

Mobile Unit Plan Review

The following are REQUIRED to complete your review:

- Complex Menu (i.e. cooling, reheating, sushi, cooking raw meats): \$360
- Simple Menu (i.e. snow cones, coffee, precooked frozen foods, cookies): \$250
- Written Operational Plan: description of the scope of work for the mobile operation. Provide SOPs for cooling and reheating of foods.
- Provide floor plan. If photos are provided in addition to floor plan, ensure that photos are taken inside and outside of the mobile unit including pictures of water tanks, water inlets/outlets, water heater, hand sinks, refrigerators, and any equipment used to prepare food.
- Menu: Breakfast/Lunch/Dinner
- Equipment specifications for the following: cooking equipment, food handling equipment, commercial dish machine, water heater. Sheets must include make and model numbers. Please note: If a specification sheet lists more than one piece of equipment, identify the specific equipment to be used.
- Food Protection Manager Certification: At least one person affiliated with the facility must obtain this certification. For approved courses, visit: <https://anabpd.ansi.org/accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4>
- Vomiting and Diarrheal Event Clean-up Procedures. Submit plan describing how vomiting and diarrheal events will be cleaned within the establishment. Procedural examples may be provided. Please note: All facilities are required to have a proper verbal and written procedure.
- Employee Illness Policy. Written procedures are required. Information regarding exclusions and restrictions may be provided.
- Restroom shall be conveniently located and accessible to employees during all hours of operation.
- Provide completed Plan Review Packet (attached).
- Provide completed Retail Food Establishment License Application.

Application Date: _____

MOBILE UNIT PLAN REVIEW FORM

ESTABLISHMENT INFORMATION

Name of Mobile Unit:		Phone:
Type of Unit: <input type="checkbox"/> Self-Contained Mobile Unit <input type="checkbox"/> Prepackaged Only ¹		
Street Address:		Cell:
City:		
State/Zip:	County:	
Email:		
Website:		

OWNERSHIP INFORMATION

Individual(s) or Corporate Name:		Phone:
Mailing Address:		Cell:
City:		
State/Zip:	Email:	

CONTACT INFORMATION (CHECK IF SAME AS ABOVE)

Name of Primary Contact:		Phone:
Street Address:		Cell:
City:		
State/Zip:	Email:	

LICENSING INFORMATION

Has your mobile unit been previously licensed?		Sales Tax #
If YES, provide the following information	Year:	State and County where licensed:
If NO, is the construction of the mobile unit complete?		
Days and Hours of Operation Insert hours in the following format: 8am to 8pm		
Days:		
Hours:		
Seasonal:	List months of operation:	
Projected maximum number of meals to be served		
Number of meals per week:		

Provide information on how people can find your mobile unit.

Facebook:	Twitter:	Mobile App:
Other social media:		
Location used most frequently:		

¹-**Prepackaged Only:** For operations that offer prepackaged foods only, please complete this page, provide a menu, and contact Environmental Health.

MENU AND FOOD HANDLING PROCEDURES

- A. Submit a complete menu.
- B. Name of supplier(s) where food will be purchased? _____
- C. Check all the food handling procedures that apply and indicate the location where they will take place in the table below.

FOOD HANDLING PROCEDURES				
Procedure	Y	N	If yes, indicate where procedure will take place	
			Commissary	Mobile
Will food be held cold?				
Will food be held hot?				
Will produce need to be washed?				
Will food be cooled after cooking?				
Will food be reheated after cooling?				
Will food that is frozen need to be thawed?				
Will food be cooked? (example: raw meat)				
Will facility serve raw, undercooked, or cooked to order eggs, meat, poultry, or fish?				
Will foods be prepared that will be sold to other establishments?				
Will catering be conducted?				

**** Food shall be obtained from approved sources that comply with the applicable laws relating to food and food labeling****

****Preparation of food or storage of any items related to the operation is prohibited in a personal home****

Food Handling Procedure Descriptions

Complete Applicable Sections

- A. List the foods that will require rapid cooling (examples: rice, green chili, soup, etc.). Provide cooling SOP for each food listed below:

In addition, describe what methods will be used in your facility to rapidly cool cooked food. Check only those that apply in your establishment.

- Under refrigeration Ice water bath Adding ice as an ingredient
 Rapid cooling equipment Shallow pans Separating food into smaller portions
 Other: _____

B. Describe what methods will be used in your facility to rapidly reheat cooled foods/leftovers. Provide reheating SOP for each food type.

List the equipment that will be used for reheating:

- Stove Microwave Other: _____

C. Describe how frozen foods will be thawed.

- Under refrigeration Under running water In a microwave
 As part of the cooking process Other: _____

D. Describe where personal items will be stored.

E. Describe where chemicals used for operation will be stored.

F. How will bare hand contact with ready-to-eat foods be prevented during preparation? Check all that apply.

- Gloves Utensils Deli Tissue Other: _____

G. Are there any refrigeration units that will only be used to cold-hold individual servings of pre-packaged foods for immediate customer service?

H. What type of sanitizer and test strips will you use for food contact surfaces?

- Chlorine Quaternary Ammonium Sink and Surface

PHYSICAL FACILITIES

INSTRUCTIONS: Indicate which materials (quarry tile, stainless steel, fiberglass reinforced panels (FRP), ceramic tile 4” plastic covered molding, etc.). Indicate Not Applicable (NA) as appropriate.

FINISH SCHEDULE						
Floors			Walls		Ceiling	
Material	Finish	Type of Base	Material	Finish	Material	Finish
Ex. <i>Stainless</i>	<i>Smooth</i>	<i>Rubber Coving</i>	<i>FRP</i>	<i>Smooth</i>	<i>Stainless</i>	<i>Smooth</i>

Windows and Doors: To prevent the entry of pests, outer openings must be protected.

1. Are windows and doors screened? YES / NO / N/A,

If no, please describe how the unit will be protected from pest entry:

2. Are service windows self-closing? YES / NO / N/A,

If no, please describe how the unit will be protected from pest entry:

Ventilation: If applicable, provide specification sheets for the exhaust hood and fan, and provide the hood information in the table below. Provide the size in feet (*length x width*) of hood. Include manufacturer’s recommended exhaust listings in cubic feet per minute (CFMs).

If the mobile unit is enclosed and grease-cooking is conducted, such as cooking meats on a stove top or deep frying, a Type I hood is required.

VENTILATION		
Fire Hood Type (Type 1 or Type 2)	Dimensions (feet) of Hood (length x width)	Exhaust Flow (CFM)

Please note: Fire suppression systems may be required in certain jurisdictions. Please contact your local fire department. For more information on fire safety in mobile units please visit this link:

<https://www.nfpa.org/-/media/files/public-education/by-topic/food-trucks/foodtruckfactsheet.pdf>

REFRIGERATION / FREEZER CAPACITY

TYPE OF UNIT	# OF UNITS PROVIDED	Make & Model Number
Reach-in Cooler (under counter)		
Reach-in Cooler (stand up)		
Open Top Sandwich Cooler		
Reach-in Freezer (under counter)		
Reach-in Freezer (stand up)		
Other cold holding storage:		

HOT HOLDING UNITS

TYPE OF UNIT	# OF UNITS PROVIDED	Make & Model Number
Steam Tables		
Hot Box		
Cook and Hold Units		
Other hot holding storage:		

DISH WASHING

A. Where will utensil washing take place?

- Commissary
 Mobile Unit

B. If utensil/equipment washing will take place on the mobile unit, provide specifications for the three-compartment sink in the table below.

3-Compartment Sink				
LENGTH OF SOILED DRAINBOARD	**DIMENSIONS OF SINK COMPARTMENTS			LENGTH OF CLEAN DRAINBOARD
	LENGTH	WIDTH	DEPTH	

****Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used****

WATER SYSTEMS:

- A. Provide plumbing diagrams or schematics showing location of water heater, plumbing fixtures, water supply and wastewater tanks, drain lines and water inlets/outlets on the floor plan. Materials used in the construction of a mobile water tank and accessories shall be safe, durable, corrosion resistant, and finished to have a smooth, easily cleanable surface. A water tank, pump, and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, and periods of non-use.

B. Hot Water

1. How will hot water be provided to plumbing fixtures on the unit? (Check all that apply)

Water Heater (standard tank, minimum size at least 15 gallons, sink capacity dependent)

Instantaneous water heater (on-demand)

2. Complete the table below:

WATER HEATER			
Make	Model #	KW/BTU Rating	Tank Capacity

C. Water Supply Information

1. Provide location where water will be obtained below.

Business Name Street Address City State/Zip

2. Provide total capacity of all potable water supply tanks (in gallons) below.

3. Provide the maximum number of hours operating between filling water supply tank/s.

4. What plumbing fixtures will be present on the mobile unit? (Check all that apply)

3-compartment sink

Hand sink (Indicate) number of sinks: _____

Food Preparation sink

Pre-rinse sprayer

Utensil soak sink

Mop sink

Dish machine: chemical or heat

Other (specify): _____

****If not using a Public Water Supply, Private Water Supply (well) must have Bacteriological test every 6 months****

D. Wastewater Tank/Disposal Information

1. Provide location where wastewater will be disposed of below.

Business Name	Street Address	City	State/Zip
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2. Provide wastewater tank capacity (in gallons) below.

NOTE: The wastewater tank must be at least 15 percent larger than water supply tank.

3. Prevention of Cross-Contamination to Water Supply: How will you ensure there is no cross-contamination between the drinking water and wastewater tanks and hoses?
(Check all that apply)

- Drinking water inlet above waste outlet
- Different colored or sized hoses
- Different colored or sized removable tanks
- Different threads on inlet and outlet
- Other (specify): _____

****Food grade hose must be used to fill potable water tanks****

Be Advised: Take necessary steps to winterize the mobile unit by insulating pipes (chemical additives are not allowed). Temperatures in Wyoming frequently drop below 32°F and may cause water tanks and hoses to freeze resulting in damage to the system. Ensure pipes, water heater, and storage tanks in your unit are completely drained during cold weather months.

Without water you cannot operate your mobile unit.

ACKNOWLEDGEMENT

As a representative, owner, or operator of a mobile food establishment within Laramie County, I understand that I am responsible for complying with the Cheyenne-Laramie County Food Safety Rule.

Signature: _____

Position with Business: _____

Date: _____



Commissary Agreement

For mobile unit operators, caterers, and special event vendors, this commissary agreement must be completed and signed by the commissary owner before you will be approved to use the commissary. Please provide the following information, including signatures, and submit this agreement with your Retail Food License application or Plan Review application to Cheyenne Laramie County Public Health. This commissary agreement is valid for the current calendar year only and can be revoked at any time by providing written notice to Cheyenne Laramie County Public Health.

I, _____ of _____,
(Commissary Owner/Operator) (Establishment Name)

located at _____, phone number _____,
(Address of Establishment)

do hereby give permission to _____,
(Mobile Unit/Caterer/Temporary Vendor)

to use my kitchen facilities to perform the following (check all that apply):

- Preparation of foods, such as vegetables or fruits, cutting meats, cooking, cooling, or reheating
- Storage of foods, single-service items, and cleaning agents
- Service and cleaning of equipment
- Dish washing
- Filling water tanks
- Dumping wastewater
- Other: _____

Commissary Water Supply? Public Well
 Commissary Sanitary Sewer Service? Public Septic

Please indicate the equipment available at the commissary for the proposed uses:

- Hand Sink Prep Sink Mop Sink Three-comp sink Dish machine
 Refrigerator Cooling Equipment Dry Storage Oven Other : _____

Name of Operator (Print)

Operator Signature

Date

Name of Commissary Owner (Print)

Commissary Owner Signature

Date

Things to Remember:

- The commissary facility must be acceptable for the food volume and preparation methods used and have the necessary equipment and storage capabilities for the operation.
- The commissary must be constructed and operated in compliance with the current requirements of the Cheyenne-Laramie County Food Safety Rule.
- An inspection of the commissary by Environmental Health may be required prior to use by the operator to determine if it is adequate for the intended use.
- Mobile units must report to the commissary every 24 hours during operation for food preparation, dishwashing, dumping water, refilling water, etc.

If you have any questions or concerns, please contact Environmental Health (307) 633-4090.