

**Division of Hotels and Restaurants**

**VARIANCE REQUEST &  
OPERATING PROCEDURES**

**Bulk Food on Open Air Mobile Food Dispensing Vehicles**

<b>Type of Variance</b> (check one)	<input type="checkbox"/> Routine	<input type="checkbox"/> Emergency	<input type="checkbox"/> Transfer
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Date Request & Fee Submitted To Division Office	Plan Review Log No.	License No.	File No.
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Owner Name (Corporation, Partnership, Individual, etc.)			
Business Name of Mobile Food Dispensing Vehicle (DBA)			
Mailing Address of Business			
City	County	State	Zip Code
Contact Person (if different from owner)	Contact Phone No. (include area code)	Fax No.(include area code)	

**COMMISSARY**

Name of Commissary		
Street Address of Commissary		
City	County	Zip Code
Phone Number (include area code)	License Number	Licensing Agency

**VARIANCE REQUEST**

<p><b>To: The Division of Hotels and Restaurants Variance Coordinator</b></p> <p>I am requesting a variance to serve open, bulk food from a steam table on an open-air mobile food dispensing vehicle (MFDV). Granting this variance will not adversely affect the health of the public, no reasonable alternative to the required construction exists, and I did not intentionally cause the hardship.</p>
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**OPERATING PROCEDURES**

<p><b>Note: Standard operating procedures are instructions or policies that cover the operation of a public food service establishment. You must follow these procedures each time the food service operates in order to protect the health and safety of the public.</b></p>
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**COMMISSARY REQUIREMENTS**

<ol style="list-style-type: none"> <li>1. The commissary is licensed by the Division of Hotels &amp; Restaurants or the Department of Agriculture and Consumer Services and all food preparation and dishwashing activities take place at the commissary.</li> <li>2. The commissary is provided with a three-compartment sink, handwash sink, mop sink, hot and cold running water under pressure, connections for refilling the potable MFDV water tank, connections for draining the MFDV waste water tank, approved water and sewer systems, proper refrigeration, and proper cooking and/or reheating equipment.</li> <li>3. If the commissary used changes or goes out of business, a new Commissary Notification form must be submitted to the division prior to utilization of the new commissary.</li> <li>4. The MFDV will not operate without an approved commissary.</li> </ol>
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**FOOD PROTECTION**

The food in the steam table must be protected by three levels of protection. Check all means of protection installed on the MFDV. (At least three must be installed.)

- Lids on each steam table container (replaced after each serving)
- Closeable, tempered glass doors to the steam table box
- Air curtain (fan) that operates when doors to steam table box are opened
- Stainless steel roll down door
- Closeable rear door of the MFDV

**FOOD SOURCE**

1. All food offered on the unit will be provided by an approved, licensed source.
2. Food will not be prepared in a private home or other unapproved location.

**RECEIPT OF FOOD FROM THE COMMISSARY**

<b>HOT FOOD</b>	<ol style="list-style-type: none"> <li>1. Food will be cooked and/or reheated at the commissary to the appropriate minimum temperature required by the Food Code. No cooking or reheating will be done on the MFDV.</li> <li>2. All hot food, including food for the steam table, will be received hot (135°F or hotter) from the commissary and placed into the preheated steam table or other hot holding equipment on the MFDV.</li> <li>3. Any extra food that is not placed into the steam table immediately will be securely packaged and put into a preheated oven and held hot (135°F or hotter).</li> </ol>
<b>COLD FOOD</b>	All cold food received cold (41°F or colder) from the commissary will be kept at 41°F or colder on the MFDV. No cooling will be done on the MFDV.

**TEMPERATURE MONITORING**

1. The operator will collect food temperatures every hour throughout the day of the foods in the steamtable.
2. The operator will record the hourly food temperatures on a log sheet that will be available upon request by inspectors.

**EMPLOYEE TRAINING/MANAGER CERTIFICATION**

1. Employees responsible for food preparation at the commissary, loading and/or unloading food from the MFDV or dispensing food from the MFDV shall be Certified Food Managers or provide documentation showing they have completed employee training using a State approved employee training program.
2. Each vehicle must have a separate Certified Food Manager.
3. The Certified Food Manager will train employees to maintain personal cleanliness, wash and sanitize their hands properly and use hair restraints when necessary.

**BARE HAND CONTACT WITH FOOD**

1. Bare hands will never touch any ready-to-eat food.
2. The operator will provide utensils for the service of all open foods.

**HANDWASHING**

1. All operators will wash and sanitize hands as often as necessary throughout the day.
2. Operators will wash hands before dispensing food each time after they handle money or any other time hands are contaminated.
3. All hand washing will occur at the hand wash sink installed on the vehicle.
4. The hand wash sink will provide hot and cold running water under pressure.
5. The operator will provide soap, paper towels and sanitizer for use at the hand wash sink.
6. If gloves are used, operators will wash hands prior to putting on the gloves and each time the gloves are changed.

**SMOKING**

There will be no smoking permitted by any operator or customer in, on or about the vehicle at any time.

**EMERGENCIES/ILLNESS**

1. If there is any type of emergency (e.g., automobile accident, loss of heating/refrigeration), food service operations must cease until safe and sanitary conditions resume.
2. If there is any type of illness of any operator (including vomiting and/or diarrhea), food service operations must cease until safe and sanitary conditions resume.

**FOOD HANDLING**

1. The operator will protect all food – especially open bulk food on the steam table – from dust, dirt, splash or other contaminants.
2. The operator will immediately discard any contaminated food.
3. The operator will not offer unpackaged food for self-service (e.g., no buffet line).
4. The operator will discard any food left on the MFDV at the end of the day.
5. The operator will immediately discard any food not maintained at the proper temperature.

**ANIMALS**

1. MFDV operators will not have contact with animals.
2. The operator will not permit animals near the unit in a manner that could contaminate the food.

**UTENSILS**

1. The operator will provide customers with individually wrapped, single-service plastic knives, forks, spoons, cups and straws for their use.
2. The operator will provide serving utensils to dispense the open air, bulk foods from the steam table.
3. All serving utensils will be protected from contamination during use and be properly stored.
4. The operator will return reusable (durable) serving utensils to the commissary to wash, rinse, sanitize and air dry the utensils at the end of each day of operation.
5. The operator will discard single-service (plastic) serving utensils if contaminated.
6. The operator will maintain a fresh supply of single-service serving utensils on the vehicle during all hours of operation.

**CLEANING OF MFDV**

1. The operator will empty and wash the MFDV at the commissary at the end of each day of operation.
2. The operator will sanitize all food-contact surfaces and equipment.

**FIRE SAFETY**

1. The vehicle will be equipped with a portable fire extinguisher.
2. The vehicle will not operate within any building.

**ADDITIONAL COMMENTS (if needed)**

**SUBMITTED BY**

All information I have provided is complete and accurate. I understand that I must operate my business according to these operating procedures each day the unit is in operation.

Name (please print)	Title (please print)
Signature	Date