



Ventura County Environmental Health Division  
 800 S. Victoria Avenue, Ventura CA 93009-1730  
 TELEPHONE: 805/654-2813 or FAX: 805/654-2480  
 Web Site Address: [www.vcrma.org/divisions/environmental-health](http://www.vcrma.org/divisions/environmental-health)

**WRITTEN OPERATIONAL PROCEDURES  
 MOBILE FOOD FACILITY (MFF) - TYPE 4**

Written operational procedures shall be submitted along with a current menu each year in advance of the Environmental Health permit inspection. The operational procedures shall note the food handling procedures, the cleaning and sanitizing of food-contact surfaces, utensils, and equipment shall be submitted to this Division. A copy of the procedures must be kept on the MFF during hours of operation. Any change to this form, menu, equipment, or assigned commissary will require approval by this Division.

DBA:	FA #
OWNER/OPERATOR:	TEL:
ADDRESS:	

**Hours of Operation:** *Please note the time food preparation begins*

Time	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start:							
End:							

**FOOD HANDLING PROCEDURES**

1. Menu Description:

FOOD ITEMS	UNPACKAGED FOOD		PREPACKAGED FOOD		PLACE FOOD WILL BE PURCHASED	PLACE WHERE FOOD WILL BE PREPARED
	YES	NO	YES	NO		
<i>Example:</i> Roast Beef	X				Spangler Market- 22 Jay St. Oxnard	AJ Commissary- #1 Victoria St. Ventura
1.						
2.						
3.						
4.						
5.						
6.						

7.						
8.						
9.						
10.						
11.						
12.						

2. Will foods be prepared in advance? Yes \_\_\_ No \_\_\_ Location of any food preparation and/or storage other than on the MFF: \_\_\_\_\_

3. Where will food be stored at the end of each day?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Describe how each food item will be prepared, including what types of equipment and utensils are used to prepare each food item.

Food item #1: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Food item #2: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Food item 3: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Food item #4: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Food item #5: \_\_\_\_\_

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Food item #6: \_\_\_\_\_

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Other food items: \_\_\_\_\_

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5. How often will food temperatures be monitored?
- Probe thermometer to spot check cooking and/or holding temperatures \_\_\_\_\_
  - Ambient thermometer inside each refrigerator \_\_\_\_\_
6. How will cold (41°F or below) and/or hot (135°F or above) food be maintained at proper holding temperatures?

Cold Food:

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Hot Food:

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**FOOD HELD AT 135°F OR ABOVE ON AN MFF SHALL BE DESTROYED AT THE END OF THE WORK DAY.**

7. How will food be served from the MFF? Include all utensils used when serving food items.

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### **CLEANING & SANITIZING OF FOOD CONTACT SURFACES, EQUIPMENT AND UTENSILS**

8. Type of sanitizer and test strips solution to be used for the sanitization of food contact surfaces, equipment and utensils:
- Chlorine** - contact with a solution of 100 parts per million (ppm) for at least 30 seconds.
  - Quaternary Ammonium** – contact with a solution of 200 ppm for at least one minute.
  - Iodine** – contact with a solution of 25 ppm for at least one minute.

- Type of test strips to be used within the Chlorine \_\_\_\_\_ Quaternary Ammonium \_\_\_\_\_
- Where will you purchase the test sanitizer and test strips? \_\_\_\_\_

9. How will food contact surfaces, equipment and utensils be cleaned and sanitized during hours of operation?

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10. The potable water tank must be filled at a commissary. How will the potable water tank be filled? \_\_\_\_\_

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11. Where and how will the waste water from the waste water tank be disposed of?

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12. The potable water tank must be cleaned at a commissary. How will the tank be cleaned and sanitized?

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**A COPY OF THE APPROVED WRITTEN OPERATIONAL PROCEDURE SHALL BE KEPT ON THE MFF DURING PERIODS OF OPERATION.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>For Office Use Only:</b>      <input type="checkbox"/> Approved      <input type="checkbox"/> Not Approved</p> <p>Reviewed By: _____      Date: _____</p>
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