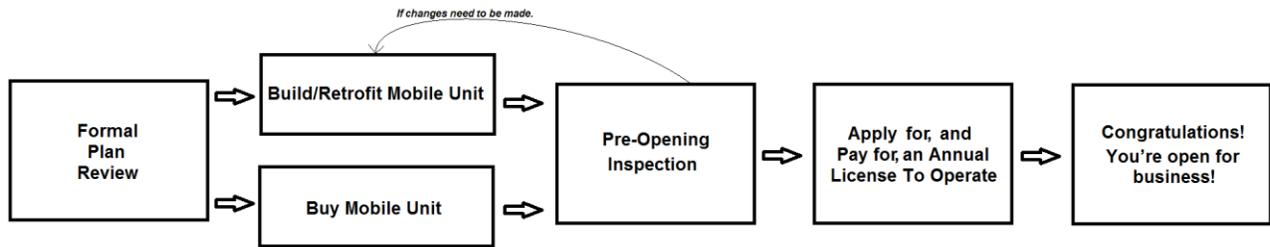


So, You Want to Open a ‘Mobile Food Unit’ Fact Sheet

This fact sheet describes the plan review process in Hood River County for ‘mobile food units’¹ and some of the basic design requirements typically required. For additional information, contact our office directly and/or review the Oregon Food Code: <http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsafetyrulesweb.pdf>



Step 1: Develop Your Plan



Start by speaking with either Ian or Mike about your idea (541-387-6885); we will be able to help you formulate your plan. **Do not build or purchase a mobile food unit before submitting plans to our office.** Retrofitting a built mobile food unit can be very expensive and challenging.

Decide what type of food you wish to serve to the public and work out how you will make it. Where will it be stored? What type of equipment is needed? How much water will you use? Break down each menu item into individual ‘food-tasks’² and think about what resources and equipment you will need to be successful.

Complete the plan review application³ and submit it to us along with the fee. It will take us a few days to review your plans. Incomplete plans may delay the process⁴. Once we review your plans, we will send you a letter detailing either your conditional approval; or, we may request that you alter your plan before moving forward. We may even ask you to re-submit additional information. **It is very important to carefully read any letters we send you;** all of our official communications with you will be in writing⁵.

Step II: Begin Construction of and/or Purchase Your Mobile Food Unit

Once your plans are approved, you can begin construction of and/or purchase your proposed mobile food unit. We encourage you to contact our office if you have questions during this stage. **Also, follow your approved plan.** Call us immediately if you need to change your plans so we can talk about it and avoid mistakes that will be hard to correct later.



Once finished, schedule a pre-opening inspection with our office. To avoid unexpected delays, please give us several days to schedule the inspection (sometimes we are away from the office for several days at a time).

During the pre-opening inspections, we will verify that you followed your approved plans and determine whether your finished mobile food unit complies with the Oregon Food Code’s minimum construction standards. Once you pass this inspection, you may apply for a license to operate.

Step III: License Application and Regular Inspections

Once you successfully complete the plan review process and pass the pre-opening inspection, you may then apply for a license to operate. After you submit your application and the correct fee, and we verify that you have met all outstanding requirements, we will issue you a license to operate. Once licensed, you may begin serving food to the public. We will perform at least two inspections per year.



You are obligated to disclose your operating locations to us so that we are able to do inspections. If you cease operations seasonally, inform our office as well. If we are unable to perform two inspections per year, we are not able to re-issue your license until these inspections can be performed.

¹ ORS: 624.310(8) “Mobile unit” means any vehicle on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer. ‘Ultimate Consumer’ (Definition by Google, *noun*) 1. The person who buys and uses a product after it has passed through all the stages of production.

² ‘Food Task’ = An individual food preparation step. Or, one step from a recipe. For example, mixing a portion of powdered pancake mix with a portion of water to make batter. Another example: peeling potatoes. Another: washing potatoes.

³ Available online or at our office: http://www.co.hood-river.or.us/index.asp?Type=B_BASIC&SEC=%7b4E7D508D-3F7A-46AC-81EE-05CE7664114B%7d.

⁴ Don’t worry; we will not charge additional fees during the plan review process. There are no wrong answers; we only want to know what you are planning. If you plans need to be altered, we will help you do that. Our goal is to help you open your business and be successful.

⁵ If you need help interpreting our letters or need them in another format, please ask for help; we are happy to assist.



Common Construction Requirements:

Mobile food units must be designed so that all operations and equipment are integral⁶ and mobile⁷; the entire unit must be conveyable down a street or sidewalk.

All surfaces must be smooth, durable, easily cleanable and moisture resistant. Avoid unnecessary ledges and voids where filth and dirt can accumulate. Shield light bulbs (over food areas) and seal all wood surfaces.



Water System Requirements: *The Code Says:*

§ 5-305.11 Water System Requirements.

- (A) A Class IV mobile food unit must have a potable water system under pressure. The system must be of sufficient capacity to furnish enough hot and cold water for food preparation, warewashing, and handwashing, and the requirements of these rules. This supply must consist of a minimum of five gallons of water for handwashing and 30 gallons or twice the volume of the three-compartment sink, whichever is greater, of water for warewashing.
- (B) Class II and III mobile food units must have a water supply that provides sufficient water for food preparation, handwashing, warewashing or any other requirements as set forth in these rules. If warewashing is conducted on the unit, a minimum of 30 gallons or twice the volume of the three-compartment sink, whichever is greater, of water must be dedicated for this purpose. A minimum of five gallons of water must be provided for handwashing.
- (C) Except relating to handwashing as provided for in subparagraph 5-203.11(D)(2), all mobile food units must be designed with integral potable and waste water tanks on board the unit. A mobile unit may connect to water and sewer if it is available at the operating location, however, the tanks must remain on the unit at all times.

§ 5-401.11 Capacity and Drainage.

A sewage holding tank in a mobile food establishment shall be:

- (A) Sized 15 percent larger in capacity than the water supply tank; and
- (B) Sloped to a drain that is 25 mm (1 inch) in inner diameter or greater, equipped with a shut-off valve.
- (C) For a mobile food unit selling only beverages, such as coffee, espresso, or soda, and where most of the potable water supply is used in the product, the waste water retention tank may be at least one half the volume of the potable water storage tank. This determination must be made by the regulatory authority.



For operations that use fresh produce washed onboard the mobile food unit, an indirectly plumbed food preparation sink must be included in the designs. Additional water capacity is required for additional activities. For example, a Class IV food truck might be equipped with a 55 gallon fresh water tank with a 5 gal. hot-water tank (total 60 gal.):

- 5 gallons reserved for handwashing;
- 40 gallons reserved for warewashing because the 3-basin sink volume is approximately 19 gallons;
- 10 gallons reserved for washing produce; and
- 5 gallons reserved for other food preparation (including using water as an ingredient in prepared foods).

Our example food truck would need at least a 69 gal. wastewater tank (60 gal. × 1.15 (%) = 69 gal.). If you need assistance working this out, **we are happy to help you make these calculations.**

Types of Mobile Food Units:

There are four types of mobile food units. The mobile food unit classifications are based on the proposed menu. A mobile food unit can serve menu items within its classification number or below. For example, a Class III unit may also sell items allowed under Class II and I (OAR 333-162-0020(2)).

Class I These units can serve only intact, packaged foods and non-potentially hazardous drinks. No preparation or assembly of foods or beverages may take place on the unit. Non-potentially hazardous beverages may be provided from covered urns or dispenser heads only. No dispensed ice is allowed.

Class II These units may serve foods allowed under Class I and provide hot and cold holding display areas from which unpackaged foods are displayed. Self-service by customers of unpackaged food is not allowed. Preparation, assembly or cooking of foods is not allowed on this unit.

Class III These units may serve any food item allowed under Class II, and may cook, prepare and assemble food items on the unit. However, cooking of raw animal food on the unit is not allowed.

Class IV These mobile food units may serve a full menu.



⁶ OAR: 333-162-0020(3): All operations and equipment shall be an integral part of the mobile food unit. 'Integral' (Definition by Google, *adjective*) 1. Necessary to make a whole complete; essential or fundamental. Synonyms: essential, fundamental, basic, intrinsic, inherent, constitutive, innate, structural; vital, necessary, requisite. This does not preclude the use of a barbecue unit used in conjunction with a Class IV mobile food unit. There are very specific requirements when using an accessory barbecue. Contact us directly to discuss these requirements.

⁷ OAR: 333-162-0030: "Mobile food units shall remain mobile at all times during operation. The wheels of the unit shall not be removed from the unit at the operating location. A removable tongue may be allowed if the tongue can be removed with the use of only simple tools and the tools are available on the unit at all times."

'Mobile' (Definition by Google, *adjective*) 1. Able to move or be moved freely or easily. Synonyms: able to move (around), moving, walking; motile; ambulant.