



DCGHD 2025 Mobile Packet
300 Garst Avenue, Greenville, Ohio 45331
(937)548-4196 Fax: (937)548-9654
www.darkecountyhealth.org



Frequently Asked Questions

What is a mobile operation?

It is a food service operation that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location, except that if the operation remains at any one location for more than 40 consecutive days, the operation is no longer a mobile food service operation.

Am I required to have person in charge training?

All high-risk mobiles licensed after September 1, 2024 are required to have a person on the mobile at all times who has person in charge training. The health department may also mandate mobile operations licensed before this date to get person in charge training if they have documented a failure to maintain sanitary conditions.

How much does a mobile license cost?

The **2025 fee** for a mobile license is **\$149.20**.

When do I need to apply for a mobile permit through the Health Department?

The operator of a mobile food service operation shall apply for a license a **minimum of four weeks** prior to the operation date of their first event. This will allow the health department to review the application, generate the license, and complete inspections. Please keep in mind if the mobile unit is disapproved, then a license will not be issued.

What happens after submittal of mobile packet?

We may contact you with questions, comments, recommendations, or concerns. Once the packet is approved, the operator is able to sign the mobile application and pay for the mobile unit. The health department will complete one pre-licensing inspection prior to issuing a license to make sure the unit meets code and paperwork submitted.

How long is my license good for?

A mobile license is valid until the end of the current food licensing year which is the end of February 2026.

Do I need to display my license?

Yes, according to OAC 3707-21-02 (H), a food service license shall be displayed at all times of operation for the public to view.

This packet is designed to be a guide highlighting many important issues when conducting a mobile operation. However, the information contained within this packet does not contain all of the rules. This packet is a short summary of the Ohio Uniform Food Safety Code, Chapter 3717-01 of the Ohio Administrative Code, which is available on our website. All rules in this Chapter will be enforced.



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Mobile Facts & Guidelines

1. Food Sources

- a. All food products shall be from an approved source. An approved source is a processor that is inspected by a federal food safety regulatory agency, the Ohio Department of Agriculture, a local health department, or an Ohio cottage food production operation.
 - i. Please see attached information on cottage foods.
- b. Do not use leftover perishable food items.

2. Food Preparation & Handling

- a. **All foods shall be prepared on-site** and not at home to be brought into the licensed facility. There is an exemption for items prepared at a licensed home bakery.
- b. There shall be **no bare hand contact** with ready to eat (RTE) foods. Please use suitable utensils such as deli paper, tongs, spatulas, single-use gloves, or dispensing equipment.
- c. During preparation, unpackaged food shall be **protected from environmental sources of contamination**.
- d. If produce is prepped on-site, a commercial **prep sink** shall be provided to wash produce.
- e. **No jewelry** shall be worn on hands or wrist with exception of a wedding band.
- f. **Fingernails** shall be kept trimmed and maintained. **Fingernail polish or artificial nails** may NOT be worn unless wearing intact gloves when working with exposed food.
- g. **Hair restraints** such as a hairnet or hat shall be worn.
- h. Food shall be prepared on **tables** that are **smoothing and easily cleanable**.
- i. **Equipment** shall be approved & commercial grade. No household equipment is allowed.
- j. **Cutting boards** shall be in good repair without deep scores and discoloration.
- k. **Single use articles** shall be stored inverted or covered.
- l. **Utensils** shall be stored with handle upright.
- m. **No eating, smoking, chewing tabaco, or vaping** in food prep areas.
- n. Use of **pesticides** is prohibited during preparation and serving.
- o. Surfaces and utensils used for food preparation shall be washed, rinsed, and sanitized at least every **4 hours**.
 - i. Cloths used for wiping shall be discarded if single use or stored back into the appropriate solutions.



3. Thawing

- a. The **4 acceptable ways to thaw** food are:
 - i. Under refrigeration that maintains the food 41°F or less
 - ii. Completely submerged under running water at a water temperature of 70°F or below with a sufficient water velocity to agitate and float off loose particles in overflow in approved prep sink.
 - iii. As part of the cooking process
 - iv. In a microwave if cooked directly afterwards

4. Cooking

- a. All the **necessary cooking equipment** shall be provided to cook all menu items listed.
 - i. Again, equipment shall be **commercial grade**.
- b. **Cooking equipment** shall be maintained in good repair. No duct tape.
- c. Workers shall know **correct temperatures** for food items prepared. Please refer to attached Temperature Guide Sheet for temperature requirements.
- d. A **thermometer** shall be provided and accurate (calibrated) to take temperatures of hot and cold items.

5. Cooling

- a. Cooling of cooked time temperature controlled for safety food shall be cooled:
 - i. Within 2 hours from 135°F to 70°F, AND
 - ii. Within a total of 6 hours from 135°F to 41°F or less

6. Holding

- a. **Hot Holding**
 - i. After foods are properly cooked to correct cooking temperature, they shall be hot held at 135°F or hotter.
 1. Again, a thermometer shall be provided to take temperature periodically and/or stored in the hot holding unit.
- b. **Cold Holding**
 - i. After foods are prepped they shall be cooled and maintained 41°F or below prior to serving to the public.
 1. A food thermometer shall be provided to take a temperature of the cold product to make sure it is maintaining appropriate temperature.
 2. A thermometer shall be stored in each cold holding unit to monitor air temperature. Cold holding units shall be 41°F or below



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3. Ready to eat foods shall be stored above raw foods. Raw foods shall be stored according to internal temperature.
 - ii. Freezer
 1. A thermometer shall be placed in all freezer units and register around 0°F or below

7. Storage

- a. Food, equipment, utensil, linens, single-service articles, and single-use articles inside the operation or additional storage spaces (stock truck) shall be stored:
 - i. **6 inches** off the floor/ground to protect from contamination.
 - ii. In a **clean, dry location**.
 - iii. Where they are **not exposed to splash, dust, or other contamination**.
- b. Single use containers may not be reused to store food products. Example the container a commercial salad container comes in may not be reused.
- c. Food products shall be stored in commercial food grade containers.
- d. CO2 tanks shall be secure.

8. Handwashing

- a. At least 1 handwashing sink (temporary handwashing set up) or a number of handwashing sinks necessary to the operation shall be provided.
- b. A handwashing sink shall provide water of 85°F or hotter.
- c. A handwashing sign shall be located above handwashing sink. Please see attached sign.
- d. A handwashing sink shall be accessible at all times, used for no other purpose, and in an area where it will not contaminate food areas by splashing. A splash guard may be needed to protect from causing contamination.
- e. The handwashing sink shall be supplied with paper towels and handwashing soap.
- f. Hand sanitizer may not be used in replacement of handwashing.
- g. Example of temporary handwashing set up (just missing handwashing sign)
- h. Food employees shall clean hands and exposed portions of their arms immediately before engaging in food preparation in food preparation including working with exposed food; clean equipment or utensils; or unwrapped single-service or single-use articles and:
 - i. After touching bare human body parts other than clean hands and clean, exposed portions of arms;
 - ii. After using the toilet room;
 - iii. After caring for or handling service animals or aquatic animals;
 - iv. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking;



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- v. During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing task;
- vi. After handling soiled equipment or utensils;
- vii. During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing task;
- viii. When switching between working with raw food and working with food; and
- ix. After engaging in any other activities that contaminate the hands.

9. Warewashing

- a. 1 three compartment sink with drain boards on each side
 - i. The **1st sink** is the **Wash solution**. This should contain dish soap & clean water.
 - 1. The wash solution shall be 110°F or higher.
 - ii. The **2nd sink** is the **Rinse solution**. This should contain just water.
 - iii. The **3rd sink** is the **Sanitize solution**. This should contain an approved sanitizer & water.
 - 1. Sanitizers shall be EPA registered chlorine or quaternary ammonium compound solutions. Examples include bleach, sani-tablets, etc.
 - 2. A **test kit** shall be provided to accurately measure the strength of the sanitizing solution in parts per million (ppm). The strength depends on solution being used and temporary of water. Follow manufacturer's label guidelines.
 - a. Example bleach shall be 50-99ppm at 100-119°F OR 100ppm at 55-99°F
- b. The largest utensil shall be able to submerge in each compartment of the sink
- c. Utensils and equipment shall be air dried after cleaned. NO cloth drying.

10. Water Source

- a. Water used for cooking, handwashing, cleaning, and warewashing shall be from an approved source.
 - i. Examples of **approved sources** include: municipal city water, commercially packaged potable water, an EPA approved public water source, and water from a private well IF a water sample was taken by the Darke County General Health District to be tested for total coliform within the last year on the condition it passed. A copy of the water sample shall be submitted for approval. To schedule a water sample please call 937-548-4196 extension 209. Our samples are typically taken Thursday afternoons and the results are typically received Monday morning.
- b. If a **potable water hose** connects a mobile unit to an approved water source, the hose shall have either an **ASSE 1012 or ASSE 1024 backflow** prevention device connected to it.
- c. Water tank requirements



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- i. Materials used in the construction of the water tank, and appurtenances shall be: safe, durable, corrosion-resistant, non-absorbent, finished to have a smooth, easily cleanable surface, and constructed of materials that meet NSF standard 61 or the equivalent.
- ii. Shall be enclosed from the filling inlet to the discharge outlet and sloped to an outlet that allows complete drainage of the tank
- iii. If a tank is designed with an access port for inspection and cleaning, the opening shall be in the top of the tank and:
 - 1. Flanged upward at least one-half inch; and
 - 2. Equipped with a port cover assembly that is:
 - a. Provided with a gasket and a device for securing the cover in place, &
 - b. Flanged to overlap the opening and sloped to drain
- iv. A fitting with “V” type threads on a water tank inlet or outlet shall be allowed only when a hose is permanently attached.
- v. If provided, a water tank and its inlet and outlet shall be covered with:
 - 1. 16 mesh to one inch screen or equivalent when the vent is in a protected area or
 - 2. A protective filter when the vent is in an area that is not protected from contaminants such as waste discharge, road dust, oil, or grease
- vi. Water tank inlet shall be positioned so that is protected from contaminants such as waste discharge, road dust, oil, or grease
- vii. A hosed used for conveying drinking water from a water tank shall be:
 - 1. Safe, durable, corrosion resistant, and nonabsorbent
 - 2. Resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition
 - 3. Finished with a smooth interior surface
 - 4. Clearly and durably identified as to is use if not permanently attached
 - 5. Constructed of materials that meet NSF standard 61 or the equivalent

11. Waste

- a. A covered waste receptacle or durable (leak proof, cleanable, insect and rodent proof) container with a lid shall be provided to store trash.
 - i. Trash shall be disposed of properly and overnight storage inside unit is prohibited.
- b. Waste water from handwashing and warewashing shall be disposed of properly.
 - i. A sewage holding tank shall be:
 - 1. Sized 15% larger in capacity than the water supply tank; and
 - 2. Sloped to drain that is one inch in inner diameter or greater, and equipped with a shut off valve
 - ii. A blue belly



- c. Grease, if used shall be disposed of properly

12. Support Facilities

- a. Supporting storage, food preparation areas, etc. shall be provided for approval.

13. Physical Facilities

- a. Surface finishes of walls, ceiling, and floors shall be smooth, easily cleanable and non-absorbent
- b. Lighting shall be shatter proof or shielded
- c. All equipment shall be approved commercial grade. Manufacturer name, model number, and equipment type shall be submitted for each piece of equipment.
- d. The following information shall be posted on the outside of the trailer in individual lettering that measures at least 3 inches high and 1 inch wide:
 - i. Name of the operation
 - ii. The city of origin
 - iii. Area code and telephone number
- e. CONTACT YOUR LOCAL FIRE DEPARTMENT for regulations on fire extinguishers, smoke detectors, etc.

14. Employee Health

- a. Food and conditional employees are informed in a verifiable manner of their responsibility to report to the person in charge, information about their health as it relates to diseases that are transmissible through food.
 - i. An example is on our website.

15. Clean-up guidance for vomit/ fecal accidents in food service operations

- a. Written procedures for employees to follow when responding to vomiting or diarrheal procedures for employees to follow when responding to vomiting or diarrheal events that involve discharge onto surfaces. The procedures shall address the specific actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces to vomitus or fecal matter.
 - i. An example is on our website.

16. Items to be submitted to health department

- a. A diagram showing the layout of the operation
 - i. Include location and identify common name for: hand washing sink, warewashing sink, prep sink, all pieces of equipment, door, serving windows, backflow prevention device, holding tanks



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1. The approved layout will be posted on the back of your license.
- ii. Include drawing layout of any support unit (stock trailer).
 1. The approved layout will be posted on the back of your license.
- b. List of equipment
 - i. SPEC sheets or manufacturer name, model number, and equipment type for all pieces of equipment
- c. A proposed menu
 - i. List all menu items including food and drinks.
 1. Approved items to be prepared in your unit will be posted on the back of your license.

17. Inspection Process

- a. After items in #16 are approved, the health department will notify you to come in to sign the application and pay for the mobile unit. At this time, you can schedule the pre-licensing/licensing inspection. Please refer to opening checklist.
- b. An inspection shall be completed prior to the operation opening.
- c. Post the license in a visible, conspicuous location for public to view and for other sanitarians to take down to view the back of the license



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Mobile Check List

The application & payment shall be submitted before an inspection will be completed. Please use the check list below to make sure your mobile unit is fully prepared to be licensed. If all of the following items are not completed then the license may not be issued.

- _____ At least one person has person in charge certification if licensed after September 1, 2024
- _____ Unit shall be clean. Food and nonfood contact surfaces (including flooring and walls) shall be kept free of grease, dust, dirt, food residue and other debris.
- _____ The name of operation, city of origin, and telephone number shall be posted on the outside of the mobile unit. Lettering shall be a minimum of 3" high and 1" wide.
- _____ Any storage trailer or stock truck that will be used to assist the mobile unit shall be available and if approved it will be added to the back of the license.
- _____ Employee health policy shall be available and signed by all staff members.
- _____ Written procedures for employees to follow in response to vomiting or diarrheal accidents shall be available.
- _____ All cold holding units shall be maintaining appropriate temperature and equipped with a thermometer.
- _____ Hot water shall be available at the handwashing and three compartment sink.
- _____ Water shall be from an approved source. Please schedule a water sample if you need one. If you do not have a fresh water holding tank, you will ONLY be able to do events that allow you to hook up to approved water.
- _____ Soap and paper towels shall be available at the handwashing sink.
- _____ Soap and an approved sanitizer with appropriate test kit shall be available at the three-compartment sink.
- _____ A food grade hose shall be available even if your unit has a fresh water holding tank. A food grade hose shall be used when filling the tank.
- _____ An ASSE 1012 or 1024 backflow prevention device shall be available and used if the unit is hooked up to a water source under constant pressure.
- _____ All lighting shall be shielded or shatterproof.
- _____ Hair restraints such as a hat, visor, or hairnet shall be provided.
- _____ Wastewater shall be disposed of properly in a blue belly or holding tank.
- _____ A thermometer for checking cold and hot temperatures shall be provided.
- _____ A covered trashcan shall be provided.
- _____ Food storage, single use articles, and utensils shall be 6" off the floor, including inside the stock truck.
- _____ All food products shall be from an approved source and prepared on site unless it is from an approved home bakery or cottage food production.
- _____ All single use articles, utensils, and cooking equipment shall be inverted or covered.
- _____ All equipment shall be in good repair.



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Temperature Guide

KEEP FOOD OUT OF THE DANGER ZONE

41° F - 135° F

Holding and cooking temperatures, both hot and cold, must be monitored with a metal-stem thermometer. **Your thermometer should be capable of checking both hot and cold temperatures.**

KEEP COLD FOODS 41° F OR BELOW

KEEP HOT FOODS 135° F OR HIGHER

COOK FOODS TO THE FOLLOWING:

POULTRY > 165° F

BEEF & PORK > 155° F

FISH AND EGGS >145° F

COMMERCIALY PROCESSED READY TO EAT FOODS

FRUITS AND VEGETABLES >135° F



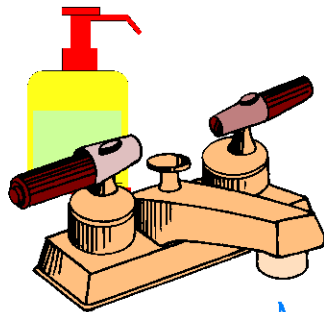
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WASH HANDS OFTEN!

EMPLOYEES MUST WASH HANDS

It's the best way to **stop** the spread of **disease!**



Wash your hands for 20 seconds with hot soapy water!

Before:

- Your shift begins
- Handling Food
- Putting on clean gloves

After:

- Using the toilet
- Handling raw foods
- Taking a break/smoking
- Coughing, sneezing, eating, drinking
- Cleaning/taking out trash
- As often as necessary to remove soil and contamination



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09/13/22



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Name of Mobile Unit: _____ Date: _____

Owners Name: _____ Applicants Name: _____

Phone Number: _____ Email Address: _____

Address: _____

Please complete all questions and sections provided below.

A. Menu. Please include all food items and drinks to be sold off the mobile unit even if it is commercially prepared.

Menu Item	Source	Cooking Equipment Used to prepare item (if applicable)	Hot/ Cold Holding Equipment
<i>Hotdogs</i>	<i>Kroger</i>	<i>Grill</i>	<i>Warmer</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			



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B. Equipment Schedule. Please list the following information for each piece of equipment to be used.

Item Type	Manufacturer Name	Model #	OFFICE USE
<i>Refrigerated Prep Table</i>	<i>Turbo Air</i>	<i>MST-72-30</i>	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

C. Finish Schedule

Main Unit	
Area	Surface Finish
Floor	
Ceiling	
Walls	

Support Unit, If Applicable	
Area	Surface Finish
Floor	
Ceiling	
Walls	

D. Thawing

1. What thawing methods will be used?

- As part of the cooking process
- Under refrigeration
- Under running water
- In a microwave
- No items will be thawed

E. Preparation

1. How will bare hand contact be prevented?

- Deli Tissue
- Single- Use Gloves (latex are prohibited)
- Tongs
- Dispensing Equipment

2. Will any menu items need to be thawed prior to cooking? (YES) (NO)

i. If yes, what thawing methods will be used? _____



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3. Will produce be washed and cut on site? (YES) (NO)
 - i. If yes, is a produce sink provided? REQUIRED
4. Will any item be prepared more than 12 hours in advance? (YES) (NO)
 - i. If yes, please list items and explain process: _____

5. Explain the process to be used to clean counter tops, outside of equipment, and physical facility surfaces?
Name sanitizing solution. _____

F. Cooking

1. Is all necessary equipment provided to cook all menu items? (YES) (NO)
2. If applicable, is all used equipment maintained in good repair with easily cleanable surfaces resistant to pitting, chipping, scratching, and decomposition? (YES) (NO)
3. Is an accurate thermometer available for taking temperatures? (YES) (NO)
4. Do you have a hood system? Will need to see fire department approval of hood

G. Storage

1. Are items stored 6" off the floor? (YES) (NO)
2. Is a thermometer provided in all hot and cold holding units? (YES) (NO)
3. If an item is removed from its original container, is it stored properly and labeled? (YES) (NO)

H. Warewashing

1. Does the warewashing sink have drain boards on each side? (YES) (NO)
2. Can the largest pan or utensil be submerged in each compartment of the warewashing sink? (YES) (NO)
3. What type of sanitizer will be used **and** at what ppm will the solution be used at?

4. Is a test kit provided to test the strength of the sanitizing solution? (YES) (NO)
5. How often will in use utensils and food contact surfaces be washed, rinsed, and sanitized?

I. Water

1. List water source(s) to be used for handwashing, cooking, cleaning, and warewashing sink?
 - Municipal Water. Please name _____
 - Well Water. (a copy of last water sample with passing results taken within the last year shall be provided)
 - Jugs of commercially packaged, potable water
2. Will a fresh water holding tank be used? (YES) (NO) If yes, how many gallons is it? _____
 - i. If you do not have a fresh water holding tank, you will be limited to only doing events where you can hook up to an approved water source.



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- ii. Do you have the required backflow prevention device (ASSE 1012 or ASSE 1024) if connecting to a water source? (YES) (NO)
- 3. Will a wastewater holding tank be used? (YES)(NO) If yes, how many gallons is it? _____
- 4. How will waste water stored in a blue belly or holding tank be disposed of properly?

J. Lighting

- 1. Is lighting shielded or shatterproof? (YES) (NO)

K. Support Facilities (stock truck)

- 1. Please list and explain any support facilities to be used.

L. Education

- 1. Does at least one person have their person in charge training (THIS IS REQUIRED)? () YES () NO

M. Drawing of Trailer



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N. Drawing of Support – if applicable