



# Mobile Food Service Operation/ Retail Food Establishment

**Original Effective Date:**

July 28, 2017

**Review / Revision Date:**

**Environmental Health  
Procedure:**

2017.07.053

**Maintenance Steward:**

Supervisor(s) of the Food Safety  
Division

History: ☒ New ☐ Revised ☐ Archived

**Organizational Scope:**

☐ Full Agency ☐ Administration ☐ Community Services ☒ Environmental Health ☐ Health Services

**Frequency of Review:**

☐ Annually ☐ Biennially ☒ 5 Years ☒ As Needed ☐ Other:

**Location:**

G-Drive: G: → Users → Common → Policies & Procedures

Website: [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)

Hardcopy: A manual with compilation of policies and SOP will be maintained and available by supervisor.

Archived Version(s): NA

## Requisite Signatures

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Health Commissioner

*[Signature]*

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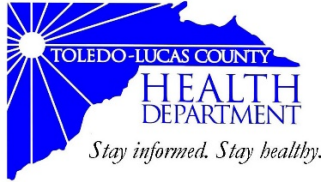
Director of Environmental Health & Community Services

*07-01-12*

Date

*7-28/2017*

Date



# Mobile Food Service Operation/Retail Food Establishment

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## I. Scope

This procedure applies to all Food Safety Sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department (TLCHD).

## II. Purpose

The purpose of this procedure is to provide Food Safety Sanitarians with an outline of the requirements needed to license and conduct inspections of mobile food service operations (FSO) and retail food establishments (RFE) within Lucas County.

## III. Background

In accordance to the Ohio Administrative Code, Chapter 3717-1-01(B) (71) and (72), A mobile FSO or RFE “means a food service operation or retail food establishment that is operated from a movable vehicle, portable structure, or watercraft that routinely changes locations, except that if the operation or establishment remains at any one location for more than forty consecutive days, the operation or establishment is no longer a mobile FSO or RFE.”

## IV. Procedure

### A. Plan Review:

1. All new mobile units must complete the plan review process but are not charged a plan review fee.
2. The “Mobile Food Unit Planning Application” will be mailed or faxed to an operator of a mobile FSO/RFE upon request. The application and planning guide is also available on the health department website at <http://www.lucascountyhealth.com/>
3. Existing mobiles that plan on change of ownership, menu, or equipment must contact the Toledo-Lucas County Health Department for any questions regarding plan approval or licensing.
4. A designated plan reviewer will review a complete set of plans and approve or disapprove them according to the current food code requirements and in accordance to the Plan Review SOP.

5. A letter stating the outcome of the plan review will then be forwarded to the operator of the mobile FSO/RFE.
6. After receiving the approval letter from this department, the operator of the mobile FSO/RFE will contact the plan reviewer/district sanitarian to complete a pre-licensing inspection.
7. The Mobile FSO/RFE license is only valid for the layout and menu as indicated on the back of the license issued by this department. The valid Mobile License must remain on the mobile Food Unit at all times of operation.
8. Once the operator of the pending mobile FSO/RFE calls to schedule a pre-license inspection, the plan reviewer will coordinate with the district sanitarian to schedule the inspection time and confirm with the operator.
9. A pre-license inspection will be conducted as scheduled. The plan reviewer/sanitarian will check for all necessary items in the mobile unit in accordance to the approved plans. Once a satisfactory inspection is completed of the mobile FSO/RFE, the operator will be permitted to apply and submit applicable fees for a mobile FSO or RFE license.
10. The district sanitarian will draw the floor plan/layout, including equipment that will be printed on the back of the license. In addition, the district sanitarian will include the complete menu on the back of the license.
11. Once the mobile FSO/RFE has met all standards as listed in the plan approval letter and met the requirements of the pre-license inspection, they may be licensed by the Toledo-Lucas County Health Department.
12. The district sanitarian will mail the license or deliver license to operation and recheck any pending items.
13. If an "Out-of-State" mobile FSO/RFE makes its first stop in Lucas County, they must apply for a mobile FSO/RFE license from our department.

**B. General Guidelines for Inspections:** The following are general guidelines for all food safety sanitarians to adhere to no matter which type of inspection they are conducting.

1. Proper dress code for inspection includes your ID, closed-toe shoes and your hair restrained necessary.
2. Identify yourself to the person-in-charge (PIC) and state the reason for your visit.

3. Conduct the inspection and enter the report into Healthspace.
4. Include as much information on the report such as temperature log, violations, notes and comments.
5. Print a copy of the report for the operator and go over it thoroughly with the Person-in-charge (PIC). You may also email a copy of the inspection to the operator.
6. Capture a signature on the inspection report from the PIC. If the PIC refuses to sign the inspection report, document on the signature line that "PIC refused to sign inspection report" and leave a copy for the operator.
7. If an operator refuses entrance to facility or to portions of the facility required for inspection, call your supervisor for guidance.

**C. Standard inspection of Mobile FSO/RFE**

1. An approved mobile must have its license available at all times of operation.
2. The operator must call our department to set up an inspection each new licensing year (March 1) prior to operating the mobile FSO/RFE.
3. The inspector will verify if there were any changes made to the mobile FSO/RFE and include the new information onto the back of the license.
4. The back of a mobile FSO/RFE license must include the following:
  - a. A drawing of the layout;
  - b. A complete, detailed menu;
  - c. Any restrictions;
  - d. The inspector's credentials and contact information;
5. The assigned sanitarian will inspect the mobile FSO/RFE at a mutually agreed upon location.
6. An out-of-state mobile shall be inspected in the first county in which it operates
  - a. If the out of state mobile operates in Lucas County first, then the sanitarian for the district in which the mobile operates shall be assigned the inspection.

- b. The license will be issued once the inspection is complete and the mobile meets all requirements of the food code.

## **V Maintenance**

### **A. Review**

1. The Mobile FSO/RFE Inspection SOP is to be reviewed every five (5) years to ensure compliance with both agency and accreditation standards.
2. If Sections of the Ohio Revised Code 3717, Ohio Administrative Code sections 3701-21-2.4 or 901:3-4-06 are revised, the Mobile FSO/RFE inspection standard operating procedures will be reviewed and modified to comply with any required changes.

### **B. Revision**

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

## Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By