

# Mobile Food Unit Information Packet



**The following information will help ensure that your mobile unit has all the required equipment and documents needed to obtain a Food Service Permit in Orange County.**



**Questions can be directed to the Orange County Environmental Health and Code Compliance Department at 409-745-1463 or email at [jscales@co.orange.tx.us](mailto:jscales@co.orange.tx.us)**

# Orange County Food Permit Mobile Unit Checklist

A general checklist of items to ensure requirements are met and not overlooked.

- Food Service Application \_\_\_\_\_
- Commissary Agreement \_\_\_\_\_
- Foods to be offered, i.e. menu, consumer advisory, Food Allergens \_\_\_\_\_
- Certified Food Protection Manager Certificate \_\_\_\_\_
- Food Handler Certificate \_\_\_\_\_
- Knowledge of Food Safety (Hygiene, Cooking Temps, etc.) \_\_\_\_\_
- Food Thermometer \_\_\_\_\_
- Refrigeration Thermometer \_\_\_\_\_
- Sanitizer & Sanitizer test strips \_\_\_\_\_
- Ware washing Sink (3 basin) \_\_\_\_\_
- Hot & Cold Water availability \_\_\_\_\_
- Fire Suppression (What type) \_\_\_\_\_

	Automatic Fire Suppression (Ansel system)
	Class K Fire Extinguisher (the "K" is for kitchen)
	Class B / C Extinguisher (flammable liquids (B) and energized electrical equipment (C))

- Hand Wash Sink (required items) \_\_\_\_\_

	Hand Cleanser – liquid soap, powder, bar
	Drying Provision – disposable towels, heated-air drying, continuous towel dispenser
	Handwashing Signage – sign that notified Food Employees to wash hands
	Waste Receptacle

- First Aid Kit \_\_\_\_\_
- Waste Water tank 15% larger than Fresh Water \_\_\_\_\_
- Water Labeling – Potable Water & Waste water connections \_\_\_\_\_
- Food Grade Hose for Potable Water \_\_\_\_\_
- Restroom (conveniently located and accessible) \_\_\_\_\_



# Orange County Environmental Health and Code Compliance

11475-C FM 1442; Orange, Texas 77630  
409-745-1463 jscales@co.orange.tx.us

## **Mobile Food Service Permit Application**

Name of Business: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Sales Tax Number: \_\_\_\_\_

Drivers License Number and State: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Drivers License Expiration Date: \_\_\_\_\_

License Plate Number of Mobile Unit Including State: \_\_\_\_\_

Mobile Food Unit Vin Number: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

**License Fee: \$150 from January to December of each year**

Are you currently permitted by another jurisdiction? \_\_\_\_\_

If so, where? \_\_\_\_\_

What area do you plan on operating in:

Bridge City \_\_\_\_\_

Orange \_\_\_\_\_

Pinehurst \_\_\_\_\_

West Orange \_\_\_\_\_

Vidor \_\_\_\_\_

Orange County(Outside City Limits) \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_



# COMMISSARY AGREEMENT

\_\_\_\_\_ Date

I, \_\_\_\_\_ of \_\_\_\_\_  
(Commissary Owner/Operator) (Commissary Establishment Name)

located at \_\_\_\_\_  
(Address of Establishment, City, State, Zip)

give my permission to \_\_\_\_\_ of \_\_\_\_\_  
(Mobile Unit Owner/Operator) (Name of Mobile unit)

to use my kitchen facilities to perform the following tasks on their operational days:

- Preparation of food such as produce, cutting meats/seafood, cooking, cooling, reheating
- Warewashing
- Filling water tanks
- Dumping waste water
- Storage of foods, single service items, and cleaning agents
- Service and cleaning of equipment
- Other (specify) \_\_\_\_\_

A **Commissary Use Log** will be maintained and made available to the department upon request. Indicate how and where the commissary use log will be maintained:

\_\_\_\_\_

Commissary Water Supply:

- Public       Private      Public Water System ID Number (PWSID#) \_\_\_\_\_

Commissary Sanitary Sewer Service:

- Public       Private

Commissary Start Date \_\_\_\_\_ Commissary End Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Commissary Owner/Operator)

Commissary Contact phone number: \_\_\_\_\_

Commissary Email address: \_\_\_\_\_

\*\*\*\*\*

*This Commissary Agreement is valid until the end date*



# Mobile Food Units (MFU): How to Mobilize Your Food Operation

## Definition:

According to Texas Food Establishment Rules (TFER), a MFU is a vehicle mounted, self or otherwise propelled, self-contained food service operation, designed to be readily moveable (including, but not limited to catering trucks, trailers, push carts, and roadside vendors) and used to store, prepare, display, serve or sell food. Mobile units must completely retain their mobility at all times. A Mobile Food Unit does not mean a stand or a booth. A roadside food vendor and pushcart may be licensed as MFUs.



Mobile Food Unit



Pushcart



Roadside Vendor

These special provisions, along with TFER references, shall be met before operating:

Smooth and cleanable surfaces

## Establishment:

- The MFU shall be mobile at all times ;
- Like a fixed establishment, the MFU shall be enclosed;
- Shall be protected from entry of pests with tight-fitting doors and windows ;
- Walls and ceilings shall be smooth, easily cleanable, and light in color ;
- Walls and ceilings shall protect against entry of rodents and insects ;
- Screens (i.e. at ventilation points or windows) shall be at least 16 mesh to 1-inch ;
- Exterior surfaces shall be of weather-resistant material
- Pushcarts do not need to be enclosed, but do need overhead protection;
- Roadside vendors do not need to be enclosed



## Water:

- Water (hot and cold) under pressure supplied to all sinks permanently installed (this requirement does not apply to roadside food vendors);
- Water supply must meet the demands of the operation;
- Potable water tank and fill hose shall be permanently installed, labeled as “potable water” and provided with a ¾-inch or less inlet connection;
- Waste retention tank for liquid waste must be 15% larger than the potable water tank, leak proof, and be permanently installed;
- Waste retention tank (labeled as “waste water”) shall be sloped to a drain that is 1 inch in inner diameter and equipped with a shut-off valve;
- Liquid waste connections shall be different in size and type than potable water;
- These requirements also apply to pushcarts. They do not apply to roadside vendors.



Potable Water Tank



Liquid Waste Connection



Potable Water Inlet

## Equipment:

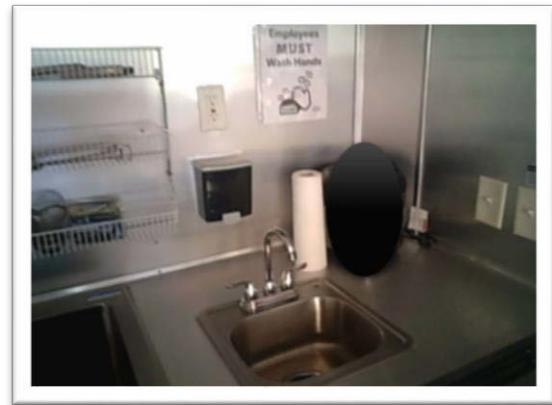
- Equipment should be adequate to maintain hot and cold Time/Temperature Control for Safety (TCS) foods at required temperatures (41°F or below for cold foods; 135°F or above for hot foods);
- Food contact surfaces of equipment including tables and counters shall be durable, corrosion-resistant and non-absorbent;
- MFU's shall only provide single service articles to consumers.

### **Manual Warewashing and Handwash Sinks:**

- At least one handwash sink supplied with soap and hand drying device;
- A sink with three compartments for washing, rinsing, and sanitizing of equipment and utensils, along with drain boards for soiled and clean items;
- The three compartments must be large enough to submerge the largest utensil or piece of equipment;
- Hot and cold water shall be supplied to all sinks under pressure;
- Roadside vendors do not require sinks.



Three-Compartment Sink



Hand Wash Sink

### **Restrooms:**

- A MFU does not need to be equipped with a restroom;
- Toilet rooms shall be designated and be conveniently located and accessible to employees during all hours of operation;

### **Central Preparation Facility (CPF):**

- The MFU shall operate from a CPF or other fixed establishment and shall report to such location for supplies and for cleaning and servicing operations;
- The CPF is an approved retail food establishment at which food is prepared, stored, and wrapped; the MFU is supplied with fresh water and ice; wastewater and other liquids are properly disposed; food-contact surfaces or items not capable of being immersed in the MFU utensil-washing sink are cleaned and sanitized;
- The operator must maintain the most recent inspection of the CPF on the unit at all times;
  - If the CPF or servicing area is not owned by the MFU operator, then a signed letter of authorization is required;

- Use of a private residence as a CPF is prohibited.

### **Servicing Area:**

- A servicing area is a location an MFU shall return regularly for such things as vehicle cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. No food preparation, service or utensil/ware-washing is conducted at a servicing area.
- The area shall include overhead protection for any supplying, cleaning or servicing operation. Areas used for water loading and/or wastewater discharge through a closed hose system do not need overhead protection.
- The location for the flushing and drainage of liquid wastes shall be separate from the location provided for potable water servicing and loading of food supplies.
- The surface of the servicing area shall be constructed of a smooth nonabsorbent material, such as concrete or machine-laid asphalt and shall be maintained in good repair, kept clean and be graded to drain.
- Potable water servicing equipment shall be installed according to Plumbing Code.
- The servicing area may be separate from the Central Preparation Facility (CPF).
- A servicing area may not be at a private home or living quarters.
- A servicing area is not required where only packaged food is sold and no waste water retention tanks are present

### **Documentation to Have Available for Initial Inspection:**

- Certified Food Manager Certification (if there is open handling of Time/ Temperature Control for Safety foods);
- CPF authorization (if needed) and most recent facility inspection;
- Servicing area authorization (if needed);
- Menu of all food items to be sold;
- The MFU must be equipped to successfully pass inspection.

### **Application and Approval Process**

A new MFU license application may be submitted through the mail or in person at the Health Department Office. The MFU shall be readily moveable and be ready to come to a location designated by the authority. The unit must be operable at time of inspection without the need of electrical/water source connections, including but not limited to handwash/warewash facilities, refrigeration and wastewater disposal.



**\*To pass a pre-licensing inspection, a mobile food unit must meet the minimum requirements below. Use the checklist as a brief reference to the MFU requirements:**

<b>Mobile Food Unit Checklist</b>	
<b>Mobile Food Unit Mobility</b>	A vehicle mounted, self or otherwise propelled, self-contained food service operation, designed to be readily movable, and constructed of corrosion resistant material; structure placed on a trailer shall be permanently affixed.
<b>Preparation Area Protected</b>	Walls, floors, and ceiling are solid, light in color, smooth and easily cleanable; protect against weather, rodents, insects and other animals.
<b>Central Preparation Facility (CPF) may include servicing area</b>	Approved by the health department; documentation (letter of authorization) required for approval; most recent inspection maintained on the MFU.
<b>Servicing Area</b>	Place to fill up potable water and authorized to dispose waste water from the MFU (i.e. approved car wash; RV Park); A private home or living quarters may not be used; letter of authorization
<b>Potable Water Tank</b>	Water must be from an approved source; permanently installed; tank labeled as "Potable Water" and have a ¾-inch inlet.
<b>Liquid Waste Retention Tank</b>	least 15% larger than the potable water storage tank, permanently installed, sloped to drain 1-inch in inner diameter and labeled "wastewater".
<b>Hot and Cold Water</b>	Under pressure and provided to all sinks.
<b>Handwash Sink</b>	Shall be its own fixture; conveniently located and accessible.
<b>Three Compartment Sink</b>	Each compartment shall be large enough to clean largest equipment/utensil.
<b>Hot and Cold Holding Equipment</b>	Adequate to maintain Time / Temperature Control for Safety (TCS) foods at required temperatures.
<b>Restrooms</b>	Provided; conveniently located.
<b>Certified Food Manager Certificate</b>	Required if handling open TCS foods.

**Mobile food establishment equipment and criteria may vary depending on the type of operation. Refer to the Texas Food Establishment Rules (TFER) for complete information regarding the requirements or contact the Orange County Environmental Health and Code Compliance Department at 409-745-1463.**

**<https://www.co.orange.tx.us/departments/EnvironmentalHealthCodeCompliance>**



# Orange County Environmental Health and Code Compliance

## Restroom Agreement- Mobile Food Units

I, \_\_\_\_\_  
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

OF THE FOLLOWING BUSINESS \_\_\_\_\_  
(Name of Business)

LOCATED AT \_\_\_\_\_ GIVE PERMISSION  
(Address; City, State and Zip Code)

TO: \_\_\_\_\_ OF \_\_\_\_\_  
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

**AND HIS/HER EMPLOYEES TO USE THE RESTROOM LOCATED WITHIN MY BUSINESS. THIS RESTROOM IS LOCATED NEAR WHERE THE MOBILE FOOD UNIT WILL OPERATE AT:**

\_\_\_\_\_  
(Record Full Address: Number and Street/City, State and Zip Code where Unit will operate)

**THE RESTROOM IS AVAILABLE ON THE FOLLOWING DAYS:**

\_\_\_\_\_ AND HOURS: \_\_\_\_\_  
(Record Days of the Week) (Record Hours and Indicate AM or PM)

**THE ORANGE COUNTY ENVIRONMENTAL HEALTH AND CODE COMPLIANCE DEPARTMENT HEALTH INSPECTOR HAS MY PERMISSION TO ENTER FOR THE PURPOSE OF INSPECTING THIS RESTROOM. THE RESTROOM SHALL BE MAINTAINED CLEAN AND PROVIDE THE FOLLOWING FACILITIES: (WORKING TOILET, TOILET PAPER, HAND SINK WITH HOT AND COLD RUNNING WATER, SOAP, PAPER TOWELS OR HAND DRYER)**

Printed Name of Business Owner or Manager: \_\_\_\_\_  
FIRST MIDDLE LAST

Signature of Business Owner or Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Manager's Cell Phone Number: \_\_\_\_\_

Business Owner's email address: \_\_\_\_\_

**THIS DOCUMENT IS REQUIRED TO BE SUBMITTED WITH YOUR FOOD SERVICE PERMIT APPLICATION EACH YEAR!!**

## **Local Contacts (Code Enforcement and Fire Department)**

### **City Code Enforcement**

- **City of Bridge City**  
409-735-6801  
Natalie Pruitt  
npruitt@bridgecitytex.com
- **City of Orange**  
409-883-1070  
Marvin Benoit  
mbenoit@orangetexas.gov
- **City of Pinehurst**  
409-886-3873  
Leonard Roff  
l.roff@cityofpinehurst.com
- **City of West Orange**  
409-883-3468  
Michael Corbett  
mcorbett@cityofwestorange.com
- **City of Vidor**  
409-769-0150  
Jerry Crumley  
codeenforcement@cityofvidor.com

### **Emergency Service District or City Fire Departments**

- **Orange County Emergency Service District #1- Vidor Area**  
409-769-8294
- **Orange County Emergency Service District #2- Bridge City Area**  
409-735-2419
- **Orange County Emergency Service District #3- Little Cypress Area**  
409-883-9200
- **City of Orange Fire Department**  
409-883-1050
- **City of Pinehurst Fire Department**  
409-883-3331
- **City of West Orange Fire Department**  
409-883-3468

## Temperaturas recomendadas para los alimentos

Utilizar un termómetro para alimentos, es la **ÚNICA** manera fiable de garantizar la seguridad de los alimentos.

- 165° F ...** Carne de ave, carne de ave molida  
Relleno de carne de ave, carne y pesca  
Cocimiento en horno de microondas y recalentamiento  
Recalentamiento de sobras
- 155° F ...** Carne molida y pescado  
Carne inyectada (p. ej. ablandada)
- 145° F ...** Carne, pescado y huevos crudos con cascarrón
- 135° F ...** Mantener calientes los alimentos
- 41° F ...** Mantener fríos los alimentos  
Carne = res, puerco y cordero  
Carne de ave = pollo, pavo, pato y ganso



Esas son las **temperaturas mínimas** para los alimentos que el Reglamento de Establecimientos Alimenticios de Texas exige.

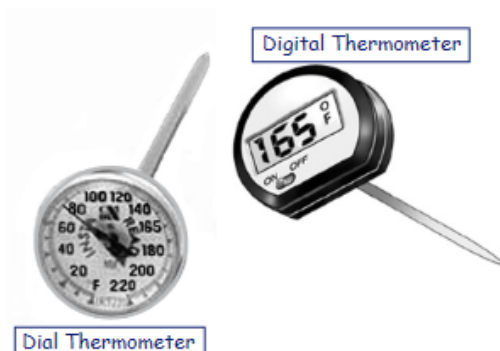
[www.dshs.state.tx.us/foodestablishments](http://www.dshs.state.tx.us/foodestablishments)



## RECOMMENDED Safe Food Temperatures

Using a food thermometer is the **ONLY** reliable way to ensure food safety.

- 165° F ...** Poultry, ground poultry  
Stuffing with poultry, meat & fish  
Microwave cooking & reheating  
Reheating leftovers
- 155° F ...** Ground meat & fish  
Injected meat (i.e. tenderized)
- 145° F ...** Meat, fish & raw shell eggs
- 135° F ...** Hot holding of foods
- 41° F ...** Cold holding of foods  
Meat = beef, pork & lamb  
Poultry = chicken, turkey, duck & goose



These are the **minimum** safe food temperatures required by the Texas Food Establishment Rules.

[www.dshs.state.tx.us/foodestablishments](http://www.dshs.state.tx.us/foodestablishments)

