

-Hampton Health Department Requirements for Mobile Food Units

Information on Starting a Mobile Food Trailer or Push Cart



Hampton Health Department
Environmental Health
1320 LaSalle Ave
Hampton, VA 23669
757-727-2570



This document is intended as a general guide for operators who wish to vend food from a mobile food unit or pushcart to become familiar with the standards for construction and operation of these units. Before beginning construction or operation of such units, the local health department should be contacted for a thorough explanation and understanding of the rules and requirements. All mobile units in the City of Hampton are regulated under **The Commonwealth of Virginia Board of Health Food Regulations 12 VAC 5-421** (www.vdh.virginia.gov) and the **Hampton City Code**.

What is a Mobile Food Unit?

"Mobile food unit" means a food establishment that is mounted on wheels that is readily moveable from place to place and shall include pushcarts, trailers, trucks, or vans. There is no size limit to mobile food units but they must be mobile at all times during operation and must be on wheels (excluding boats in the water) at all times. The unit, all operations, and all equipment must be integral to and be within or attached to the unit. Below are several types of "mobile food units."

- A push cart that is a non-motorized vehicle or open cart typically pulled behind a vehicle and is limited to serving non-potentially hazardous foods; food prepared in a commissary that is individually wrapped and maintained at proper temperatures; or frankfurter-like foods such as hot dogs and smoked sausages.
- A motorized vehicle or enclosed trailer that is operated as a self-contained food service facility containing approved food preparation areas, a forced-air ventilation hood (for cooking), a generator, a three-compartment sink, a hand washing sink, hot and cold water under pressure, and at least one wastewater holding tank.
- A vending truck that dispenses prepackaged sandwiches and other commissary prepared foods as well as assorted beverages. Because there is no actual food handling these units may not be required to be equipped with onboard dishwashing or hand washing fixtures.

Mobile food units **DO NOT** include automobiles, trucks, or vans not designed for food preparation (e.g. the trunk of a car).

Mobile food units possessing a valid Commonwealth of Virginia Mobile Food permit can operate on a daily basis anywhere within the Commonwealth of Virginia provided they have the property owner's permission. They are different from ***temporary food service establishments***, which are defined as "food establishments that operate for a period of no more than 14 consecutive days in conjunction with a single event or celebration" such as a fair, carnival, circus, public exhibition, or other similar gathering. A participant in a temporary event must apply separately for each temporary event food permit and each event. A mobile food unit can serve at such events without the issuance of a separate permit provided they are operating within the confines of the mobile unit (e.g. any foodservice preparation or cooking outside of the mobile food unit shall require a temporary food permit) and notify the local health department of their intent to participate.

How do I obtain a permit for my mobile food unit?

An operator intending to seek approval for a mobile food unit permit shall be required to complete a plan review process with the Hampton Health Department that includes the following steps and specifications:

- Provide a menu and floor plan for a plan review to the local Environmental Health Department in the jurisdiction where the commissary is located. There may be other agencies from which you will be required to obtain approval such as the Commissioner of Revenue, Community Development, and/or the Fire Marshal.
- Plans shall include a scale drawing of the interior of your unit. Spaces are to be allocated for distinguishing the location of important items such as sinks, refrigeration equipment, prep tables, shelving and the hot water heater. If you have a manufacturer's diagrams and cut-sheets that shows the interior of the unit this will be extremely valuable. If you are looking at an existing unit our department recommends that you submit photographs taken from different angles that would give a representative view of the interior of the unit or bring the vehicle to a health department location for their inspection and recommendations.
- Include a listing of the materials to be used for constructing the floors, walls and ceiling. The materials proposed must be of smooth, durable construction, non-absorbent, and easily cleanable. No bare wood is allowed.
- The mobile food unit shall be constructed and arranged so that food, drink, utensils and equipment will not be exposed to insects, dust and other contamination. Protection against flies shall be provided by screening or effective use of air curtains of all openings to the outside (doors and windows). Mobile units must be positioned to keep the general public away from the food preparation and cooking areas of the unit.

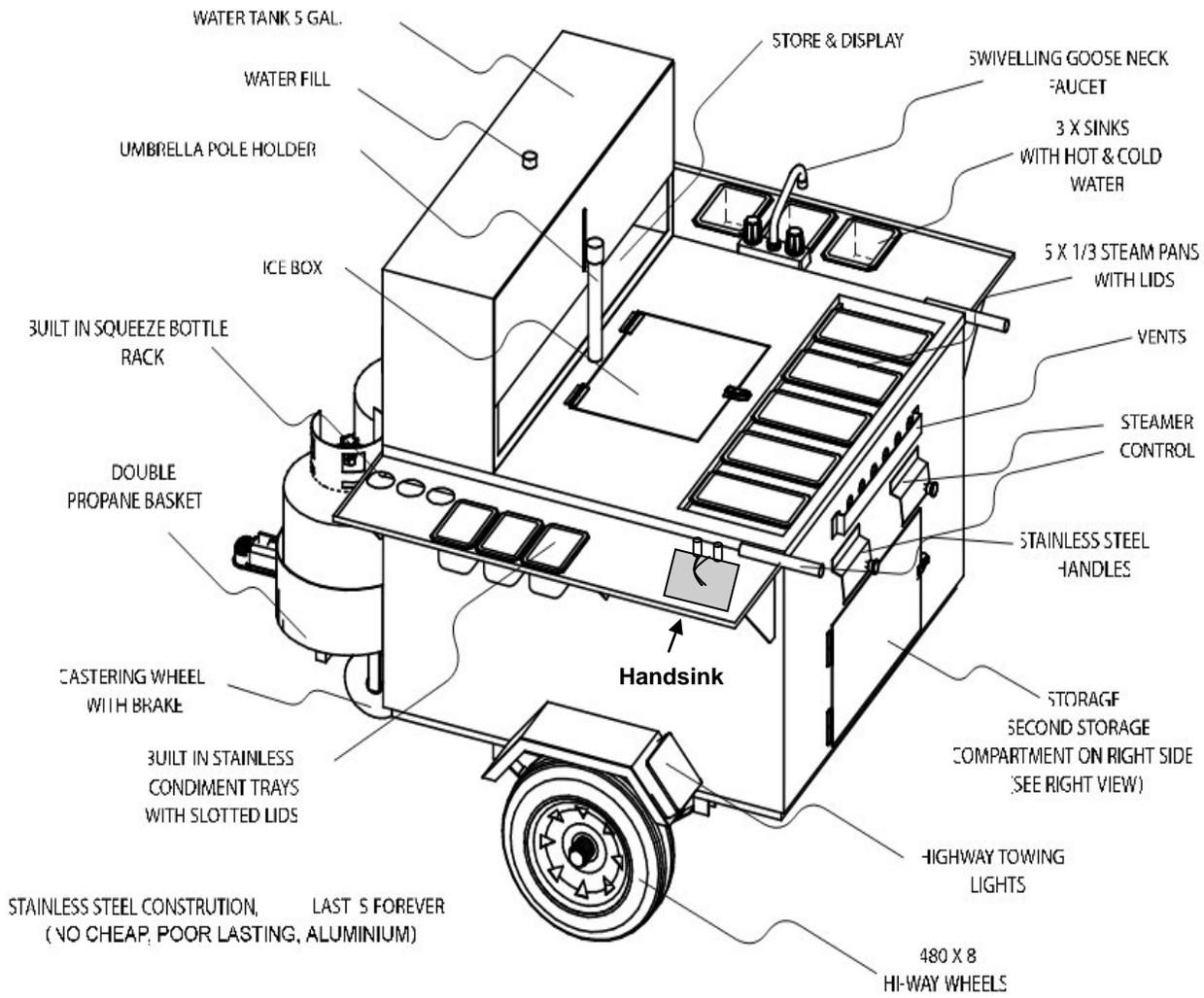
- The mobile food unit must have a potable water system under pressure. Water heating facilities must be provided. The system must provide hot and cold water sufficient for all preparation, hand washing and cleaning requirements for a full day of operation. The water inlet must be protected from contamination and be a different size from the sewage outlet. The water hose used to fill the water tank must be food-grade/food safe.
- A permanently installed sewage/wastewater holding tank must be provided, and shall be at least 15% larger than the potable water tank. The outlet must be lower than the water inlet connection.
- A hand wash sink with hot and cold water, combination faucet with a mixing valve, and soap and towels must be provided.
- A three-compartment sink of sufficient size with drainboards on each end to submerge, clean and sanitize all of the utensils used.
- A servicing area shall be provided at the commissary. Potable water connections shall be installed so as to protect the water and equipment from contamination. All sewage shall be discharged to an approved sewage disposal system.
- If cooking is proposed on-board the mobile food unit then detailed information regarding the ventilation hood system is to be provided. Hoods that are to vent grease laden vapors shall be of commercial-grade construction designed to be cleaned in place or with removable filters. All hoods need to vent to the outside.
- All grills, burners, and cooking equipment must be installed inside the unit. No free standing, external BBQ grills or other cooking equipment is allowed to be used in addition to your unit unless at a temporary event after you have obtained a temporary food event permit.
- An important requirement for any mobile food unit is that it **must be operated in conjunction with a permitted restaurant or grocery; otherwise known as a commissary, and shall report on the days it is operated to that commissary for supplies, cleaning, and servicing. The locality in which the commissary is located will issue the permit for the mobile food unit.**
- An agreement must be signed by the commissary operator and the mobile food unit. This agreement will give access to the commissary sufficient to meet all requirements in the regulations such as water supply, food storage, food preparation, solid and liquid waste disposal, and utensil cleaning (e.g. three compartment sink).
- **There shall be no storage of food or supplies at the operator's home** unless they are stored on the trailer and the trailer is supplied with power to ensure refrigeration is adequate to maintain food at or below 41°F.
- **There shall be no food preparation or cooking at the home of the owner.**
- Submit a completed permit application with the State fee of \$40.00.
- Depending on the menu, an operator shall have a current Food Handler's Card or Hampton Certified Food Manager Certificate. To obtain a Hampton Certified Food Manager certificate, the operator must successfully complete an approved food managers safety and sanitation course and upon completion and successful passing of the exam, register with the Hampton Health Department (\$10 fee). A permit to operate a mobile food unit shall not be issued until the operator has submitted to the Hampton Health Department proof of registration in an approved food safety course. A list of approved courses is available at the Hampton Health Department. Food Handlers Cards are provided anytime Monday through Friday 8:30 am to 11:45 am and 12:30 pm to 3:45 pm; the cost is \$10.
- A written employee health policy shall be provided. Guidance documents are available at the Hampton Health Department.
- **THERE SHALL BE NO OPEN COOKING OF FOOD UPON THE STREETS OF HAMPTON EXCEPT FOR APPROVED TEMPORARY EVENT PERMITS.**
- All food, equipment and supplies must be stored on the unit and at least 6 inches off the ground and must have overhead protection such as truck ceiling, umbrella, canopy, awning, etc.
- Only coolers that are made of durable, hard plastic shall be used for food and beverage storage and shall be drained as often as needed. No Styrofoam coolers are allowed.
- A smooth and easily cleanable table may be assembled next to the unit **ONLY** for the purpose of serving condiments, napkins, and straws.
- No crock pots or sterno type heating units may be used unless they fit on your unit.
- All mobile unit operators in the City of Hampton must obtain a business license from the Commissioner of Revenue and obey the rules and regulations for street vending (copy of street vending ordinance may be obtained from the Zoning Department).

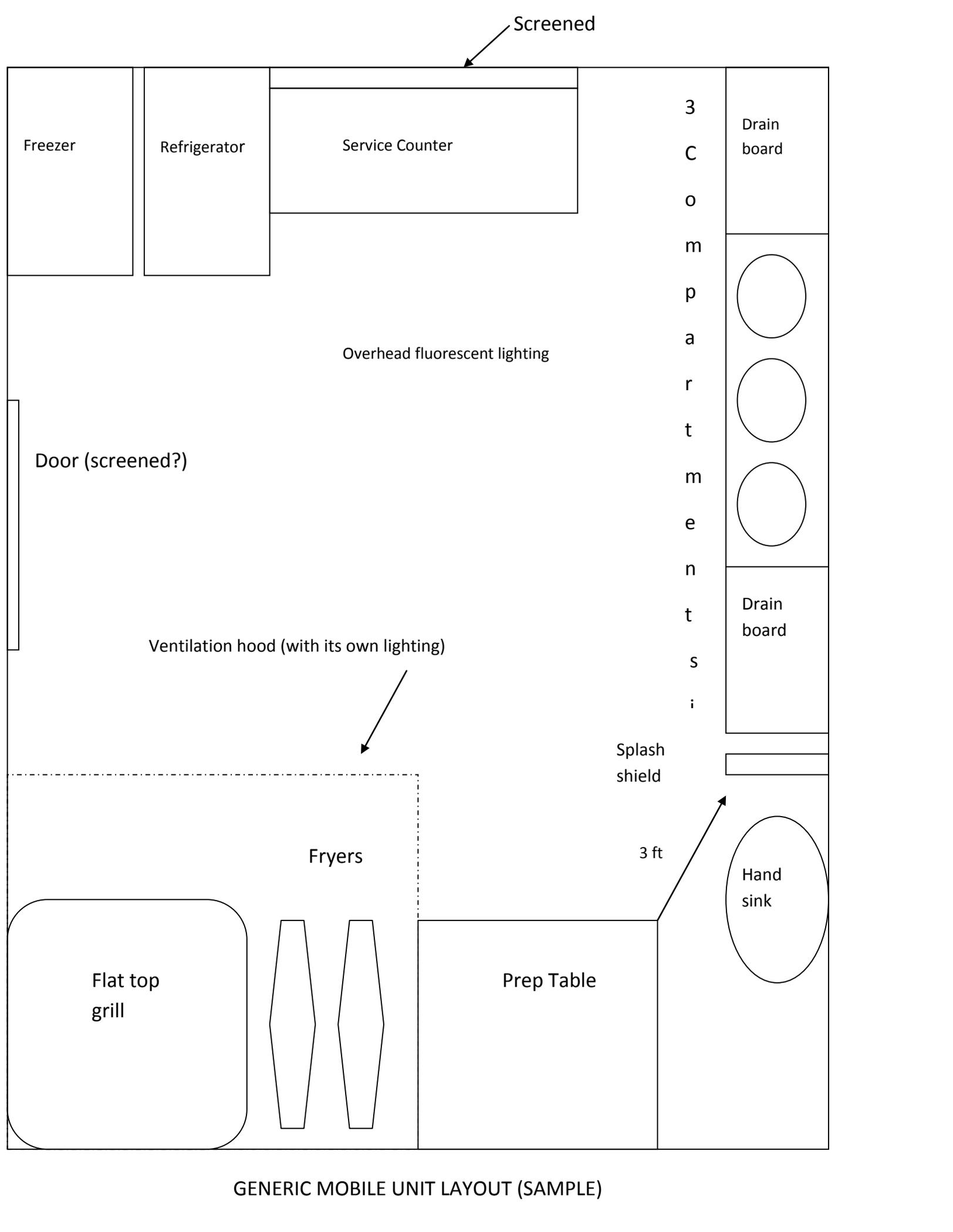
**Sections of the Commonwealth of Virginia Board of Health Food Regulations
that pertains to Mobile Food Units**

The Regulations are available at www.vdh.virginia.gov

Food Regulations	Potentially Hazardous Menu		Not Potentially Hazardous Menu
<i>Areas/Part</i>	<i>Food Preparation</i>	<i>Prepackaged</i>	<i>Food Preparation</i>
Personnel	Applicable Sections of sections 80-250 2230 (B)	Applicable Sections of sections 80-250 2230 (B)	Applicable Sections of sections 80-250 2230 (B)
Food	260 270-320 390; Applicable Sections of sections 450-690 820 840 (A) & (C)	260 270-320 530 (A)610, 620 (Applicable to Service Area or Commissary)	260 280 390 Applicable Sections of sections 450-690
Temperature Requirements	340; Applicable Sections of sections 700-760 & 770-870	340 820	NONE
Equipment Requirements	Applicable Sections of Part IV and sections 25902780	Applicable Sections of sections 960-1440; 770-1870 and 2590-2780	Applicable Sections of sections 960-1440; 1570-1870 and 2590-2780
Water & Sewage	2160 2230 (A) & (B) sections 2360 - 2490; 2500 2540 - 2560	2230 (B)	2160 2230 (A) & (B) sections 2360 - 2490 2500 2540 - 2560
Physical Facility	2790; 2810 2800 (A) & (B) 2930; 3170 3180; 3270	2790 2800 (A) & (B) 2930 3270	2790; 2810 2800 (A) & (B) 2930; 3170 3180; 3270
Toxic Materials	Applicable Sections of Part VII	Applicable Sections of Part VII	Applicable Sections of Part VII
Servicing	2960 / As necessary to comply with the Food Regulations	2960 / As necessary to comply with the Food Regulations	2960 / As necessary to comply with the Food Regulations
Compliance and Enforcement	Applicable Sections of Part VIII	Applicable Sections of Part VIII	Applicable Sections of

3D VIEW





GENERIC MOBILE UNIT LAYOUT (SAMPLE)

The Health of Food Handlers Can Affect the Safety of Food Served

Foodhandlers experiencing certain symptoms or illnesses pose a high risk of transmitting foodborne illness through the food to the persons consuming the food.

As a foodservice operator or manager you are required to:

- **Report** - train your food handlers to **report** to you certain symptoms or diagnosed illnesses
- **Restrict** - act to **restrict** them from food handling or exclude them from the facility
- **Release** - **release** them from restrictions or exclusion when the symptom or illness is over

Report - Train your food handlers to report to you:	Restrict - Act to restrict or exclude them from food handling.	Release – release the restriction or exclusion from food handling.
When they experience the following symptoms <ul style="list-style-type: none"> • Diarrhea • Fever • Vomiting • Jaundice • Sore throat with fever • Discharges from eyes, nose or mouth 	<ul style="list-style-type: none"> ➤ Restrict the food handler. ➤ They may not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service articles. 	<ul style="list-style-type: none"> ➤ Remove the restriction when: <ul style="list-style-type: none"> ➤ They are free of the symptom that caused the restriction and no foodborne illnesses has occurred. ➤ They present a written medical release stating that their condition is noninfectious.
When they, or a person in their household, are diagnosed with the following diseases <ul style="list-style-type: none"> • Salmonella typhi <ul style="list-style-type: none"> • Shigellosis • E. coli (Shiga toxin E. coli) <ul style="list-style-type: none"> • Hepatitis A • Norovirus 	<ul style="list-style-type: none"> ➤ Exclude the food handler. ➤ They may not be present in the food facility. ➤ Report it to the health department. 	<ul style="list-style-type: none"> ➤ Remove the exclusion when: <ul style="list-style-type: none"> ➤ They present a written medical release stating that their condition is no longer infectious.



COMMONWEALTH of VIRGINIA

HAMPTON HEALTH DEPARTMENT

3130 VICTORIA BOULEVARD
HAMPTON, VIRGINIA 23661

Commissary Agreement

This letter serves to notify the Hampton Health Department that the mobile food vendor known as _____ has the expressed permission of the presently permitted establishment known as _____ at _____

to use as their base of operations/commissary. In accordance with Chapter 15 of the City Code of Hampton governing food establishments, this operator has my permission to:

1. Operate daily from my facility to clean and service their mobile unit;
2. Flush and drain liquid waste to an approved sewerage system in accordance with the Board of Health Food Regulations;
3. Construct, if necessary, a service area of smooth, nonabsorbent material which shall be kept in good repair, kept clean and properly graded to drain;
4. Approved potable water service shall be provided and shall be used and handled in a way that protects the water supply from contamination.
5. Store food and supplies as needed for their operation.

Signed

Date