

Helpful Information for New Food Trucks/Carts

1. Plan Review

a. Fill out and submit the plan review application along with the applicable fee. With the application, submit construction plans of the mobile truck/trailer complete with plumbing, electrical, finishing, floors, walls, ceilings, and floor plan designs. A legible hand-drawn document is okay. Plan review should include the following items:

Floor plan design that shows equipment placement

An equipment schedule (including cut sheets)

A complete list of menu items to be served (including daily specials, if applicable)

A picture and/or proof of the license plate on the truck/trailer

A written and signed commissary kitchen agreement (this will need to be renewed annually)

The means by which the assigned inspector can determine the food truck/trailer's vending location and days/hours of operation (social media pages are common)

2. All Tier 2 designated food trucks/trailers (and some tier 1) shall have someone on staff that has a Food Safety Manager Certification (Title 26, Chapter 15a of Utah Code). This person cannot be the food safety manager of any other establishment. A Food Safety Manager Certification is different from a food handler permit in that it requires a higher level of education and training and involves taking an extensive course in food safety.

a. Submit a copy and/or proof of this certificate to the health department to be registered with the facility.

b. Each employee (except for the Food Safety Manager (FSM)) must have a food handler permit issued by an approved instructor as determined by the Utah Department of Health.

c. Some tier 1 designated food trucks/trailers are not required to have a Food Safety Manager Certification; however, all employees must have a food handler permit, as explained above.

3. Final Inspection

a. No establishment shall open without a pre-opening inspection being done.

These requirements apply to all new mobile food trucks/trailers (either newly constructed or a used truck/trailer) and to all changes of ownership. The applications and additional information can be found in this information packet. Please contact the Tooele County Health Department with any questions.

Mobile Food Truck/Trailer Plan Checklist

This list is not comprehensive and is meant only to give direction when planning.

1. Floors

- a. Kitchen, preparation, and storage areas must be of smooth, cleanable construction such as stainless steel, aluminum diamond plate, vinyl, poured epoxy, or other acceptable type floors.
- b. Floor-wall junctures must be coved and sealed.

2. Walls

- a. Kitchen, preparation, and storage area walls must be of smooth, cleanable, durable, and non-absorbent construction. Light-colored walls are preferred. In kitchen areas, fiberglass reinforced plastic (FRP), stainless steel, or epoxy paint are preferred.
- b. All splash areas must have equipment fixed and sealed to adjoining walls to prevent moisture and debris from collecting behind the equipment. This includes all sinks.

3. Hand Washing

- a. The placement of hand washing stations must be approved by the Tooele County Health Department during the plan review process.
- b. At least one sink dedicated to hand washing must be provided.
- c. Must be convenient and easily accessible.
- d. Must have hot and cold water through a mixing tap under pressure.
- e. Must have soap and approved sanitary hand drying provided.
- f. A splash guard (or adequate space) is required to separate handwashing and food preparation areas.

4. Ware Washing

- a. A 3-compartment sink is required in the truck/trailer regardless of the use of the commissary kitchen dishwashing facilities.
 - i. Must be NSF approved or equivalent.
 - ii. Must be equipped with hot and cold water under pressure.
 - iii. Must be large enough to submerge the largest equipment or utensil used on the truck/trailer.
 - iv. Must be filled by a faucet installed on the food truck.
- b. Drain boards or utensil racks must be large enough to accommodate all soiled and cleaned items.

5. Food Preparation Sinks

- a. Must be NSF approved or equivalent.

6. Cooking/Grilling Equipment

- a. Must be vented with cleanable filters in compliance with fire marshal, local, state, and federal laws.

7. Food Equipment

- a. Must be NSF approved or equivalent.
- b. Must be commercial grade.
- c. Equipment must be secured to walls and/or floors.

8. Storage

- a. All storage must be at least 6" above the floor.
- b. Storage shelves must be smooth, easily cleanable, durable, and non-porous.
- c. Separate storage for cleaning chemicals and other toxins must be provided.
- d. Food storage must be adequate, determined by the frequency of deliveries and menu variety.

9. Water Supply and Storage

- a. The onboard potable water tank must be a minimum of 30 gallons as measured down from the inlet.
- b. Only a dedicated food-grade water hose can be used to fill the potable water tank from an approved culinary water source.
- c. The onboard greywater tank must be a minimum of 15% larger than the onboard potable water tank as measured down from the inlet.
- d. The food truck must be equipped with a dedicated waste hose for greywater which is emptied at an approved location.

10. Restrooms and Living Quarters

- a. A food truck cannot be equipped with restroom facilities, a shower, or living quarters.
- b. A restroom agreement should be in place for any vending locations.

11. Self-Service

- a. Self-service counters or tables need to have a canopy/awning covering to protect from environmental contamination.
- b. Self-service should be limited to condiments in squeeze bottles, eating utensils and napkins, and commercially packaged drinks or food.

12. Hot/Cold Holding

- a. Must meet temperature requirements:
 - i. Cold foods must be held at 41° F or below.
 - ii. Hot food must be held at 135° F or higher.
- b. A thermometer is required to measure the warmest area of a fridge and the coldest area of a hot holding unit.
- c. A stem thermometer is required on the truck at all hours of operation.

13. Garbage - Inside

- a. Waste receptacles must be durable, cleanable, insect- and rodent-resistant, leak proof, and non-absorbent.
- b. Waste receptacles must be emptied when full and at the end of daily operation.

14. Garbage - Outside

- a. All containers must have tight-fitting lids or covers.
- b. The container storage area must be hard-surfaced and cleanable.
- c. Containers must be cleaned at frequent intervals.

15. Lighting

- a. Must be shielded, coated, or otherwise shatter resistant in areas where there is exposed food, clean equipment, utensils, or linens.
- b. Must be sufficient lighting to safely prepare and cook all foods.

16. Surfaces

- a. Food contact and splash surfaces must be smooth, easily cleanable, durable, and non-porous.

17. Floor Cleaning

- a. Floor cleaning should be done with a wet Swiffer, a Shark Steamer, sprayed out with a hose, or other similar approved method.

18. Vermin and Pests

- a. Screens are required on all openable windows, and there cannot be any openings to allow pests or vermin entrance from the outside.

19. Business Name

- a. The business name must be printed on the outside of the food truck (preferably on at least 3 sides). The business name must match the "DBA" provided in the application.
- b. The printed letters for the business name must be at least 4 inches in height.

20. Other

- a. The operator cannot prepare foods on the food truck using "specialized processing methods" as described in the currently adopted FDA Food Code incorporated by reference in Rule 392-100.
- b. The food truck must be equipped with an adequate electrical power source during all hours of operation.

21. Commissary Kitchen Requirements

- a. The commissary kitchen must be a food service establishment permitted by the Tooele County Health Department.
- b. The food truck must return to the commissary at a regular frequency, as determined and approved by the Tooele County Health Department.
- c. At the end of daily operations, the operator must park the food truck at a location previously approved by the Tooele County Health Department.
- d. No food, single-use items, or equipment may be stored or cleaned at a home residence.
- e. The commissary must keep daily records (sign in/sign out). These records need to be retained for one year and must be made available to health inspectors upon request.
- f. The commissary must have a 3-compartment sink and/or approved ware-washing equipment.
- g. The commissary must have a separate hand washing sink supplied with proper soap and drying agent.
- h. The commissary must provide each applicable food truck operator with adequate space for the storage of food and food equipment.
- i. The operator of the food truck/trailer must renew the commissary agreement annually.
- j. If a commissary kitchen's food service permit is terminated, revoked, or suspended, all associated food truck permits are also suspended immediately.

Food Safety Manager Certification

A food safety manager course provides a more in-depth training in food safety. This helps to ensure that managers at food service establishments are aware of what food safety practices need to be followed.

There is some confusion over this certification and the food handler card. Every food service worker must have a food handler card unless you are a certified food safety manager. A food safety manager certification only needs to be held by one person per establishment.

While the Tooele County Health Department does issue food handler cards, it does not provide any food safety manager training or certification. A copy and/or proof of this certificate needs to be submitted to the health department.

Food safety manager courses must be approved by the Utah Department of Health before being accepted by the Tooele County Health Department. Certificates from these entities are approved*:

1. National Registry of Food Safety Professionals (FSP)

<http://www.nrfsp.com/>

2. Utah State University Food Safety Manager's Certification Course

<http://extension.usu.edu/foodsafety/htm/fsmc>

3. Prometric, Inc.

<https://www.prometric.com/en-us/clients/foodsafety/Pages/landing.aspx>

4. National Restaurant Association (ServSafe)

<https://www.servsafe.com/>

5. ANSI-CFP Approved Organizations

<https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protectionmanager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4>

6. 360 Training (Learn2Serve).com, Inc.

<http://www.learn2serve.com/food-manager-certification/>

*For the most current list of all approved entities visit:

http://health.utah.gov/epi/community/sanitation/foodSafety/food_safety_managerCert

Food Handler's Classes

All food employees who work in the food service industry are required to obtain a Food Handler Permit from the Tooele County Health Department. Food Handler classes last approximately 2 hours and are held the first Tuesday of every month in Suite 140 at 4 p.m. Please arrive at 3:45 p.m. to fill out your application and gather materials for the class. The in-person class is \$20 Please bring a valid ID with you. Permits are valid for 3 years from the date of the exam.

Online Class- The State of Utah offers online training through APPROVED VENDORS. Please be aware, there are many online outlets claiming to offer Utah Food handler cards at additional charges and fees. The Utah Department of Health maintains the list of approved vendors. Visit the their website- <https://epi.health.utah.gov/> for a complete list of approved vendors.

Cards issued from online sources not on the state's website will not be accepted.

Online Training:

- 123 Premier Food Safety www.123PremierFoodSafety.com/UtahFoodHandlerCardPermit
- 360train.com(Learn2Serve)-Online Customer Support Number 877-881-2235 Sales Team Number 888-360-8764 www.360training.com
- AAA Food Handler – <https://aaafoodhandler.com>
- AboveTraining, Inc. / StateFoodSafety.com Customer Support – Phone: (801) 494-1416
Email support@statefoodsafety.com Sales Team – Phone (385) 208-4994
Email tlarsen@statefoodsafety.com www.statefoodsafety.com
- Ace Food Handler <http://acefoodhandler.com>
- Brigham Young University (Training available to BYU food service employees only)
- Easy Food Handlers <https://easyfoodhandlers.com/>
- eFoodhandlers, Inc www.utfoodhandlers.com/eFoodMain.aspx
- MenuTrinfo, <https://www.allertrain.com/food-handler>
- SafeWay Certifications/Responsible Training www.utahfoodhandlers.com
- ServSafe Food Handler Training <https://www.servsafe.com>
- Tap Series, LLC <http://www.tapseries.com/usmap/states/UT/>

Once you have completed the approved online course your Food Handler Permit card will be mailed to you within 30 days. You may use your certificate as your Food Handler Permit for 30 days from the date you pass the online course.



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Food Truck Plan Review Application

Please Print Date ___/___/___

Facility Information:

Establishment Name: _____

Address: _____

Street City State ZIP code

Email: _____

Website: _____

Phone (____) ____ - ____ Alt. Phone (____) ____ - ____ Fax (____) ____ - ____

Owner Contact:

Name: _____

Address: _____

Street City State ZIP code

Email: _____

Phone (____) ____ - ____ Alt. Phone (____) ____ - ____ Fax (____) ____ - ____

The following information is required before a plan review will be started. Incomplete plans not meeting the following requirements may be subject to additional fees.

Site plan Mechanical Schedule Dimensional Floor Plan Plumbing Schedule Proposed
 Menu Electrical Schedule Equipment Layout and Schedule Equipment Cut Sheets

<i>Office Use Only</i>		
Plan Review Fee: \$ _____	Receipt # _____	Date ___/___/___
Permit Fee: \$ _____	Receipt # _____	Date ___/___/___

NEW ___ REMODEL ___ CONVERSION ___ CHANGE OF OWNERSHIP ___

Pre-Constructed or Custom Build? _____ License Plate Number: _____

Please also submit plans to the following authorities:

_____ City/County Business License Division _____ Planning/Zoning

_____ Building _____ Fire

Proposed Hours of Operation:

Sun: _____ Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____

***Expected Number of Meals to Be Served Daily**

At: Breakfast: _____ Lunch: _____ Dinner: _____

Food Property Risk: Check those items listed below which are prepared in the food truck and/or commissary.

	Raw Meats (beef, pork, and lamb)		Raw liver, tongue, heart, tripe (menudo)
	Raw comminuted meats (ground beef, pork, or fish)		Potato salad, pasta salad, other prepared salads or dressings.
	Raw Poultry (chicken, turkey, etc.)		Beans (refried, baked) cooked rice, cooked pasta
	Raw shelled or unpasteurized eggs		Vegetables cooked for hot/cold holding (including potatoes, cooked salsa, greens, tofu)
	Raw fish		Garlic and oil mixture combined in-house
	Sashimi (sushi), ceviche or other raw fish dishes		Soup, sauces, gravy
	Raw shellfish or crustacean (lobster, shrimp, clams, oysters, mussels, etc.)		Seed sprouts, melon, cut tomatoes, fresh salsa, cut leafy greens
	Stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, or ratites		Pre-cooked animal products (cold cuts, pre-cooked chicken or beef, canned fish, hot dogs, salami, pastrami, pepperoni, Crab, pasteurized, eggs, etc.)
	Game birds (duck, pheasant, etc.) Game animals (elk, venison, etc.)		Dairy (milk, cheese, custard, cream dessert, ice cream)
	NOTE: Only count foods that are prepared or portioned in the establishment.		TOTAL NUMBER OF ITEMS CHECKED (a)

Food Operation Risk: Check those processes or events that occur at the establishment for PHF.

	(4)	Cold holding/ storage
	(4)	Hot holding
	(4)	Cooling hot food
	(1)	Thawing
	(4)	Cooking (grill, bake, fry) of raw animal products
	(2)	Reheating for hot holding (ex. hot dog, soup, anything that has been cooled)
	(4)	Buffet Service
	(4)	Time, as a public health control (in lieu of temperature control)
	(3)	Lapse of 24 hours or more between preparation and service
	(3)	Contact with raw meats
	(1)	Produce washing
	(3)	Transportation/ delivery/ catering
	(3)	Highly susceptible population served exclusively
	(4)	Parasite destruction/ record keeping (for sushi, sashimi, ceviche)
	(4)	Processes where HACCP or written plan required: partial cooking, reduced oxygen packaging, Ph modified rice
		TOTAL POINT VALUE OF ITEMS CHECKED (b)

Population Risk: Average daily volume of meals in the establishment is: _____ (c)

FOOD SUPPLIES:

1. Are all food supplies from inspected and approved sources? YES / NO

2. What are the projected frequencies of deliveries for (ex: 2x/week):

Frozen foods _____ Refrigerated foods _____ Dry goods _____

3. Provide information on the amount of space (in cubic feet) allocated for:

Food Truck: Dry storage _____ Refrigerated Storage _____ Frozen storage _____

Commissary: Dry storage _____ Refrigerated Storage _____ Frozen storage _____

4. How will dry goods be stored off the floor?

5. Please list foods or categories of foods prepared more than 12 hours in advance of service.

6. Provide a HACCP plan for specialized processing methods such as vacuum packaged food, sous-vide, or cook-chill items prepared on-site or otherwise required by the regulatory authority.

Date Submitted: _____

7. Will the facility be serving food to a highly susceptible population? YES / NO

If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area? _____

8. Are containers constructed of food-grade materials to store bulk food products? YES / NO Indicate type:

COLD STORAGE:

1. Does each refrigerator/freezer have a thermometer? YES / NO

2. Is there a bulk ice machine available? YES / NO

COOKING and HOT/COLD HOLDING:

1. What type of temperature measuring device will be used to ensure proper cooking temperatures?

2. How will hot foods be maintained at 135°F (60°C) or above during holding for service? Indicate the type and number of hot holding units. _____

3. How will cold PHFs be maintained at 41°F (5°C) or below during holding for service? Indicate the type and number of cold holding units. _____

4. How will reheating food to 165°F for hot holding be done rapidly and within 2 hours?

EXCLUSION:

1. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions?

YES / NO

Please describe briefly: _____

INSECT AND RODENT CONTROL:

1. How will rodents, insects, and other pests be excluded from entry to the establishment?

2. Will air curtains be used?

YES / NO Where? _____

SANITATION:

1. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?

2. Will all produce be washed on-site prior to use? Is there a planned location used for washing produce?

Describe _____

If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

GARBAGE AND REFUSE:

Inside

1. Will refuse be stored inside overnight?

YES / NO Where? _____

2. Is there an area designated for garbage can or floor mat cleaning?

YES / NO Where? _____

3. Is there an area to store returnable damaged goods?

YES / NO

Outside

4. Will a dumpster be used?

YES / NO If yes, where is it located? _____

5. Will a compactor be used?

YES / NO If yes, where is it located? _____

6. Will garbage cans be stored outside?

YES / NO

7. Describe surface and location where dumpster/compactor/garbage cans are to be stored

8. Describe the location of the grease storage receptacle

9. Is there an area to store recycled containers? YES / NO

WATER SUPPLY

1. Is the water supply public () or private ()

If private, has source been approved? YES / NO / PENDING

Please attach copy of written approval and/or permit.

2. Where are you filling the fresh (potable) water tank? _____

3. What is the capacity of the fresh (potable) water tank? (Must be a minimum of 30 gallons and adequate for the needs of the food truck/cart) _____

4. Is ice made on premises () or purchased commercially ()

If made on premise, are specifications for the ice machine provided? YES / NO

5. What is the capacity of the hot water generator?

6. Is the hot water generator sufficient for the needs of the establishment (consider handwashing, dishwashing, cooking, and other employee usage)? YES / NO

7. Is there a water treatment device? YES / NO

If yes, how will the device be inspected & serviced?

SEWAGE DISPOSAL:

1. Where are you emptying your greywater/wastewater tank?

2. What is the capacity of the greywater tank? _____

3. Do you acknowledge that all sewage/wastewater disposal must be done in accordance with all state, federal, and local laws, and regulations? Do you acknowledge that no sewage/wastewater may be disposed of down a storm drain or on the ground? YES / NO

GENERAL:

1. Are all containers of toxics, including sanitizing spray bottles, clearly labeled? YES / NO

2. Where will linens be washed? _____

3. Where will linens be dried? _____

4. Location of clean linen storage: _____

5. Location of dirty linen storage: _____

6. How will you clean the floor? _____

DISHWASHING FACILITIES:

1. How will the dishes be washed on the food truck? _____

2. How will the dishes be washed at the commissary? _____

3. Are there drain boards on both ends of any pot sinks (deep sinks)? YES / NO

4. Are test papers and/or kits available for checking sanitizer concentration? YES / NO

5. Are your sinks adequately sized for your dishes? YES / NO

HANDWASHING/TOILET FACILITIES:

1. Is there a handwashing sink in each food preparation and ware washing area? YES / NO

2. Do all handwashing sinks have a mixing valve or combination faucet? YES / NO

3. Is a handwashing sign posted at each handwashing sink? YES / NO

4. When at your various locations of vending, where will you use the restroom?

Please include a copy of your signed restroom agreement(s).

STATEMENT: I hereby certify that the information in this Plan Review is correct, and I fully understand that any deviation from the above information without prior permission from this Health Regulatory Office may nullify final approval. I acknowledge that the information in this application is not a comprehensive list of all food regulations and that it will be my responsibility to be familiar with and follow all applicable laws and rules.

Signature(s): _____

Printed: _____

Owner(s) or Responsible Party

Date: _____



Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law, or regulation that may be required - federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place & operational will be necessary to determine if it complies with the local and state laws governing food service establishments.



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Restroom Agreement

Food Truck Information:

Food Truck Name: _____

Owner Name: _____

Owner Phone Number: _____

Signature of Owner _____ Printed _____ Date _____

Restroom Information:

Name of Establishment: _____

Property Owner: _____

Address: _____

Phone Number: _____

I agree to allow the food truck owner and the employees to use our restroom during food truck hours of operation.

Signature of Owner _____ Printed _____ Date _____

Commissary Authorization

Establishment Name: _____

Establishment Address: _____

Owner Name: _____ Email: _____

Owner Mailing Address: _____

Owner Phone #: _____ Work or Cell #: _____

Vehicle License #: _____ Additional Vehicles: _____

How often will you be returning to the Commissary? _____

I agree to report to the Commissary facility listed below as often as specified for supplies, cleaning, and service operations:

Signature of Owner Printed Date

Commissary Information:

Business Name: _____ Owner: _____

Address: _____ Phone: _____

I agree to provide the following Commissary services and space for the above Mobile Food Service Operator:

- | | |
|---|--|
| _____ Supply Food Products | _____ Use of Food Preparation Facilities |
| _____ Storage of Food and Supplies | _____ Use of Facility for Cleaning Vehicle |
| _____ Supply Potable Water for Vehicle | _____ Disposal of Wastewater |
| _____ Overnight Vehicle Parking | _____ Supply Ice |
| _____ Use of Utensil Washing Facilities | _____ Garbage Disposal |

Signature of Owner Printed Date