



CTUIR Environmental Health and Safety

Environmental Health for the confederated tribes of the Umatilla Indian Reservation

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Mobile Unit Plan Review Application

Mobile Class I, II, and III

Mobile Class IV

Remodel of Existing Permitted Mobile

IF APPROVED MUST KEEP COPY IN

MOBILE FOOD UNIT AT ALL TIMES

Business name: _____ Phone: _____

Business address: _____ E-mail: _____

Owner name: _____ Phone: _____

Owner mailing address: _____

Has this mobile been previously licensed? ☐ Yes ☐ No

If yes; please provide business name for previous license: _____

Mobile Food Unit Class

☐ I

☐ II

☐ III

☐ IV

Do you intend to operate without a base of operation? ☐ Yes ☐ No

Oregon Administrative Rule 333-162-0920 requires that a completed plan review packet be submitted and reviewed before your unit can be issued a license and approved to operate. Incomplete plans may be returned for additional information. **Please be sure to include the following:**

☐ **Floor plan;** showing complete layout of the mobile unit with equipment, plumbing, and ventilation system. Make sure to include handwashing location, food preparation area, and warewashing facilities.

☐ **Equipment layout;** list the manufacturer and model number of all food service.

☐ **Complete Menu;** the menu needs to explain how you are going to prepare and serve your food items.

I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from CTUIR Health may nullify final approval.

Signature of Applicant: _____ Date: _____

Office Use Only

Date received: _____

Approved: _____ Denied: _____ Date: _____ Initial: _____

SIGNED _____

Mobile Food Unit Operating Schedule

I plan to operate at 1 location: _____

Do you plan to leave the unit in place overnight? _____

Please ensure you submitted plans or applications to all necessary or appropriate authorities.
(Building Department, Planning & Zoning, etc.)

OR

I plan to operate at multiple locations or on a route.

Please fill out the table below if applicable. Attach additional sheets if necessary.

Operating Location	Time	Day of Week or Specific Date

If you relocate to another county, you must first notify the new county prior to operation.

Mobile Food Unit General Requirements and Limitations

A **mobile food unit** is defined as *any vehicle that is self-propelled or that can be pulled or pushed down a sidewalk, street, highway or waterway, on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer.*

Class I – These units can serve only intact, packaged foods and non-potentially hazardous drinks. No preparation or assembly of foods or beverages may take place on the unit. Non-potentially hazardous beverages must be provided from covered urns or dispenser heads only. No dispensed ice is allowed.

Class II – These units may dispense unpackaged foods. However, no cooking, preparation, or assembly of foods is allowed on the unit. No self-service by customers is allowed.

Class III – These units may cook, prepare, and assemble food items. However, cooking of raw animal foods on the unit is not allowed.

Class IV – These units may serve a full menu.

	Class I	Class II	Class III	Class IV
Water Supply Required	No	Yes	Yes	Yes
Handwashing System Required	No	Yes – Minimum 5 Gallons ¹	Yes – Minimum 5 Gallons ¹	Yes – Minimum 5 Gallons ²
Dishwashing Sinks Required	No	No ³	No ³	Yes – Minimum 30 Gallons
Assembly or Preparation Allowed	No	No	Yes	Yes
Cooking Allowed	No	No	Yes ⁴	Yes
Barbecue Operation Allowed	No	No	Yes – Reheating of Fully Cooked Foods ⁵	Yes
Restroom Required	Yes	Yes	Yes	Yes
Examples	Prepacked Sandwiches/ Dispensed Soda	Service of Unpackaged Food Items	Bento (with precooked meat), Espresso, Hot Dogs	No Menu Limitations

¹ The handwashing system may consist of a container that provides flowing water.

² The handwashing system must be plumbed to provide hot and cold running water.

³ Must provide a minimum of 30 gallons of water for dishwashing, if provided.

⁴ May cook only foods that are not potentially hazardous when raw (rice, onions, pasta, etc.).

⁵ With class III units, the barbecue must be integral to the unit and only used to impart flavor.

Mobile food units must be mobile and on wheels (excluding boats) at all times during operations.

The unit and all operations and equipment must be integral to the unit.

This does not preclude the use of a barbecue unit with a Class IV unit.

- Because the mobile food unit design is related to the menu served, the Umatilla County Public Health Department must approve any change in the menu. Failure to obtain approval for a menu change may result in closure of your unit.
- A mobile food unit may connect to water and sewer if it is available at the operation location; however, the tanks must remain on the unit at all times.
- A food grade hose is needed for filling fresh water tanks, this hose must meet NSF standard 61
- A mobile food unit may not serve as a commissary for another mobile food unit or as the base of operation for a caterer out **without prior approval from CTUIR EHS**
- Food handler cards are required for all persons working in a mobile food unit or at a base of operation. Please contact Umatilla County Public Health for information on obtaining a food handler card.
- Auxiliary storage shall be limited to items necessary for that day's operation. No self-service assembly or preparation activities may occur from auxiliary storage containers.
- Handling of unpackaged foods, dishwashing, and ice making are prohibited in a warehouse.
- If your mobile unit stays in one place for more than 1 day, you will need to meet with the planning department for the jurisdiction you are setting up.
- Finally, while this document contains some detailed information about the rules for the construction and operation of a mobile food unit, it does not contain all of the requirements for your unit. Please refer to the **Food Sanitation Rules** at www.healthoregon.org/foodsafety.

1. Where will you purchase foods for use in your mobile food unit?
2. Where will foods be cooked and prepared (mobile unit, commissary, etc.)? Describe how food will be cooked.
3. What equipment will be used to keep food hot or cold? How will hot and cold food temperatures be maintained at all times on the unit?
4. Describe your process for rapidly cooling foods for cold holding. Describe your process for rapid reheating food on the unit. Will food be prepared one day for use on another day?
5. What will be done with leftover food? Will raw or undercooked animal product be served?
6. How will you store food, equipment, and maintenance supplies?
7. Will you perform any food preparation processes that might require a food preparation sink? *Examples may include produce washing, food thawing, and using an ice bath to cool food.*
8. What type of handwashing system will be used on the unit? What are your general handwashing procedures?
9. Describe how dishes and utensils will be washed. If dishes and utensils are washed on the unit, please list the dimensions of your 3 compartment sink. Please describe the procedures for any equipment that will be cleaned in place rather than in a sink.

10. What kind of sanitizer will you be using for warewashing and cleaning surfaces?
11. Describe how and where will the mobile unit be cleaned? Please include your floor cleaning process.
12. Describe your water supply (source, capacity, and general usage plan). Describe your unit's hot water capacity, including the brand and model of your hot water heater. Describe how the fresh water system is maintained.
13. Describe your waste water tank capacity. Describe how waste water will be removed from the unit to the approved wastewater disposal location.
14. What is the power source for the mobile food unit? Describe how hot & cold holding temperatures will be maintained during transport.
15. Describe how garbage will be stored and where it will be disposed of. What methods of insect and rodent control will be used in your unit?
16. Describe the type of overhead protection provided for food during operation.
17. Where is your restroom facility located?