

## St. Joseph County Health Department

**“Promoting physical and mental health and facilitating the prevention of disease, injury, and disability for all St. Joseph County residents”**

### **Instructions for Mobile Food Truck Plan and Review Questionnaire Form**

The enclosed/attached questionnaire is intended to help the individual/business planning to operate a mobile food truck (MFT) in St. Joseph County Indiana. A **“mobile food truck”**, as defined by the St. Joseph County Health Department (SJCHD), is a licensed motorized vehicle that is enclosed, self-contained, and serves food to the public, while temporarily located at a public or privately-owned location. Food items may be prepared, cooked, and assembled in the mobile unit or may have been prepared, wrapped/packaged in a licensed commissary or food manufacturing facility.

The term "mobile food truck" shall not include push carts, food delivery vehicles, mobile food trailers or mobile ice cream vendors.

Information is requested about the design, construction, and operation of the MFT. Since a commissary is required and must be used as the base of operation for the MFT, some questions may also apply to the food handling activities that will occur both at the commissary and on the mobile unit.

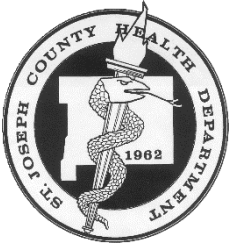
Section numbers cited at the end of some questions refer to Indiana’s *Retail Food Establishment Requirements Title 410 IAC 7-24*.

Requested information addresses the following:

- Food safety and sanitation
- Food protection and integrity during preparation
- Control of pathogens during hot and cold holding
- Proper use of sanitizers
- Proper storage and use of poisonous or toxic materials
- Ware-washing use and capacity
- Water Supply, sewage disposal, and the waste water tank
- Backflow, hot water capacity, and grease disposal
- Handwashing & toilet facilities
- Interior wall & floor finishes
- Storage of personal belongings
- Insect and rodent prevention
- Refuse and recyclables storage and disposal
- Light intensity requirements

The individual or business, operating a Mobile Food Truck, is required by the SJCHD to hold **both a mobile food truck permit** and a **commissary permit**.

The Plan and Review Application (page 1) must be submitted with the completed questionnaire (pages 3 – 9). Please contact the St. Joseph County Health Department at 574-235-9721 if further assistance is needed when completing these documents.



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**All information must be completed in its entirety per 410 IAC 7-24.  
Incomplete plans will not be reviewed.**

- Please answer all questions and return this form and the application to our office.
- Contact our office at **574-235-9721** if you have any questions.
- This questionnaire is designed to be a guideline and may not be a complete list of requirements.
- The sanitation requirements noted in this document are specified under the Retail Food Establishment Sanitation Requirements Title **410 IAC 7-24**. Please use this referenced ISDH rule as it pertains to section numbers found at the end of some questions.

If applications/plans/license requests were submitted to any of the departments listed below, please provide the date(s):

City: \_\_\_\_\_ Zoning: \_\_\_\_\_

Fire: \_\_\_\_\_ Building: \_\_\_\_\_

DTSB: \_\_\_\_\_ Department of Transportation: \_\_\_\_\_

Total Square Feet: Mobile Food Truck Interior: \_\_\_\_\_ Commissary: \_\_\_\_\_

Who is or will be certified in food safety (Title 410 IAC-22)?

Name: \_\_\_\_\_ Certificate number: \_\_\_\_\_

Company: \_\_\_\_\_ Certificate Expiration Date: \_\_\_\_\_

How will employees be trained in food safety (Section 119)? \_\_\_\_\_

**Has the following information been included?**

A to-scale drawing/plan of the MFT’s interior, including location of equipment ..... Yes \_\_\_\_\_ No \_\_\_\_\_

List of all equipment..... Yes \_\_\_\_\_ No \_\_\_\_\_

Complete list of menu items to be served..... Yes \_\_\_\_\_ No \_\_\_\_\_

Proposed location/route for mobile food truck..... Yes \_\_\_\_\_ No \_\_\_\_\_

Signed Commissary Usage Agreement if licensed facility owned by someone else. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Toilet facilities accessibility..... Yes \_\_\_\_\_ No \_\_\_\_\_

*Answer the following questions as they pertain to the mobile food truck operations.*

**Equipment**

1. The food preparation area must be separated from the cab of the MFT. Explain how the cab is separated from the food prep area and describe the materials used in construction of the separation (**Section 424**).

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2. Will all equipment meet design and construction requirements for the American National Standards Institute (ANSI) or meet (**Section 205**)? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Will the utensils and food storage containers be made from food-grade quality materials (**Section 205**)? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are only single service, prewrapped utensils available for use by customers? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Please list any used equipment that will be utilized.

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6. A commercial mechanical ventilation hood system sufficient for the needs of the MFT are required at or above all ranges, griddles, deep fat fryers and similar equipment (Section 307). Does the MFT have a ventilation hood system? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Has the Fire Department certified that the system is sufficient for the needs of the Mobile Food Truck (**Section 307**)? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Is all equipment used for the storage of potentially hazardous food adequate to meet required temperatures of *135°F or above for hot foods and 41°F or below for cold foods*? (**Section 187**)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. Please list equipment to be used for hot and cold holding of foods; including any to be used during transporting or serving (**Section 187**).

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**Ice chests may not be used for cold storage of potentially hazardous food items.**

9. Are all refrigeration unit(s) equipped with thermometers (**Section 256**)? Yes \_\_\_\_\_ No \_\_\_\_\_

**Food**

10. List all food suppliers, including those that provide ice (**Section 142**). \_\_\_\_\_

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11. What is the procedure for receiving food deliveries (**Section 166**)?

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12. How often will food be delivered? \_\_\_\_\_

13. Where will food deliveries be received? \_\_\_\_\_

14. Who will be responsible for checking food temperatures and inspecting food deliveries to ensure products are not damaged, food integrity has not been compromised, and that food has not been temperature abused?

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15. List any foods that will require thawing before cooking. Indicate which process will be used to thaw the food and specify whether the preparation will be done at the commissary or on the MFT. **(Section 199)**

PROCESS	FOOD	COMMISSARY	MFT
Refrigeration			
Running Water less than 70 °F			
Microwave as part of the cooking process			
Cook from frozen			
Other (describe)			

16. List any food(s) that will require cooling. Indicate the process that will be used to cool each item (i.e. leftovers.) and specify whether cooling will be done at the commissary or on the MFT. **(Section 189,190)**

PROCESS	FOOD	COMMISSARY	MFT
Shallow pans under refrigeration			
Ice and water bath			
Reduced volume (quartering a large roast)			
Ice paddles			
Rapid chill devices (blast freezer)			
Other (describe)			

17. What procedures will be used for foods that may require reheating before being placed into service on the food truck **(Section 188)**? \_\_\_\_\_

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18. Who will take and record food temperatures on the food truck **(Section 119)**? \_\_\_\_\_

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19. If cooked food is leftover at the end of the serving period, how will it be handled?

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20. How shall food be protected from cross-contamination **(Section 173)**? (i.e. raw animal foods and ready-to-eat foods or other ready-to-eat foods, such as vegetables; and cooked ready-to-eat foods)

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**Ware-washing/Dishwashing**

- 21. Is a 3-compartment sink with drain boards on each end provided?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 22. Is each compartment large enough to submerge the largest piece of equipment into the 3 compartment sink (Section 270)? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- 23. Describe how equipment too large to be submerged into the 3-compartment sink will be cleaned and sanitized. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sanitization**

- 24. What type of chemical sanitizer(s) will be utilized (Section 294)?  
Chlorine (unscented) liquid \_\_\_\_\_ tablet \_\_\_\_\_  
Quaternary ammonium liquid \_\_\_\_\_ tablet \_\_\_\_\_  
Other: \_\_\_\_\_
- 25. Are appropriate chemical test kits/papers provided for all types of chemical sanitizers to be used (Section 291)? Yes \_\_\_\_\_ No \_\_\_\_\_

**Handwashing/Toilet Facilities**

- 26. A handwashing sink is to be provided and accessible in food preparation and dishwashing areas. (Section 344): How many hand sinks are provided? \_\_\_\_\_
- 27. Is the hand washing facility equipped to provide water having a temperature of a least one hundred (100) degrees Fahrenheit (Section 342)? Yes \_\_\_\_\_ No \_\_\_\_\_
- 28. Is there a physical barrier or adequate separation (2 feet or greater) of the hand-sink and any preparation or ware-washing sinks? Yes \_\_\_\_\_ No \_\_\_\_\_
- 29. Are restroom facilities accessible during the hours of operation (Section 353)? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Include a restroom agreement if applicable)

**Water Supply**

- 30. Where will potable water be obtained? \_\_\_\_\_  
Is the water supply public (\_\_\_\_) or private (\_\_\_\_)?
- 31. If private, has the source been tested (Section 327)? Yes \_\_\_\_\_ No \_\_\_\_\_  
Provide the date of the most recent test. \_\_\_\_\_
- 32. What is the capacity of the fresh water tank? Gallons \_\_\_\_\_  
Is the fresh water tank constructed of food grade material? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the fresh water tank sloped to an outlet to allow complete drainage of the tank? Yes \_\_\_\_\_ No \_\_\_\_\_

**Waste Water/Sewer Disposal**

33. How will waste water be removed from the Mobile Food Truck? \_\_\_\_\_  
 \_\_\_\_\_

34. What is the size of the waste water holding tank? Gallons \_\_\_\_\_  
 (Tank must be at least 15% larger than the fresh water tank and permanently installed)

35. Is the waste water tank equipped with a shut-off valve (section 372)? Yes \_\_\_\_\_ No \_\_\_\_\_

36. Is the drain for sewage disposal one (1) inch in diameter or greater? Yes \_\_\_\_\_ No \_\_\_\_\_

37. If used, what is the process for disposing of grease? \_\_\_\_\_  
 \_\_\_\_\_

**Plumbing**

38. Are hot and cold water fixtures provided at every sink (Section 330)? Yes \_\_\_\_\_ No \_\_\_\_\_

39. Is the potable water supply hose made from food-grade materials (Section 364)?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

40. Is the water heater enclosed in an accessible cabinet or other smooth easily cleanable structure?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

41. What are the recovery rate and capacity of the hot water heater (Section 329)?  
 \_\_\_\_\_

Fixture	Water Supply		Sewage Disposal					
	AVB	PVB	VDC	HB	Air Gap	Air Break	Air Gap	Direct Connect
3 Compartment Sink								
Hand Sink								
Prep Sink								
Hose Connections								
Other								
AVB=Atmospheric Vacuum Breaker				HB=Hose Bib Vacuum Breaker				
PVB=Pressure Vacuum Breaker				VDC=Vented Double Check Valve				

**Room Finish Schedule (What will be used in the construction of the interior of the food truck)**

42. Please describe the materials used in the construction of the following on the mobile unit. (Section 402).

AREA	FLOORS	COVING	WALLS	CEILING
Mobile Truck Interior				
	Wood flooring is not allowed.			

**Lighting**

43. Is the lighting in food preparation and dishwashing areas at least 70-foot candles (**Section 411**)?

Yes \_\_\_\_\_ No \_\_\_\_\_

44. Are light bulbs shielded, coated, or otherwise shatter-resistant (**Section 410**)? Yes \_\_\_\_\_ No \_\_\_\_\_

45. What is the power source for the MFT? \_\_\_\_\_

46. If electricity is required, how will the electrical supply be connected to the MFT? \_\_\_\_\_

\_\_\_\_\_

**Personal Belongings**

47. Describe how/where personal belongings such as coats, purses, medicines, and lunches will be stored.

(**Section 418, 422**) \_\_\_\_\_

**Insect and Rodent Harborage**

48. Will screens be provided on any open windows/doors to the outside (**Section 413**)? Yes \_\_\_\_\_ No \_\_\_\_\_

49. Will air curtains be installed? If so where will the curtains be installed (**Section 413**)?

\_\_\_\_\_

50. Will all pipes and electrical conduit cases be sealed (i.e. ventilation systems, exhaust and intake be protected) (**Section 414**)? Yes \_\_\_\_\_ No \_\_\_\_\_

**Refuse and Recyclables**

51. Describe how garbage/solid refuse will be stored and where it will be dispose of (**Section 382**)?

\_\_\_\_\_

52. Where will recyclables be stored prior to pick-up?

\_\_\_\_\_

**Poisonous or Toxic Materials and Personal Care Items**

53. List any poisonous or toxic materials that will be used on the mobile food truck.

\_\_\_\_\_

\_\_\_\_\_

54. Where will these be stored (**Section 439**)? \_\_\_\_\_

55. Are all working containers, used for storing poisonous or toxic materials, clearly and individually marked (**Section 438**)? Yes \_\_\_\_\_ No \_\_\_\_\_

56. Will any insecticides or rodenticides be used (**Section 440**)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what will be in place to ensure that chemicals are applied in a safe manner and that the chemicals used will only be those allowed in a retail food establishment (**Section 441**)?

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The following fee schedule as established by the St. Joseph County Board of Health and hereby approved by the Board of Commissioners of St. Joseph County.

**Resolution R-C-6-05**

**Plan and Review/ Application Fees for Food Establishments  
(this includes the \$50.00 Administrative Fee)**

Under 3,000 Square Feet	<b>\$100.00</b>
3,001 to 30,000 Square Feet	<b>\$180.00</b>
30,001 to 40,000 Square Feet	<b>\$260.00</b>
40,001 to 60,000 Square Feet	<b>\$340.00</b>
60,001 Square Feet and over	<b>\$400.00</b>