



Loudoun County Health Department

1 Harrison Street, S.E., Leesburg VA 20175

Mailing address: P.O. Box 7000, MSC# 68, Leesburg VA 20177-7000

Mobile Food Unit - Plan Review

Step 1: Plan Review – The plan review process is intended to assist the approval process for proposed new or remodeled mobile units. Upon receipt of all required documentation, an environmental health inspector (EHS) will review this mobile unit plan and will contact you within 15 working days.

Required Documentation to be submitted together:

Mobile Food Unit – Plan Review Application

\$40 Plan Review Fee; Cash or check payable to County of Loudoun

Drawings of NEW / REMODELED / CONVERTED mobile units.

8x10" page drawing of layout of mobile unit, drawn to scale, showing top schematic view of the interior location of equipment. Include fryers, hand sink, 3 basin sink, storage areas, grills, water tanks and any attached equipment such as grills or smokers.

Specification sheets. Photographs and manufacturer's specification sheets may support your application. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper BEFORE costly purchases, installation and construction.

Base of Operations (form attached)

Business Name - clearly visible on both sides of Mobile Unit. Attach photo.

Step 2: Permit Application - Once the mobile food unit design and equipment are approved, an application for permit will need to be submitted.

Required Documentation to be submitted together:

Mobile Food Unit - Permit & Renewal Application

\$40 Permit Fee; Cash or check payable to County of Loudoun

Section C: Mobile Food Unit – Facility Checklist

1.	<p>Water: Public (Municipal); or Private (Well). Source _____ <u>Private water (well)</u> requires annual water tests. Attach copy of results for Total Coliform and Nitrates.</p> <p>Sewage: Public (Municipal); or Private (Septic). Location _____ <u>Private septic</u> system will be evaluated to assure it can handle the proposed volume and strength of the wastewater from your unit. This will be based on your menu and an evaluation of the potential daily volume of wastewater and other facilities served by the system.</p>
2.	<p>Base of Operation: – location of Serving area or Commissary _____ Base of Operation Agreement (attach, Commissary Agreement OR Servicing Area), see attached.</p>
3.	<p>Mobile Food Unit is mounted on wheels, and readily moveable from place to place at all times during operation.</p> <p>All operations, and all equipment is integral to, within or attached to the Mobile Food Unit.</p> <p>Business Name is clearly visible on both sides of Mobile Food Unit.</p> <p>Day/Hours of Operation _____, Seasonal; or Year-Round</p> <p>Operating locations _____</p>
4.	<p>Mobile Unit Construction / Physical Facility Designed to protect food from potential contaminants.</p> <p>Sufficient lighting is required.</p> <p>All openings to the outside must be kept closed, or is screened or fitted with other devices to repel or prevent the entrance of flies, insects, and vermin (except when foods are being served through a service window).</p> <p>Construction materials and all surfaces must be smooth, non-absorbent, and easily cleanable; preferably consisting of smooth material such as stainless steel.</p> <p>Ample storage must be provided for proper equipment and single-service items. Sufficient equipment is required for Temperature control of all food on menu. Cold storage of TCS foods must be under refrigeration.</p>
5.	<p>Sinks, Water Tanks and Hoses <u>Handwashing sink</u> with pumped hot (100 °F) and cold running water, dispensed soap, paper towels, and a waste basket.</p> <p><u>Three compartment washing sink</u> is required for a mobile unit and available for use in push cart commissaries. Large enough to accommodate the immersion of the largest equipment and utensils.</p> <p><u>Drain boards</u>, utensil racks, or tables large enough to accommodate utensil holding before cleaning and after sanitizing, and accommodate all soiled and cleaned items that may accumulate during the hours of operation.</p> <p><u>Potable Water Tank</u> required for all units. Size of potable water tank (gallons) _____. Inlet on the potable water tank is to be ¾" in diameter or less with protective cover. Size of inlet (inches) _____.</p> <p><u>Waste Water Tank</u> required for all units. Size of waste water tank (gallons) _____. The volume of the wastewater tank must be 15 % larger than the volume of the potable water storage tank. Waste water drain is 1" in diameter or greater, sloped to drain, and has a shut-off valve. Size of drain (inches) _____.</p> <p><u>Food-grade potable water hose</u> (i.e. white NSF approved) that is stored on the mobile unit in a clean manner and used with proper back-flow prevention for filling Potable Water tank. Clearly label hose and tank "drinking water use only".</p>

6.	<p>Equipment Capabilities for temperature control Equipment must be smooth, easily-cleanable, durable and safe for its intended use.</p> <p><u>Cold Holding.</u> Refrigeration is required to maintain all TCS Food at 41° F or less at all times. An accurate thermometer is provided.</p> <p><u>Hot Holding</u> equipment is capable of maintaining TCS Food at 135° F or hotter at all times.</p> <p><u>Cooking/Reheating.</u> Only menu items that can be properly cooked or reheated may be served.</p> <p><u>Cooking</u> - that produces grease-laden vapors require a hood and will need approval from the Fire Marshall.</p> <p><u>Cooling</u> - Only menu items that can be properly cooled may be served. In most cases, proper cooling will need the use of a commissary kitchen.</p> <p>A food thermometer must be available and used to check internal food temperatures.</p>
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NOTE: A Mobile Food Establishment permit will not be issued unless this application meets all the applicable requirements of the [Virginia Food Regulations](#). Failure to provide the necessary information on this application may delay the processing of the application.

I/we attest to the accuracy of the information provided, affirm to comply with the Food Regulations and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required.

Section D: Applicant

Signature of Applicant:	Print Name of Applicant:
Title of Applicant:	Date Signed:

BASE OF OPERATION (complete one section – Commissary OR Servicing Area)

Mobile Food Unit Name _____ **Mobile Food Legal Owner** _____

COMMISSARY AGREEMENT

Commissary Name _____

Commissary Address _____ **Email Address** _____

Commissary Owner/Operator _____ **Contact Number** _____

Days/Hours of Commissary use _____

The following services are provided for the mobile food unit operation: _____

This agreement serves to notify the Loudoun County Health Department that I, the owner/operator of this food facility, will allow my facility to serve as a **commissary** for the mobile food unit listed above. I understand that as a commissary, I must allow the mobile food unit access to my facility on the above Days/Hours, and that by signing this form my facility will be inspected periodically by the health department to ensure requirements are met.

Commissary Owner signature _____ **Print Name** _____ **Date** _____

I, the owner of the mobile food unit agree to use this commissary with the services outlined above. I certify that I will use this commissary for my business activities. I understand and agree that if for any reason, this commissary's Food establishment Permit is revoked or suspended, that my Food Establishment Permit will also be revoked or suspended. I must stop operating until I obtain another approved commissary and provide appropriate documentation for approval by the Loudoun County Health Department.

Mobile Owner Signature _____ **Print Name** _____ **Date** _____

SERVICING AREA AGREEMENT

Servicing Area Location _____

Address _____ **Email Address** _____

Servicing Area Owner _____ **Contact Number** _____

Servicing Area Potable Water Supply Public, Private, Bottled

How is Clean Water Tank filled? _____

How is Waste Water disposed? _____

How is Grease disposed? _____ **Trash?** _____

This serves to notify the Loudoun County Health Department that I, the owner of this location, must allow this mobile food unit daily access to this location for the services listed above.

Servicing Area Owner signature _____ **Print Name** _____ **Date** _____

I, the owner of the mobile food unit agree to use this servicing area for the services outlined above on a daily basis. If I do not use this service area, my Food Establishment Permit may be revoked, and I must stop operating until I obtain another approved servicing area and provide appropriate documentation to the Loudoun County Health Department for approval.

Mobile Owner Signature _____ **Print Name** _____ **Date** _____

Mobile Guidelines

Mobile food unit is a food establishment mounted on wheels, readily moveable from place to place at all times during operation and shall include, but not be limited to, pushcarts, trailers, trucks, or vans. The unit, all operations, and all equipment must be integral to and be within or attached to the unit.

Base of Operation - Servicing area. An operating base location to which a mobile unit returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. A service area is not required to obtain a health department permit. Food for the mobile unit CANNOT be prepared in the servicing area. Only Fully Self-Contained Mobile Food Units may use a servicing area. Complete the Base of Operations Agreement (**Servicing Area section**).

Base of Operation - Commissary. A catering establishment, food establishment, or any other place in which food, food containers, or supplies are kept, handled, prepared, packaged, or stored. If ALL functions of cooking, holding, and storage are not done **in** the mobile unit, a commissary is required. A commissary is required to have a **valid food establishment permit issued in the jurisdiction of application submission**. Approval is needed before the mobile unit may use a commissary. ~~delete~~. A written agreement to use a commissary owned by another entity will be required. Complete the Base of Operation Agreement (**Commissary section**).

Person-In-Charge (PIC) must be assigned and in charge at all times during the hours of operations. The PIC is responsible for knowing the food safety requirements and procedures within the unit. The PIC must ensure all employees are informed of the reporting requirements of symptoms and diseases spread through food, see attached Employee Health Policy/Employee Reporting Agreement.

Clean Water Supply must be approved for use.

- Bottled drinking water or water from a public waterworks can be used.
- Private well requires health department approval. Annual water tests for nitrate and total coliform are required.

Hot Water is required for handwashing and ware washing. Mobile units must have hot water heater to supply 110°F. Sufficient supply of water and sinks in good operating condition is required during all hours of operation.

Potable Water Hose and Clean Water Tank used for drinking water must be cleaned and sanitized before being used and cannot be used for any other purposes. Clearly label hose and tank for "*drinking water use only*". Potable water hose must be food grade (i.e. white NSF approved) and used with proper back flow prevention. Store potable water hose in a protected manner such as in a closed plastic tub.

Removing Mobile Food Establishment Wastes - No public health hazard or nuisance shall result when liquid wastes are removed from a mobile food establishment. Waste water generated by melted ice, condensation, handwashing, ware washing and other liquid wastes must be collected in waste retention tanks and properly disposed of at the approved commissary or servicing area.

The **Menu** may be limited by the equipment and space available and the level of food preparation required. All food, clean equipment, utensils, linens, single service/use items must be stored, dispensed and transported in a protective manner. **All food and beverages shall be prepared and stored in either your permitted mobile unit or your approved commissary. Serving food or beverages prepared and/or stored in a home or unregulated facility is prohibited.**

Mobile Permits are not transferrable. Mobile permits expire annually. Application and \$40 fee are to be submitted for renewal every year. If a mobile food unit has a **Food Establishment Permit** from any jurisdiction in Virginia, an additional permit is not required to operate in Loudoun County.

Inspections. The mobile unit will need to be available to be inspected at the Loudoun County Health Department for issuing permit, and annually for renewal. Periodic inspections will be done throughout the year while the mobile unit is in operation.

Events. A mobile food unit permit authorizes food service from the inspected unit only. No off-truck food operations are allowed without obtaining a temporary food establishment permit. Temporary Food Establishment permit application can be found at www.loudoun.gov/food. Event Coordinators may request additional information from you, such as a copy of your permit.

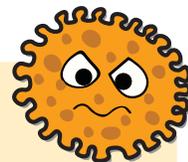
Contact **Loudoun County Commissioner of the Revenue** to register for a Business License or Itinerant Vendor's License. Commissioner of the Revenue www.loudoun.gov/cor 1 Harrison Street Leesburg VA 20177; (703) 777-0260

Contact Fire Marshal's office to obtain a fire inspection. 23675 Belmont Ridge Rd, Suite 150 Ashburn, VA 20148; (703) 737-8600

Clean-up and Disinfection for Norovirus ("Stomach Bug")

THESE DIRECTIONS SHOULD BE USED TO RESPOND TO ANY VOMITING OR DIARRHEA ACCIDENT

Note: Anything that has been in contact with vomit and diarrhea should be discarded or disinfected.



1 Clean up

a. Remove vomit or diarrhea right away!

- Wearing protective clothing, such as disposable gloves, apron and/or mask, wipe up vomit or diarrhea with paper towels
- Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material: pick up using paper towels
- Dispose of paper towel/waste in a plastic trash bag or biohazard bag

b. Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles

c. Rinse thoroughly with plain water

d. Wipe dry with paper towels

DON'T STOP HERE: GERMS CAN REMAIN ON SURFACES EVEN AFTER CLEANING!

2 Disinfect surfaces by applying a chlorine bleach solution

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus.

For best results, consult label directions on the bleach product you are using.

a. Prepare a chlorine bleach solution

Make bleach solutions fresh daily; keep out of reach of children; never mix bleach solution with other cleaners.

IF HARD SURFACES ARE AFFECTED...
e.g., non-porous surfaces, vinyl, ceramic tile, sealed counter-tops, sinks, toilets

3/4 CUP OF CONCENTRATED BLEACH + **1 GALLON WATER**

CONCENTRATION ~3500 ppm

IF USING REGULAR STRENGTH BLEACH (5.25%), INCREASE THE AMOUNT OF BLEACH TO 1 CUP.

b. Leave surface wet for at least 5 minutes

c. Rinse all surfaces intended for food or mouth contact with plain water before use

3 Wash your hands thoroughly with soap and water

Hand sanitizers may not be effective against norovirus.

Facts about Norovirus

Norovirus is the leading cause of outbreaks of diarrhea and vomiting in the US, and it spreads quickly.

Norovirus spreads by contact with an infected person or by touching a contaminated surface or eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination.

Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people.

Any vomit or diarrhea may contain norovirus and should be treated as though it does.

People can transfer norovirus to others for at least three days after being sick.

IF CLOTHING OR OTHER FABRICS ARE AFFECTED...

- Remove and wash all clothing or fabric that may have touched vomit or diarrhea
- Machine wash these items with detergent, hot water and **bleach** if recommended, choosing the longest wash cycle
- Machine dry



Scientific experts from the U.S. Centers for Disease Control and Prevention (CDC) helped to develop this poster. For more information on norovirus prevention, please see <http://www.cdc.gov/norovirus/preventing-infection.html>.



co.somerset.nj.us/health



neha.org



waterandhealth.org



americanchemistry.com



vdh.virginia.gov

disinfect-for-health.org

Updated January, 2016

Employee Health Reporting Policy

The purpose of this agreement is to inform conditional and non conditional food employees of their responsibility to notify to the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE: Any onset of the following symptoms either at or outside of work, including initial date of onset: **Diarrhea, Vomiting, Jaundice, Sore throat with fever, or infected cuts, wounds or lesions** containing pus on the hands, wrists, exposed body part or other body parts and the cuts, wounds or lesions that are not properly covered such as boils and infected wounds, however small.

I AGREE TO REPORT TO THE PERSON IN CHARGE: Any future exposure or any medical diagnosis of myself, or household members, of the following diseases: ***NOROVIRUS *SHIGELLOSIS *SHIGA TOXIN-PRODUCING E.COLI *SALMONELLA (TYPHOIDAL & NON-TYPHOIDAL) *HEPATITUS A**

I HAVE READ or had explained to me, and understand the requirements concerning my responsibility under the Virginia Food Code and this agreement to comply with reporting requirements specified above including symptoms, diagnosis and exposure specified; work restrictions or exclusions that are imposed on me and good hygienic practices.

FOOD EMPLOYEES: Please print your name and include your signature

1. _____
2. _____
3. _____
4. _____
5. _____

Name and signature of Person-In-Charge: _____ date: _____

Illness Cleanup Policy

These directions should be used to respond to any vomit or diarrheal incidents

CLEANUP

- * Remove Vomit or Diarrhea right away
- * Wear protective clothing (i.e. disposable gloves, and/or apron/mask)
- * Wipe up with paper towels - discard materials in a plastic trash bag or bio hazard container
- * Use soapy water to wash all surfaces in contact with vomit or diarrhea, & any highly touched surfaces within the vicinity
- * Rinse thoroughly with water and wipe dry with paper towels



Sanitizing & Disinfection

- * Prepare a chlorine bleach solution: 3/4 cup concentrated chlorine bleach to 1 gallon of water
- if using regular strength bleach, (5.25% concentration) increase to 1 cup to 1 gallon of water
- * Leave surfaces wet for 5 minutes
- * Rinse all surfaces intended for food and mouth contact with water before use
- * Wash your hands with soap and water



*** REMEMBER: HAND SANITIZERS ALONE MAY NOT BE EFFECTIVE AGAINST NOROVIRUS**