

Mobile Food Operation Information Packet

Wyandot County Public Health
Wyandot County
Public Health
Prevent. Promote. Protect.

Accredited Health Department
PHAB
Advancing Public Health Performance
Public Health Accreditation Board

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Table of Contents

Welcome ____ 3
Types of Mobiles ____ 4
FAQs ____ 5
Plan Submission ____ 6
Requirements ____ 7
Application ____ 10
Mobile Food Process Safety Questionnaire ____ 12

Welcome!

Wyandot County Public Health (WCPH) created this packet to provide a clear path when starting a mobile food business in Wyandot County, OH. Beyond WCPH requirements, this packet also includes contact numbers for other regulatory agencies that you'll need to contact to ensure proper steps are followed, and required permits are secured. Doing so will help the application process run smoothly. We also recommend reaching out to the city or township you plan to operate in prior to doing so, as some require additional permitting to operate within their jurisdiction.

This guide will help determine:

- Process and timeline expectations
- When plans need to be submitted
- Who you need to contact
- Where to direct questions

Fire Departments for Inspections:

- Upper Sandusky - (419) 294-3322
- Carey - (419) 396-7400
- Sycamore - (419) 927-2900
- Wharton - 200 Franklin St, Wharton, OH 43359
- Marseilles - 20461 OH-37, La Rue, OH 43332

Ohio Department of Taxation: Vendor's License

- http://buisness.ohio.gov | www.irs.com | 614-728-6250

Ohio Department of Agriculture: State Agency for Retail Food and Commissary

- www.ohioagriculture.gov

Ohio Department of Health: State Agency for Food Service Operations

- (614) 644-7416 | foodsafety@odh.ohio.gov

Frequently Asked Questions

What will my license cost?
For the most up-to-date license fee call: 419-294-3852 and choose the Environmental Health option (Option #1).

Can I park my mobile in the same spot every day?
No. The law requires that mobile Food Service Operations (FSO)/Retail Food Establishments (RFE) units be moved routinely.

Can I cater an event from my mobile?
Yes, as long as all items are prepared and served on-site within the mobile unit.

What food processes am I permitted to perform inside my mobile unit?
All types of risk level activities that can be performed in a regular food service operation or retail food establishment are permissible when the person in charge demonstrates knowledge of food safety and the equipment is adequate and appropriate. All higher risk processes, such as cooling and reheating leftovers, may be subject to WCPH approval or license restriction, and must be approved in advance by the inspecting Environmental Health Specialist.

Space inside my mobile is limited. Can I travel with a freezer outside the mobile unit?
Yes. Conditions may be listed for storage surfaces, and inclusion of any external storage must be noted on the license. Ensure all equipment is certified commercial-grade or otherwise approved by WCPH.

Will I be able to cool and reheat leftovers in my mobile unit?
Yes, but it is not recommended. When space and equipment are sufficient to ensure food can be properly cooked, cooled, and reheated, all processes permitted in a conventional food facility can be performed inside a mobile unit. It is recommended to talk to a WCPH Environmental Health Specialist regarding specific processes as they apply to your business and desired menu.

Do I need any certifications?
Yes. High-risk mobiles licensed for the first time after September 1, 2024 must have someone who has their Person in Charge (PIC) Certification in Food Protection present when the unit is operating. Risk level is determined during review and based off of intended activities and menu. Approved courses may be found on the Ohio Department of Health's website: www.odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification

Have more questions? We're here to help; email us at envhealth@co.wyandot.oh.us or check our website at www.wyandothealth.com and we'll make sure to get back with you as soon as possible!

Types of Mobiles

Enclosed Concession Trailers and Food Trucks

Self-reliant and self-contained units equipped with mechanical refrigeration, a plumbing system, and plenty of storage space for multiple event dates. These units must be equipped with screens on all doors if opened and have a small pass-through window for service



Push Carts



Operated by individual located inside or outside of the unit, depending on type. Due to limited space and infrastructure, these units require a commissary facility.

Teardown Units

Moveable structure facility with approved equipment. Requires assembly prior to the start of each operating event. Must be designed with proper overhead covering and proper floor materials. Commercial mechanical refrigeration is required, unless otherwise approved. A commercial three-compartment sink and hand sink are required with water storage capabilities and a mechanical hot water heater. Not all food menus can be accommodated in this format.



Plan Submission

Submit a complete layout of the unit (drawn to scale) to WCPH, including at minimum:

- Sinks
- Equipment
- Storage Areas
- Lighting
- Water Supply
- Wastewater Disposal

- Provide a complete list of all equipment to be installed in the unit, including **make and model** of each individual piece of equipment. This includes sinks, grills, fryers, freezer, refrigerators, and any other applicable equipment. All equipment must be commercial unless otherwise approved by WCPH.

Example: Grill, Hobart HBT1700G

- Provide a complete listing of all surface finishings for the floors, walls, and ceilings. They must be smooth, durable, and easily cleanable and coving must be present at all floor/wall junctures.
- Indicate the placement of lighting fixtures.
- Indicate the type and gallon capacity of wastewater holding tank.
- Indicate the type and capacity of the water heater.
- Provide the make, model, and any other information on the backflow prevention device to be installed on water supply line.
- Provide a complete menu and list of all foods that will be prepared and served from the unit.

Requirements





- **Sinks**: 3 compartment sink **and** a separate handwashing sink.
  - Must be equipped with soap, disposable towels or hand dryers.
  - An additional preparation sink may be required if the operation will be washing, rinsing, thawing, or conducting similar activities.
- **Equipment**: All equipment must be commercial grade and approved by a recognized testing agency unless otherwise approved by WCPH. Examples of those agencies are below.

NSF · SANITATION · CLASSIFIED UL EPH · ETL SANITATION LISTED Intertek · UL CERTIFIED SANITATION US E12345

- **Surface Finishes**: Floors, walls, and ceilings must be constructed from smooth and easily cleanable materials.
  - Common examples include laminate panels, stainless steel, stone quarry, etc.
- **Holding Tank**: A holding tank of adequate capacity must be provided for wastewater disposal.
- **Backflow Device**: A backflow prevention device must be installed on the water supply line. ASSE 1012 and ASSE 1024 are both common devices.





Requirements

- **Training:** High-risk mobiles licensed for the first time after September 1, 2024 must have someone who has their Person in Charge (PIC) Certification in Food Protection present when the unit is operating. Risk level is determined during review and based off of intended activities and menu. Approved courses may be found on the Ohio Department of Health's website: www.odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification

- **Water Supply Hose:** The hose being used for water supply to the unit must be marked POTABLE WATER ONLY. Any hose not marked in this manner is prohibited.

- **Water System Components:** Plumbing system materials must meet NSF Standard 61 requirements or the equivalent and be made of safe materials.

- **Fire Suppression:** The unit is required to have a fully charged fire extinguisher.

- **Sanitizer:** Unscented bleach or quaternary ammonia are required for use in the 3 bay sink as well as for sanitization of all food-contact surfaces and equipment. The correlating test strips must be available as well.

- **Thermometers:** Probe thermometers reading 0°F - 220°F must be used for testing food temperatures. Ambient air thermometers must be present in equipment such as coolers to moitor temperatures.

- **Barriers:** Barriers, such as gloves, utensils, food tissue, etc. must be used when handling ready-to-eat foods.

- **Hot Water :** A water heater is required for a constant supply of clean hot water. Must reach at least 85°F for handwashing.

- **Electricity:** Electricty is regulated under the Fire Department. Please contact your jurisdictions fire inspector for further details. Fire Department information may be found on page 3.

- **Hair Restraint:** Hats, hairnets, or visors. Hair ties or other restraints must be used in conjunction with hats, hairnets, or visors when applicable.

- **Food Storage:** All food that is to be sold from the mobile must be prepared, stored, and sold from the mobile. Preparing or storing food in an unlicensed location (personal home or garage, etc) is prohibited.

Requirements

Identification: Signage must be posted on the unit indicating, at minimum, the:

Name of Operation
City, State, Zip Code
Telephone Number

Lettering must be 3 inches in height or greater.

Location: A mobile unit cannot serve food in one location for longer than 40 consecutive days.

All types of food service units are required to follow all regulations as outlined by the Ohio Uniform Food Safety Code.

Processing License Requirement
All units that require storage and/or processing of foods outside of the unit(s) shall be required to register with the Ohio Department of Agriculture (ODA).

NOTE: *Foods obtained from this storage or processing site without ODA registration will be considered an unapproved source. This includes foods prepared in home kitchens. These foods will not be permitted to be sold, and are subject to embargo or destruction on site.*

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Wyandot County Public Health

Mobile Food Operator License Application

OFFICE USE ONLY Date Received:_____ Receipt #: _____

Name of Mobile Unit:_____

Name of Operator:_____

Name of License Holder (if different): _____

Business Address: _____

Phone (primary): _____ Phone (secondary;

Email:_____ if applicable): _____

Address of unit storage and maintenance: (If different from business address)

_____

_____

Is a backflow device (vacuum breaker) built into the unit? ☐ YES ☐ NO

Vaccum Breaker Model # present:

☐ ASSE 1012 / WATTS 9D

☐ ASSE 1024 / WATTS 7

Menu Items Offered:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Drawing of Mobile Unit Floorplan (To Scale)

Floor plan: showing areas used for the business, entrances/exits, walls, plumbing, lights, and location of all equipment is required. The plan can be hand drawn but ***must*** be legible and drawn to scale.

Mobile Food Process Safety Questionnaire

1. Will you cook items in advance and hot hold or will you cook all items to order?
    a. Describe how you will maintain temperatures of 135°F or above when hot holding: _____

2. Are any menu items served undercooked or raw? If so, you must post a consumer advisory statement. Refer to Section 3717-1-3.5(E) (1-3) of the Ohio Revised Code for specific language.
    a. Yes
        i. What items? _____
    b. No
3. Will you be cooling or saving leftovers to serve later?
    a. No
    b. If yes:
        i. How will you cool them?_____

        i. How will you ensure they reach 41°F or below within 6 hours (total)?

        _____
4. Will you be reheating any leftovers?
    a. No
    b. If yes:
        i. How are you going to reheat them? Ex: stovetop, microwave, etc

        _____
        i. How will you ensure they reach 165°F or higher within 2 hours?

        _____
5. Describe how frozen foods will be thawed (For Example: refrigeration, microwave as a part of the cooking process, etc.)

    _____

    _____

    _____

    _____

Mobile Food Process Safety Questionnaire

6. Locations for storing food prior to the event (please circle all that apply):
    a. Food will be stored in mobile unit
    b. All food will be purchased from an approved source on the day of service use
    c. At an ODA-registered support commissary facility (please list name and address of commissary)_____

7. Describe how you will wash fruits and vegetables before preparation. A designated food prep sink will be required in the mobile for produce washing.
_____

8. Describe how you will protect ready-to-eat foods from bare hand contact.
    a. Gloves
    b. Tongs
    c. Deli Tissue
    d. Other:

9. Will you be providing Catering Services? “Mobile Catering: foods in the mobile, transporting foods in the mobile and staying with foods through service, not delivery. Serving the items out of the mobile, and not creating a set-up out of the mobile.” If yes, please describe the process:
    a. Yes: _____
    b. No

10. Is there any product you will be removing from temperature control for a certain time frame? If so, please describe:
    a. Yes: _____
    b. No

11. Approved water supply (select all that apply):
    a. Direct connect to potable supply at service site(s)
    b. Purchased from an approved source (Peacock, Hempy, Walmart, etc)
    c. Municipal Source (city water)
    d. Well (yearly water test required)

Mobile Food Process Safety Questionnaire

12. Food grade hose(s) to supply unit with any water or fill any containers:
    a. Yes
    b. No

13. Dual-check backflow prevention device for direct water connections (please circle):
    a. ASSE 1012 / WATTS9D
    b. ASSE 1024 / WATTS7

14. Does your waste water tank hold fifteen percent (15%) more than your fresh water tank?
    a. Yes
    b. No

15. What is the size (in gallons) of your fresh water and grey water tanks?
    a. Fresh_____
    b. Grey _____

16. What is the size of the three compartment sink basins?_____
    NOTE: The largest pot/utensil must be able to be able to be completely submerged.

17. Drain boards must be present on either side of the three compartment sink.
    a. Are drain boards present?_____
    b. Are they large enough for your largest utensils?_____

18. What type of sanitizer are you using (please circle)?
    a. Chlorine (unscented)
    b. Quaternary Ammonia

19. Wastewater disposal method (select all that apply):
    a. Direct connect to sanitary sewer at service site(s)
    b. Blue boy/holding tank to be emptied at: _____

20. Do you have thermometers installed in each hot holding and cold holding unit (refrigerators, steam wells, etc.)?
    a. Yes
    b. No

Mobile Food Process Safety Questionnaire

21. Do you have thin-probe thermometers for taking food temperatures?
    a. Yes
    b. No
22. Hair Restraints/Beard Restraints:
    a. Hat
    b. Bandana
    c. Hair net
    d. Other: _____

23. Name of the person(s) with their Person in Charge Certification in Food Protection:_____
    a. Please attach a copy of each certificate.

24. Where do you plan to purchase food and other supplies for your operation?

_____

_____

25. Will you be offering catering services as defined by the OAC 3717.01?
    - "*Catering food service operation" means a food service operation where food is prepared for serving at a function or event held at an off-premises site, for a charge determined on a per-function or per-event basis."*

    a. Yes b. No

26. Is there any other information that may be relevant to the approval of this application?

_____

_____

_____

_____

_____

_____

OFFICE USE ONLY

Approved by:	FSO / RFE	Notes:
Date Approved:	High-Risk / Low-Risk	