



## MOBILE FOOD UNIT GUIDELINES/REQUIREMENTS

A mobile food unit vehicle (MFU) is defined as a commercially-manufactured, towed trailer or motorized self-contained food service operation designed to be readily movable in which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale or distribution. Mobile units must completely retain their mobility at all times.

### **Requirements for a MFU permit:**

- Approved Central Preparation Facility/Commissary location and a commissary approval form if contracting for services
- Letter of authenticity for the unit (attesting to compliance with all physical specifications in Texas Administrative Code Title 25, Part 1, Chapter 228, Subchapter 221: Mobile Food Units as well as specific adopted requirements of the City of Longview regarding Electrical and Fire Safety.
- Registered food service manager certificate
- Approved mobile food application
- Unit vending itinerary with written property owner authorization
- Unit passing physical permitting inspections conducted by City Department
- Texas sales and use tax permit

### **Central Preparation Facility/Commissary Requirement**

A Central Preparation Facility or Commissary is defined as a facility that is an approved and permitted retail food establishment at which food is prepared, stored, and wrapped, and the Mobile Food Unit is supplied with fresh water and ice; and emptied of waste water into a proper waste disposal system, and cleaned, including washing, rinsing, and sanitizing of those food-contact surfaces or items not capable of being immersed in the MFU utensil-washing sink. The Central Preparation Facility or Commissary serves as an operating base for a mobile food unit and is where the MFU will be stored, parked serviced, cleaned, supplied, and maintained. All Central Preparation Facilities or Commissaries **MUST** be located within the city limits Longview and be permitted and inspected by the City of Longview Environmental Health Division. **Home based operations are not allowed.** All mobile food units must report at least once a day to a commissary where:

- The unit is properly cleaned and serviced.
- All food contact surfaces are washed, rinsed and sanitized.
- Sewage and other liquid waste is properly disposed.
- The unit receives potable water necessary to operate.
- Food served from the mobile food unit is stored, handled or prepared.



- Single service articles are properly stored.
- The MFU is stored over night when out of service.
- When out of service the unit is stored at a commissary.

**-- MOBILE FOOD UNITS WANTING TO STORE THEIR MOBILE UNIT AT A COMMERCIAL FACILITY OTHER THAN THEIR COMMISSARY OR NEEDING TEMPORARY APPROVAL TO NOT RETURN TO THEIR COMMISSARY MUST GET A VARIANCE FROM THE CITY OF LONGVIEW ENVIRONMENTAL HEALTH DEPARTMENT.**

**\*\*\*Note:** *If you do not own your own commissary, you must secure a Longview Commissary Approval Form and have it filled out completely by the commissary owner. The approval form must be signed by the commissary owner and a copy of the approval form must kept on the mobile food unit at all times\*\*\*.*

### **Mobile Food Unit Review and Inspection**

All mobile food unit must go through a physical inspection and review if the unit is:

- applying for initial permit with City of Longview
- converted from another use
- remodeled, or
- without a valid permit for more than 1 year.

The inspection and review process is used to determine if the MFU meets all the sanitation and safety specifications required by the State of Texas and the City of Longview. If the MFU requires a plan review, it must pass the plan review before the unit will be inspected. If additional work is required on the mobile food unit it must pass a final inspection before the unit will be approved. The inspection and review fee for a MFU is a non-refundable \$200.

### **Initial Permitting Process**

A valid Mobile Food Unit permit must be obtained in person prior to operating inside the City of Longview. Prior to approval of a MFU permit vendors must submit all required permit application documents for review, undergo all required physical inspection of the mobile unit and provide payment of any necessary fees. Physical inspections of units must be performed prior to submittal of all required paperwork however units will need to be present at the time of final approval and permit issuance. Permits may not be issued until the application review process results in approval verification of all required documentation, approval of all physical unit inspections and payment of all necessary fees. Permits expire annually; on December 31st permit fees will be prorated on the day the mobile unit is approved.

### **Type of MFU Available**

Vendors seeking to obtain a MFU permit will be applying for either a restricted MFU permit or an unrestricted MFU. The distinction between these 2 types is described as follows:

**Restricted Mobile Food Unit**-refers to a mobile food unit offering only pre-packaged



foods. Under this type of permit no open food preparation or handling may occur. All food items including beverages and condiments must be pre-packaged at an approved food establishment or come prepacked from an approved source. This type of unit is not required to have sinks.

**Unrestricted Mobile Food Unit**-refers to a mobile food unit offering food that is packaged or pre-packaged on the MFU itself. This type of mobile food unit requires potable and waste water systems including a 3-compartment sink and a separate hand sink. All sinks must have hot and cold water available at all times.

**Mobile Unit Design and Equipment Requirements:**

1. Floors of the unit must be constructed of durable, easily cleanable material, including, but not limited to, anodized aluminum, stainless steel, or tile. All junctures must be properly sealed. All service lines and pipes must be installed off the floor to allow for easy cleaning.
2. Walls of the unit must be durable, easily cleanable, non-absorbent and light in color. Minimum all materials include, but not limited to, aluminum or fiberglass reinforced plastic (FRP). Walls at vent hood and grill areas must be covered with stainless steel panels. Wall covering must be installed to cover the entire height of each wall. Stud and utility lines may not be unnecessarily exposed on the wall or prevent cleaning.
3. Ceilings of the unit must be light in color, non-absorbent, and easily cleanable. The height over the aisle-way portion of the unit must be at least 74 inches and unobstructed. Joints and rafters may not be exposed.
4. The cab of the unit must be physically separated from the food preparation area, with seats designated for the cook and any passengers located outside of the food preparation area. Aisle space must be unobstructed and at least 30 inches wide.
5. Construction joints must be tightly fitted and sealed with no gaps or voids, and all sealant, solder, and weld joints located in the food contact areas must be smooth and approved for food contact surfaces.
6. All equipment and utensils must meet or exceed the standards published by the National Science Foundation (NSF).
7. All equipment must be placed, installed, stored, and secured on the unit in a manner that allows for thorough cleaning and sanitizing around the equipment.
8. Floor-mounted equipment must be sealed directly to the floor or securely installed on legs to provide a six-inch clearance under the equipment. Counter-mounted equipment must be sealed directly to the countertop or securely installed to provide a four-inch clearance under the equipment.



9. Cooking equipment must be properly vented. An automatic fire suppression system approved by the Longview Fire Department must be provided over cooking surfaces that require exhaust ventilation. Deep fryers, steam tables, and similar equipment must have covers with secured latches while the unit is in motion.

10. The unit must be equipped with mechanical refrigeration equipment if potentially hazardous food is stored, prepared, or served on the unit. The refrigeration equipment must have at least 15 cubic feet of usable storage space. All refrigeration must be commercial grade.

11. Adequate lighting must be provided using light bulbs that are completely enclosed in plastic safety shields or the equivalent.

12. All outer openings to the food service area of the unit must be insect and rodent proof. Screens are required to be tight fitted with a maximum of 16 mesh per square inch.

13. Entrance doors and service windows to the food preparation area must be kept closed when not in use, unless proper screens are utilized.

14. The unit must be equipped with a power source that is capable of handling the power demands of the vehicle and equipment while the vehicle is stopped or in motion. The power source must be permanently installed in an area that is completely separated from food preparation and food storage areas and must be accessible for proper cleaning and maintenance.

**Mobile Unit Plumbing Requirements:**

1. Unit must be equipped with a permanently installed water supply tank with a minimum capacity of 30 gallons.

2. A water heater must be provided that is capable of heating water to at least 110°F. The water heater tank is required to be a minimum of three gallons.

3. The unit must be equipped with a stainless steel, three-compartment sink. Sink compartments shall be large enough to accommodate immersion of the largest piece of equipment or utensil.

4. The unit must be equipped with a stainless steel hand wash sink that must be fully accessible and separated from the ware-washing by a splashguard. Handwashing sinks are required to have a soap and paper towel dispenser in close proximity.

5. All sinks must provide a minimum water pressure of one gallon per minute.

6. All liquid waste must be properly drained into the units' liquid waste retention tank. The retention tank must be permanently installed and at least 15 percent larger than the potable water supply tank.



**Mobile Unit Operational Requirements:**

1. All operators of mobile food units must have a current driver license issued or recognized by the State of Texas and proof of Liability Insurance.
2. Mobile food preparation units must have a current Registered Food Service Manager on-site during food service operations. All other employees working in the food service area must have current Food Handler registration.
3. Each unit must have a copy of their daily vending itinerary. The Environmental Health Division must be advised of any itinerary changes 48 hours prior to the change. Schedules/Stops must be accurate to within 30 minutes. The name, address and telephone number of the owner of the premises must be provided.
4. The unit must maintain a written agreement with each vending location's property owner/manager granting permission to provide access to toilet facilities for the food service employees. (If they are going to be at the same location for more than 2 hours).
6. Cooking must not be conducted while the unit is in motion.
7. Only fast-cooked food items may be prepared on a mobile food preparation unit. Raw poultry or seafood may be prepared on the unit only if it's frozen and breaded and goes directly from the freezer into a fryer. Variances to this requirement may be obtained from the City of Longview Environmental Health Division.
8. All leftover food products must be stored at the commissary with proper date marking and under proper temperature control or be discarded.
9. Ice used for drinks must be properly dispensed and drained into a liquid waste retention tank.
10. Food and single service articles must be properly protected and stored at least six inches above the floor.
11. Garbage containers must have tight fitting lids and be kept closed when not in use.
12. All equipment, food and single service items must be stored on the mobile food unit and not in the mobile unit cab or the towing vehicle.