



Public Health
Prevent. Promote. Protect.

Ashtabula City Health Department

Mobile FSO & RFE Guidelines and Application

A mobile Food Service Operation (FSO) or Retail Food Establishment (RFE) is an operation that is operated from a movable vehicle, portable structure, or watercraft; routinely changes location; and it does not remain at any one location for more than forty consecutive days. The operator of a mobile food service shall make application for a license to the board of health of the district in which the operator's business headquarters are located. The application must be submitted prior to commencing operation in a new licensing year. Plans must be submitted showing a list of equipment (make and model number), surface finishes, lighting and location of major equipment as well as menu.

This guide is designed to assist you with the layout of the facility, the equipment you will need and the food preparation processes required to be able to serve a safe food product to your customers.

Mobile Review Process

Once plans are submitted, and meet all requirements then inspection of the mobile can be scheduled with the City of Ashtabula Health Department. Plans may require additional information or changes – in this case, you will be contacted.

Inspections

Before a mobile food license can be issued the unit needs to be inspected. All equipment must be operational at the time of inspection. Arrange for this inspection after submission of your application and layout. Though we will attempt to accommodate your schedule, call early to avoid scheduling conflicts and allow time for re-inspections if necessary. Call 440-992-7121 to schedule.

Once the appropriate license fee is paid and the opening inspection is completed by Ashtabula City Health Dept you will be able to open for business.

Food Safety Training for Mobile Operators

As of Sept 1, 2024, the OAC 3701-21-25(K)(4) requires all newly licensed high risk mobile food service operators to have at least one person in charge (PIC) per license holder at each event that has obtained PIC certification. The PIC must complete a PIC course approved by and registered with Ohio Department of Health. This must be accomplished prior to receiving your food license; if this is not possible due to scheduling conflicts an additional 30 days may be granted. Copies of current certificates must be maintained at the facility and provided to the sanitarian upon request. Applications are available for training in both PERSON IN CHARGE and ServSafe, contact the Health Department to obtain an application.

What is required in my facility?

Every business is unique. What will be required will be based on your menu. So, you must make sure that you have the space and equipment needed to store, prepare and serve those foods safely. Please be advised this is a summary of the basic information required for the facility review and is not inclusive of all the requirements for the operation. Foods served from the Mobile unit must be **PREPARED** in the Mobile. No food preparation is allowed from a residential home location.

In general, you will be required to have the following...

1. **Hand washing sink and three-compartment sink** with a complete plumbing system that includes: hot water tank, potable water tank and waste water storage tank. Food grade hose if connecting to a water source. The water supply must be protected from back siphonage with an ASSE 1012 or ASSE 1024 backflow prevention device installed on the water supply. Sinks must be large enough to handle your largest piece of equipment to wash, rinse and sanitize it.
2. **Mechanical refrigeration** units to handle storage of all food items.
3. **Storage Areas** – all storage shelves in coolers, freezers, dry food storage and utensil storage areas must be constructed of an approved material
 - **NO BARE** wooden shelving is permitted.
 - All food items, clean utensils, tableware and food contact equipment must be stored at least six (6) inches off the floor at all times.
4. **Lighting** – all lighting above food preparation, storage, service, display areas and equipment storage must be shielded.
5. **Smooth & cleanable surfaces** for floors, walls & ceilings in food prep & storage areas.
 - Floor and wall materials shall be impervious to water.
 - Floor and wall joints must be coved throughout facility.
 - Carpeting is prohibited in food preparation and washing areas.

Based on menu and equipment, many facilities will also need ...

1. **Food/vegetable sink** (air gapped) for processing produce or other foods.
2. **Ventilation hoods** for cooking equipment, grills, fryers, etc. (optional).
3. **Fire extinguisher** (check with your local fire department on type).
4. An approved **sanitizer** and appropriate test kit to check concentrations of your solution.
5. A **metal-stemmed thermometer** for food temperatures and refrigeration thermometers inside all cold holding units.

Mobile Identification – Identification is required on the exterior of the mobile. The lettering must be at least 3” tall and 1” wide and contain the following: company name, city of origin and phone number.

Facility Review Application Mobile Food Service

Contact Information

FSO / RFE

Operation	Name	
	Address	
	Phone	
Owner	Name	
	Address	
	Phone	
Contact Info (if different from owner)	Name	
	Address	
	Phone	
Check one: Mobile () Self-Sufficient Mobile () Push-Cart () Knockdown Mobile ()		
Mobile License Plate Number:		
Describe Food Handling Activities:		
Cold Holding Practices:		
Hot Holding Practices:		

Facility Review Checklist:

The Ashtabula City Health Department requires the following information be included in the Facility Review Application. Please contact the health department for any additional information as necessary.

Please indicate with a checkmark that the following are included in your plan review:

- _____ Facility Review Application – contact information.
- _____ Facility floor plan, drawn legibly and reasonable to scale to include location of entrances and exits. Any modifications from these plans before opening must be reviewed and accepted by the sanitarian.
- _____ Lighting plan.
- _____ Equipment list with equipment manufacturers, model numbers and specification sheets (if available), all equipment must be NSF approved and commercial quality for use in a licensed facility.
- _____ A full menu including seasonal, special order items.
- _____ Surface finishes – materials for floors and coving, walls and ceilings.
- _____ Backflow preventer.

EQUIPMENT DATA SHEET

Name of Facility	
Address	
Operator/Owner	
Phone Number	

All new, used and existing equipment must be commercial type, NSF approved or approved by another recognized testing facility.

This equipment data sheet must be submitted with the detailed plans or as soon as possible before construction begins. If more space is needed for equipment list or other information, use additional paper.

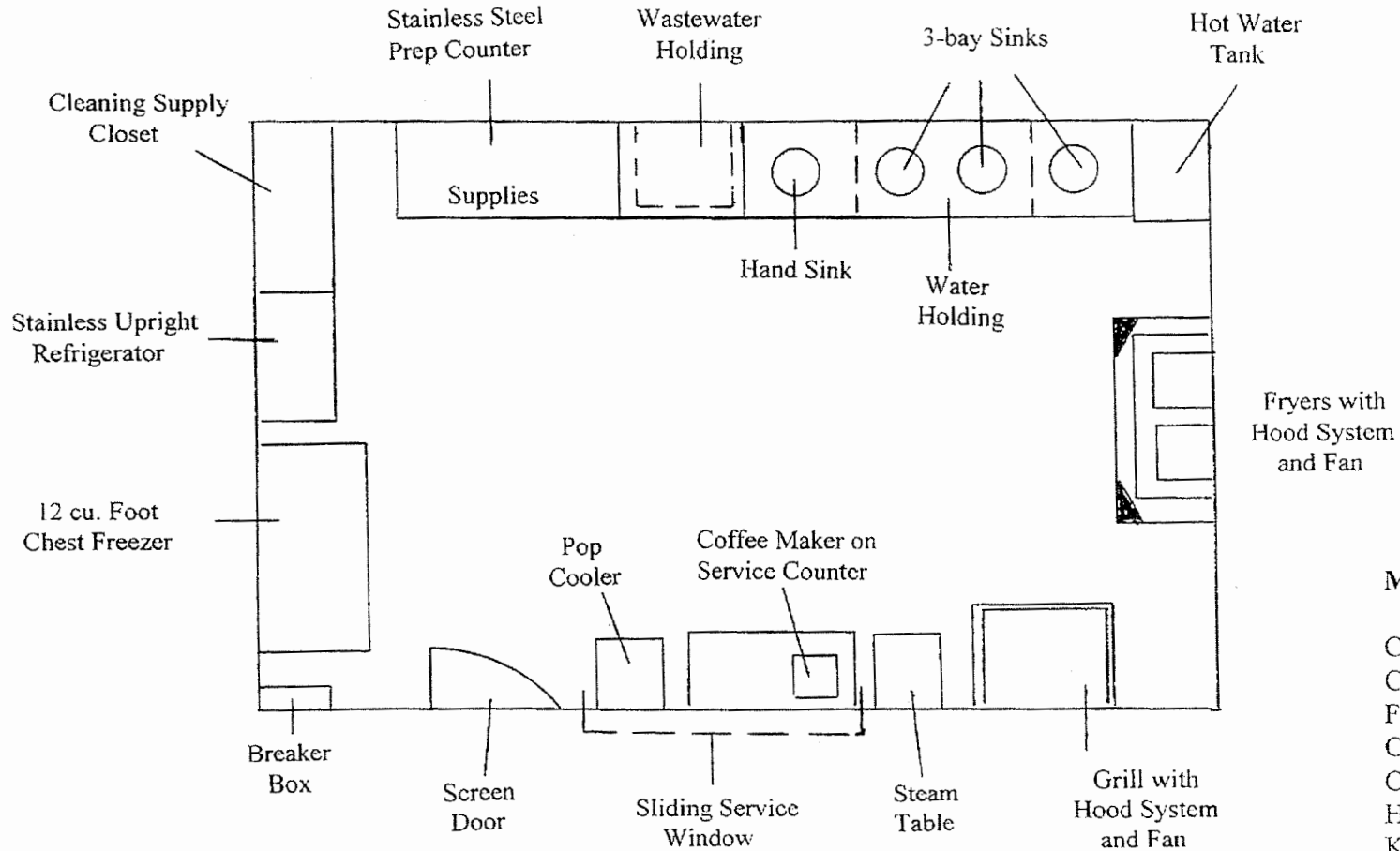
Item/equipment	Manufacturer	Model#	Serial#

Mobile Food Operation Requirements Checklist

- Plans submitted including location of water and waste water tanks, lighting, equipment. Menu must also be provided.
- Adequate supply of hot and cold running water under pressure is provided for hand washing utensil washing.
- An A.S.S.E. No. 1024 or No. 1012 backflow protection device is installed on the exterior unit on the water supply inlet. A holding tank with lid for the collection and disposal of wastewater into a public sanitary sewage system is provided
- A hand washing sink with hot and cold running water is provided and supplied with soap, single use towels and a sign notifying employees to wash their hands
- A three compartment sink with hot and cold water large enough to accommodate the cleaning and sanitizing of equipment and utensils is provided. A chemical sanitizer such as bleach, quaternary ammonia or iodine must be available on the unit during the inspection. Test strips for the proper sanitizer must be available.
- Finished material used on floors, walls and ceilings are durable, smooth and easily cleanable. All equipment, counters, base boards and work stations are sealed with 100 % silicone caulk.
- Working surfaces where food is prepared and where utensils are being washed are illuminated to minimum of fifty-foot candles. Lights shielded or shatterproof over food prep and storage areas.
- Containers with tight fitting lids or plastic bags with ties, for the collection, storage and disposal of trash are provided.
- All multi use equipment and utensils are designed to be durable, smooth and easily cleanable and meet the standards of a recognized food service equipment testing agency such as NSF.
- Adequate natural or mechanical ventilation such as vents, hoods, fans or windows is provided to prevent the undue accumulation of grease, condensation, smoke or fumes. Fire extinguishers provided.
- A numerically scaled thermometer is provided for each refrigeration unit and placed in the warmest part of the refrigerator.
- A stem type thermometer to measure food temperatures is provided.
- All single service utensils or paper products are wrapped or are dispensed from a covered dispenser to protect them from contamination.
- All food or water is from approved source.
- All food is stored, prepared, displayed and served as to be reasonably protected from contamination, by the use of serving utensils, packaging, food shields or other protective barriers. No bare hand contact with ready to eat foods. Hair restraints are provided and used.
- Only articles necessary for the operation and maintenance of the Food Service are stored within the unit.
- The name of the Mobile Food Service Operation, the city of origin and telephone number with area code is displayed on exterior of unit with individual lettering measuring at least three inches high by one-inch wide.
- Application made and required fees paid.

EXAMPLE OF FLOOR PLAN FOR A MOBILE FOOD SERVICE OPERATION

ABC CONCESSIONS



MENU:

- Coffee
- Canned Pop
- Fried Mushrooms
- Cheese Stix
- Curly Fries
- Hot Dogs
- Kielbasa & Sauerkraut
- Cheese Steaks

Application for a License to Conduct a: (check only one) Food Service Operation
 Retail Food Establishment

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application **by*:**

to:

Ashtabula City Health Department
4239 Lake Avenue
Ashtabula, OH 44004
(440) 992-7123

*There is a mandatory penalty fee of 25% of the renewal fee for operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		E-mail	
City		State	ZIP
Phone # ()	Fax # ()	Check if applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal	
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

Mailing address for annual renewal if different than above:

Name of parent company or owner		Phone # ()	
Address		E-mail	
City		State	ZIP
<i>I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:</i>			
Signature		Date	

Licensors to complete below

Category			
License fee	+ Late fee	+ State amount	= Total amount due

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no.
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