).

*If you need this information in an alternate format, please call
541-387-6885*

Hood River County Environmental Health Specialists are:

<p>Mike Matthews, REHS <i>Environmental Health Supervisor</i> Hood River County Health Department mike.matthews@co.hood-river.or.us 541-387-7129</p>	<p>Ian Stromquist, REHS <i>Environmental Health Response Coordinator</i> Hood River County Health Department ian.stromquist@co.hood-river.or.us 541-387-7130</p>
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