CITY OF HOUSTON
Houston Health Department
Bureau of Consumer Health Services
8000 North Stadium Drive
Houston, TX 77054
832-393-5100

2018 INFORMATION PACKET

FOR

CONVENTIONAL UNRESTRICED MOBILE FOOD UNITS (07-U'S)

[FOOD TRUCKS & TRAILERS]

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Conventional Unrestricted Units

General Information:

- **Examples of this type of unit:** Catering trucks, mobile taquerias, snow cone trailers, barbecue trailers, (vehicle or wheel-mounted vehicle that portions prepares or handles any open foods).

- May operate at one location or multiple locations, must submit to the health department list of all locations if operating for more than 1 hour; any relocations must be submitted to the department 48 hours before relocating.

- May also have a route, stopping at several businesses or construction sites**. If operating at site for more than 1 hour, a notarized property approval letter and approved restroom availability letter is required.**

- **All conventional unrestricted mobile food units must be taken to an approved commissary for the performance of all servicing operations within the 24-hour period preceding food operations on each day that they operate.**

- This type of unit requires potable and waste-water systems, including a utensil washing sink and separate hand sink.
- Determine whether plans are needed
  New unit ⇨ YES
  Unit approved in a city other than Houston or by a county health department ⇨ YES
  Unit approved in Houston under a previous owner ⇨ NO, unless you remodel
  Remodeled unit ⇨ YES

- Submit plans to Houston Health Department, Environmental Permit Office, 8000 N Stadium Dr., 1st floor – pay plan review fee.
- If approved, construct unit according to the approved plans
- You will be notified to take unit to the Environmental Inspection Center, 7427 Park Place for inspection after plans are approved.
- Medallion is obtained upon payment of fees at time unit is inspected.

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PLAN CHECK- LIST FOR CONVENTIONAL UNRESTRICTED
MOBILE FOOD UNITS (07-U)

The following deficiencies were noted on the attached plans and specifications:

	Two sets of properly prepared plans (no larger than 11”x17”) and specifications are required. Plans should be drawn to scale and must include a floor plan, plumbing diagram, finish schedule, a complete equipment lay-out with full details (including cold-hold units), and drawings of the exterior of the unit which include all items required to be shown by this document. Plans must be clear, have legible print, and not present conflicting information about the unit. A completed Menu Disclosure form must be submitted with the plans for approval.
	Plans as submitted are not of sufficient detail to complete the review process.
	Include a finish schedule for the floors, walls and ceilings including material, finish and color.
	Provide information on material and finish used for food preparation surfaces, counters and cabinets, and type of proposed fixed equipment and facilities. List all equipment - must meet approved specifications (NSF/ ANSI /ETL /UL).
	All walls and ceilings must be smooth, easily cleanable, non-absorbent, and light in color. Utility lines, service lines, and pipes **shall not be unnecessarily exposed** (should be enclosed inside of the walls and ceilings). ADD AS NOTE ON PLANS.
	The business name must be permanently affixed on two sides of the unit with lettering no less than 3 inches in height. Indicate business name and owner/operator on plans.
	Provide a diagram of the plumbing system including all tanks, pumps, fixtures and piping. Hot and cold running water under pressure is required.
	Provide a 2 or 3-compartment sink. (a 3-compartment sink is recommended) Each compartment must measure at least 15”x15”x12” (length x width x depth) and shall have rounded internal angles and be free of sharp corners or crevices. Add as a note on plans. Include drain board /utensil rack or dish table. *Note*(Units with 2 compartment sinks must use an approved detergent sanitizer when cleaning and sanitizing utensils and brought with unit for new and renewal inspections.)
	Provide a hand sink separate from the 2 or 3 compartment sink.
	Indicate size and type of material used for the water supply piping.
	Provide “P” traps at sink drains. “S” traps are not acceptable.
	The fresh water tank shall be at least 30 gallons. The fresh water tank must be constructed of a food grade material (NSF or equal). The fresh water tank should be located where it can be **ACCESSED** for measuring and servicing. (no rooftop installations) The fresh water tank must be sloped to an outlet that allows complete drainage of the tank. Show physical location on plans. (If located on the outside of the unit, show the location on the exterior diagram.)
	Show the location of the fresh water inlet on the unit (exterior view). The fresh water inlet must be ¾ inch in diameter or less. The fresh water inlet must be protected from contamination and be of a size and type that will **PREVENT** its use for any other purpose. The fresh water tank vent, if provided, must terminate in a downward direction and be provided with a protective filter or screened if the termination is in an interior space.
	Show the location of a water pump. The water pump must activate automatically or be equipped with a pressure switch installed in the water supply system. Gravity systems are not acceptable. Air pressurized water systems must include a food grade on board air pump.
	Indicate what material the waste water tank is constructed of. The waste water tank must be at least 15% larger than the fresh water tank. The waste water tank must be permanently installed. The waste water tank must be sloped to drain and must be capable of being completely emptied during servicing.
	The drain outlet must be larger than any other piping in the waste water system. (Show on Exterior Diagram) The waste water tank must be located in an accessible cabinet or on the outside of the unit. (If installed on the outside of the unit, show the location on the exterior diagram.) The waste water tank should be located where it can be **ACCESSED** for measuring and servicing.

	Provide an atmospheric vent to the outside from the top of the waste water tank. (Show on Exterior Diagram) The atmospheric vent must terminate above sink level.
	Indicate size and type of material used for the waste water drain and vent piping.
	If located within the food preparation area, the fresh water and waste water tanks must be enclosed in an **ACCESSIBLE** (for servicing or measuring) cabinet or other smooth easily cleanable structure. Show or indicate on plans.
	If located within the food preparation area, the water heater must be enclosed in an **ACCESSIBLE** cabinet or other smooth easily cleanable structure.
	Indicate how electricity be provided. (generator or plug-in at site) Provide access to electrical outlet connection so that windows & doors are not held/kept open.
	Show lighting with proper shielding (to protect against breakage) on the floor plan**. At least 50-foot candles (540 lux) of light must be provided to each working surface inside of the mobile food unit, where food, utensils and equipment are used or handled.**
	A vent hood with removable filters (installed at an angle between 45 degrees and vertical) and mechanical ventilation to the outside is required over any grill, stove, range or fryer. Ventilation must be adequate for the equipment being vented and normally will meet specifications for a Type I, stainless steel commercial vent hood. Vent hood must have a drain and a removable catch pan along the back edge. If the hood roof attachment has an outlet for grease/ liquids, provide a drain pipe and removable, covered catch-pan on the outside of the unit. (Show on Exterior Diagram)
	Any horizontal or difficult to clean space above the vent hood must be closed in.
	All openings to the outside, including serving openings and entrance doors must be screened or kept closed. Screening must be at least 16mesh/inch.
	An insect and rodent proof covered garbage container **SHALL BE ATTACHED** to exterior the MFU for patron use. It should at least be 20 gallons. (Show on Exterior Diagram.)
	Note: Approval of plans does not constitute approval of the unit. Inspection of the unit is required.

FOOD SERVICE MANAGER CERTIFICATION: Call 832-393-5100 to make a reservation to attend the required class **prior to bringing mobile food unit to 7427 Park Place for pre-opening inspection**. Provide class date to inspector during check-in. **A certified manager must be on duty when engaging in manufacturing, production, preparation, processing, packaging, service of food, make-ready and cleanup activities.**

http://www.houstontx.gov/health/Food/food_manager_certification_class.html

FOOD HANDLER: **All employees (that are not certified managers) must complete a food handler training course within 60 days of employment effective September 1, 2016**. Links to classroom and on-line food handler training:

www.HoustonConsumer.org

http://www.dshs.state.tx.us/food-handlers/training/classroom.aspx

http://www.dshs.state.tx.us/food-handlers/training/online.aspx

http://www.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing.aspx

HOUSTON HEALTH DEPARTMENT
Bureau of Consumer Health Services
Mobile Food Units Program
832-393-5100

Account Number

MOBILE FOOD UNIT PROPERTY AGREEMENT LETTER (Complete all Parts of this Letter)

I, _____
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

OF THE FOLLOWING PROPERTY _____
(Name of Business)

LOCATED AT _____ GIVE PERMISSION TO:
(Give full Address; Number and Street/City, State and Zip Code)

_____ **OF** _____
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

TO OPERATE THE MOBILE UNIT ON THE ABOVE STATED PROPERTY FOR THE PERIOD:

BEGINNING ON: _____ **AND ENDING ON** *_____
(Start Date for the Agreement) (End Date for the Agreement)

PROPERTY OWNER'S NAME (if signer is not the owner) _____

PROPERTY OWNER'S ADDRESS (required) _____

PROPERTY OWNER'S PHONE # (required) _____

PROPERTY OWNER'S EMAIL ADDRESS: _____

PRINTED NAME OF OWNER / REPRESENTTIVE: _____
FIRST MIDDLE LAST

SIGNATURE OF OWNER / REPRESENTATIVE ** _____ **DATE:** _____

SIGNATURE OF NOTARY: _____ **DATE**: _____

Notes: *The end date shall not exceed the expiration date of the unit's current mobile food medallion.
**** The person signing this letter must be the property owner or someone with the legal authority to authorize property use on behalf of the owner. (i.e. leasing agent or lessee whose contract authorized sub-leasing of the property). Falsification of any information provided on this document by any party will make this agreement null and void and may result in the revocation of the mobile food unit's medallion.**

THIS DOCUMENT IS REQUIRED TO BE POSTED IN PLAIN VIEW OF THE PUBLIC IN THE MOBILE FOOD UNIT AT ALL TIMES

HOUSTON HEALTH DEPARTMENT
Bureau of Consumer Health Services
Mobile Food Units Program
832-393-5100

Account Number

MOBILE FOOD UNIT RESTROOM AVAILABILITY LETTER (Complete all Parts of this Letter)

I, _____
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

OF THE FOLLOWING BUSINESS _____
(Name of Business)

LOCATED AT _____ GIVE PERMISSION TO:
(Record full Address; Number and Street/City, State and Zip Code)

_____ **OF** _____
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

AND HIS/HER EMPLOYEES TO USE THE RESTROOM LOCATED WITHIN MY BUSINESS.
THIS RESTROOM IS LOCATED WITHIN 500 FEET OF WHERE THE MOBILE FOOD UNIT WILL OPERATE AT:

_____
(Record Full Address: Number and Street/City, State and Zip Code where Unit will operate)

THE RESTROOM IS AVAILABLE ON THE FOLLOWING DAYS:

_____ **AND HOURS**: _____
(Record Days of the Week) (Record Hours and Indicate AM or PM)

THE CITY OF HOUSTON HEALTH DEPARTMENT INSPECTOR HAS MY PERMISSION TO ENTER FOR THE PURPOSE OF INSPECTING THIS RESTROOM. THE RESTROOM SHALL BE MAINTAINED CLEAN AND PROVIDE THE FOLLOWING FACILITIES: (WORKING TOILET, TOILET PAPER, HAND SINK WITH HOT AND COLD RUNNING WATER, SOAP, PAPER TOWELS OR HAND DRYER)

Printed Name of Business Owner or Manager: _____
FIRST MIDDLE LAST

Signature of Business Owner or Manager: _____**Date**:_____

Owner/Manager's Phone Number: _____ **Mobile**:_____

Business Owner's email address: _____

Notes: This agreement shall be valid only through the expiration date of the unit's mobile food medallion. Falsification of any information provided on this document by any party will make this agreement null and void and may result in the revocation of the mobile food unit's medallion.

THIS DOCUMENT IS REQUIRED TO BE POSTED IN PLAIN VIEW OF THE PUBLIC IN THE MOBILE FOOD UNIT AT ALL TIMES

HOUSTON HEALTH DEPARTMENT
Bureau of Consumer Health Services
8000 N. Stadium Dr., Suite 200
Houston, TX 77054
832-393-5100

MENU DISCLOSURE

(New units & units changing ownership fill out before inspection)

Business Name	Unit #
Mailing Address	Business Phone #: Mobile Phone #:

COMPLETE THIS FORM IN ENGLISH ONLY AND PRINT ALL INFORMATION CLEARLY

1. Where will you buy your food supplies? (names and addresses of all permitted businesses/suppliers)

2. List **ALL** food **supplies/ingredients** you will have on unit (in order to prepare products listed in #12):

3. Meals you plan to serve: (✓ all that apply) ☐Breakfast ☐Lunch ☐Dinner ☐Late Night

4. How and where will you store the supplies? (Must be on unit or at the approved commissary)

5. How will you make sure foods that require refrigeration are kept at 41º F. or below?

6. Procedures for thawing frozen food products:

7. Procedures for cooling hot foods:

8. Procedures for reheating foods:

9. Procedures to prevent bare hand contact with ready-to-eat foods:

10. Equipment utilized for hot holding of foods at 135°F. or above:

11. Procedures for handling left-over foods:

12. Name all products/menu items served, (except for foods obtained and sold in manufacturer's unopened package that do not require refrigeration) AND steps of preparation (including final cooking temperature of meats, thawing, cooling methods, equipment/utensils used, hot-holding equipment & temperatures, cooling methods). THE HEALTH OFFICER MAY PROHIBIT THE SALE/PREPARATION/SERVICE OF SOME TCS (TIME AND TEMPERATURE CONTROL FOR SAFETY) FOODS. FOODS FROM UNAPPROVED SOURCES WILL BE DISCARDED BY THE HEALTH OFFICER.

FOOD MENU ITEM Indicate: B=Breakfast L= Lunch D= Dinner LN = Late Night	PREPARATION PROCEDURES	INSPECTOR'S NOTES

FOOD MENU ITEM Indicate: B=Breakfast L= Lunch D= Dinner LN = Late Night	PREPARATION PROCEDURES	INSPECTOR'S NOTES

_____ _____ _____

Owner Signature Date

HOUSTON HEALTH DEPARTMENT
Bureau of Consumer Health Services
8000 N. Stadium Dr. Suite 200
Houston, TX 77054
(832) 393-5100

List of Locations Where Unrestricted Mobile Food Unit Operates

Date:	Unit #
	Vehicle License #
Owner:	Vehicle Identification #

Section 20-22(c) (3) of the Houston Food Ordinance requires, in part, that "Prior to the issuance of any initial or renewal medallion, the operator of a mobile food unit, other than a restricted operations mobile food unit, shall submit to the department a list of locations where the mobile food unit will be in operation. The operator shall also give written notice at least two business days prior to beginning operations at or relocating operations to any location not currently included on the list of active locations submitted to the department.") **Please fill out and submit before inspection.**

Location / address with zip code	Days of operation	Hours

STANDARD OPERATING PROCEDURES:
This unit's potable water tank will be drained, flushed and re-filled. The waste water tank will be drained and flushed, and the unit will be cleaned on the following **days** and t**imes**: **(Units in operation must have a valid servicing ticket from within the last 24 hours.)**
Required: *Name and address of waste water disposal site:* _____
_____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Name of owner/representative: _____

Signature: _____ Date: _____

HOUSTON HEALTH DEPARTMENT

Bureau of Consumer Health Services
8000 N. Stadium Dr. Suite 200
Houston, Texas 77054
(832) 393-5100

APPROVED COMMISSARIES LIST 2018

NAME	Acct	ADDRESS	CONTACT
Commissary Southwest	228228	8331 Beechnut 77036	Taysir (Ned) Zahra Office: (713) 772-2000 Fax: (713) 772-2003
Della Carts	910067	6405 Brittmoore 77074	Frank Dellasala Office: (713) 937-8039
Diana's Food Service	213676	5407 Willomine Way 77045	Rafael Alvarez Office: (713) 433-5334
Distribuidor Mi Jalisco	404204	10602 Bauman 77076	Raul Hernandez (281) 831-4100 (mobile) Office: (713) 691-4006
Garcia Brother's Warehouse Commissary	971165	5739 Dwinnell 77023	Jaime Garcia (832) 284-3022 (mobile) Office: (713) 921-0285 **Fax:** (713) 921-0284
Mobile Caterers of TX	407488	3515 Eastex Fwy 77026	Charles Smith (713) 222-8231 **Fax:** (713) 224-8222
Palacios Commissary	977699	6000 Waltrip 77087	Juan Palacios (713) 645-0965
Tacos El Guero Commissary	409248	841 Crenshaw 77504	Rafael Ortiz (832) 322-2380
Texas Commissary	986812	212 Harbor 77020	Jeanie Osorio (713) 934-7281 **Fax**: (713) 934-7574
Texas Commissary II	222677	8121 Castleford 77040	Jose Luis Osorio (713) 480-6969 (evenings) (713) 673-3931
Tex-Star Commissary	413930	502 E. Rogers 77022	Karen Narvaez (832) 203-8282 **Fax**: (832) 203-8277
Three Brothers Commissary	220299	610 Exchange 77020	Conzaga Morales (713) 675-6277 **Fax:** (713) 675-6997
Taqueria de Buey y Vaca Commissary	427743	608 John Alber Rd, 77076	Saul Garcia (713) 875-8025 Office: (281) 617-7115 Fax: (281) 617-7128

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to mobile food unit operators. If you intend to use a commissary that does not appear on this list, please call 832-393-5100 between the hours of 8am and 5pm to have that establishment inspected by a Pre-opening inspector. This will determine if the establishment in question is in compliance. You must contact these establishments on your own to make commissary arrangements in writing. Revised 5/11/2016

Bureau of Consumer Health Services
Mobile Food Units Program
7427 Park Place Blvd. / Houston Texas 77087

Phone: (832) 393-5063

PRE-INSPECTION CHECK-IN LIST

(FOOD TRUCKS & TRAILERS THAT PREPARE & OR SERVE OPEN FOOD)

NEW UNITS

☐ **DOCUMENTS**

- ☐ Stamped, approved plans
- ☐ New, signed, notarized Property Agreement Letter and signed Restroom Availability Letter for the next year. (For locations where unit operates for more than 1 hour per day)
- ☐ List of Locations (Route List) Where Unrestricted Mobile Food Unit Operates
  (To obtain a Medallion a unit must have at least one approved location)
- ☐ Valid Driver's License or Photo ID of the owner/operator
- ☐ Valid Texas Driver's License for person will drive or tow the MFU
- ☐ Proof of Insurance
- ☐ City of Houston Food Manager Certification
- ☐ Proof of Food Handler Certification (within 60 days of employment)
- ☐ Commissary Receipt (indicating fresh water tank filled) issued within *24 hrs. preceding inspection for new Medallion.*

☐ **Requirements to pass Fire Safety Inspection (**For units using propane)

a) Proper fire extinguisher (3A-40BC minimum and Type K for units for fryers) with current inspection tag
b) LP Gas Permit (*1002 Washington*) issued within 90 days
c) Paid Invoice for Gas System Inspection

☐ **Additional requirements**

- ☐ Complies with all applicable Laws pertaining to motor vehicle and trailers in the state of Texas.

☐ **We only provide 110 voltages and 30-amp connections. Generator is required for different voltage.**

☐ **Payment:**

$1019.96 (includes permit, inspection, electronic monitoring device and water sample fees)

$125.42 (if the unit does not pass the initial inspection)

RENEWAL

☐ Must meet all requirements for a new MFU except:

- Plans (not required)
- Payment of **$894.54** (includes permit, inspection, electronic monitoring device and water sample fees)
- **$125.42** (if the unit does not pass the initial inspection and for each unpaid re-inspection fee)

CHANGE OF OWNERSHIP

☐ Must meet all requirements for a new MFU except:

- Plans (not required, unless unit has been remodeled or significantly altered since it was originally permitted, or required by an Ordinance change)
- New Menu Disclosure required
- Payment of **$1019.96** (includes permit, inspection, electronic monitoring device and water sample fees)
- **$125.42** (if the unit does not pass the initial inspection)

Payments are only accepted by credit cards (MasterCard/Visa), cashier's checks, money orders and Company Checks (with the same name as the MFU). Payments may also be made online at www.HoustonConsumer.org **.**

No cash payments accepted.

Units will NOT be inspected until ALL documents required above are submitted

Inspections are conducted on Tuesdays & Thursdays at 7427 Park Place. Check in is from 7:00 a.m. to 10:00 a.m. **Units arriving after 10:00 a.m. will need to return on the following Tuesday or Thursday before 10:00 a.m...**

HOUSTON HEALTH DEPARTMENT
Consumer Health Services Bureau
8000 N Stadium Dr., Suite 200
Houston, TX 77054

SUMMARY OF MOBILE FOOD UNIT SANITATION REQUIREMENTS:
Unrestricted Mobile Food Units

Medallion: Medallion must be current and in current owner's name.

Certified Manager: Must have a Certified Food Service Manager present at unit at all times of food preparation, service and cleaning. Class: (832) 393-5100
(present a valid photo ID, such as driver license, along with certification card/ wall certificate also posted in the unit in public view.)

Food Handler: All employees must successfully complete food handler training within 60 days of employment. Food handlers trained effective September 1, 2016. (unless all food employees are certified managers).

New operation location(s): Notify health department of any new locations **at least 48 hours**/2 days **before** you start operation at new location. (If unit will operate at new location for more than 1 hour a day, you **must submit a new notarized property letter** and a new approved **restroom letter** for new location to the **Environmental Inspection Center at 7427 Park Place**, or fax the letters to 832-393-5724.

Property Letter- must be posted in view of the public. If letter is unavailable, you will be required to close.

Restroom Letter – must be posted in view of the public. If restrooms are unavailable while the unit is operating, you will be required to close.

Signs: All signs must be attached to and supported only by unit. No signs around unit.

Mobility: Must demonstrate mobility/show that you can move the unit at any reasonable time if requested by any police officer or health officer.

Servicing and Servicing receipts: Maintain a valid servicing receipt from the commissary verifying that the unit was serviced no longer than 24 hours before starting food operations on that day. Receipts must be kept on unit for a period of one year from date of servicing. Servicing includes – filling the fresh water tanks using a food grade hose; dumping the waste water tank, flushing the water system, disposing of trash/garbage; cleaning (sweeping/mopping) the mobile food unit interior and equipment.

SANITATION

Single Service Articles: No washable plates, tableware, cups allowed for food service.

Hot and Cold Water at each sink: (Water at utensil sink must be 110° F. minimum and 100 °F.at the hand sink)

Water Retention: Repair leaky waste-water tanks immediately. If unit cannot retain waste-water, you will be asked to **close**. **Release waste water from tank at the commissary only**. Citation will be issued and closure of the unit if waste is improperly disposed.

Garbage Container: Must have a covered garbage container **attached** to unit. (20 gallon capacity minimum)

AREA SURROUNDING UNIT

Operation Capacity Limited: All foods must be **stored or displayed in or on unit itself**. (No refrigerators, coolers, other equipment or storage sheds outside unit)

Dining area: prohibited within 100 feet of mobile food units.

Canopies and awnings: prohibited unless part of unit and attached to, and supported only by, the unit.

Utility connections: only quick-connect electrical and telephone services. (**Water, gas,** or **sewerage** utility connections are **prohibited**.)

Unit Premises: No brooms, mops, hoses, containers, boxes or other such items on the ground outside of unit.

OTHER SANITATION REQUIREMENTS

Pests: Eliminate the presence of insects (roaches, flies, ants) and rodents pests (by screens no less than 1/16 mesh to the inch, approved pesticides, rodent/insect-proof unit, doors and windows closed when not in use).

Food Supplies: **All food preparation** must take place **in unit,** (unless prepared in a commercial food processing plant or other inspected food establishment). **A private residence must not be used to prepare or store food** served from unit.

Food Temperatures: Keep TCS (time and temperature control for safety) foods at required temperatures of 41° F. or below or 135° F. or above at all times.

Thaw foods in refrigerator or in process of cooking and **not on steam table or out on counter.**

Food Storage: Foods should be covered. Raw animal products (meats) should be stored in containers below other foods to prevent cross-contamination.

Cooling TCS Foods: **Do not prepare more food than you have the ability to cool properly**. (135°F. to 70°F in 2 hours or less. 70°F to 41°F. or below in 4 hours or less). Make sure your

refrigeration units are maintained at 41°F. or below at all times. Cooling procedures include: ice baths, reducing the size portions, shallow pans, quick chilling, etc.

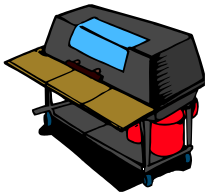
Hand washing and sanitary/disposable gloves: Foods which have been cooked or washed (ready-to-eat) must not be touched with bare hands. **Sanitary gloves must be worn** unless foods are handled by utensils, deli paper, tongs, or other barrier. Hands must be washed each time a new pair of gloves are put on. Hands must be washed for at least 20 seconds in the hand sink only. **DO NOT PLACE ANY ITEMS IN THE HAND WASHING SINK**. The sink must be supplied with soap, disposable towels and trash container, and water at a minimum of 100°F. Wash hands after any activity that may contaminate the employee's hands (**AFTER** - handling raw foods, handling unclean equipment, using the toilet, handling trash, coughing/sneezing into the hands, etc.)

Food Service – **Sauces, condiments,** should be served in **individual portions** in disposable containers or in pour-type or **squeeze-type bottles**. No large bowls or small re-usable containers.

Additional requirements: The health officer may prohibit the sale of some TCS foods and impose requirements to protect the public's health. Foods and activities not approved include raw foods such as sushi/ceviche; undercooked foods; grinding of TCS foods; specialized food processing.

Note: This is a **summary only**. For a complete list of requirements see the Houston Food Ordinance, Chapter 20.

www.HoustonConsumer.gov



ADDITIONAL REQUIREMENTS FOR BAR-B-QUE

MOBILE FOOD VENDORS

1. The BBQ pit must be permanently installed inside of the Food Truck or Trailer.
   (It cannot merely be a pit sitting on an open trailer that operates independently or is pulled behind the Food Truck.)

2. The pit area must be completely enclosed by walls, ceiling and floor. If windows are in the pit room/area, they must be screened with 16 mesh/inch screening or kept closed at all times.
3. The smoke stack for the BBQ pit must vent directly to the outside through the ceiling or wall and the opening must be sealed against the entry of pests and the elements.
4. An exhaust fan must be installed in the pit room/area that vents directly to the outside to remove excessive heat and smoke.
5. The walls and ceiling of the pit room/area should be smooth, non-absorbent, easily cleanable, and light colored. (They should be cleaned frequently due to the excessive amount of smoke normally generated by BBQ pits.)

<u>Supplemental Information/Suggestions</u>

6. Most Mobile BBQ vendors install the pit with the firebox on the outside of the unit. If this is done, care should be taken to seal the space around the pit where it goes through the wall using materials that are heat and fire resistant.
7. BBQ pits are required to be cleaned at the Commissary, so that the grease and food residue will flow into a drain that goes to a grease trap.

HOUSTON HEALTH DEPARTMENT
Consumer Health Services Bureau
P.O. Box 300008
Houston, TX 77230-0008
832-393-5100 (office)
832-393-5208 (fax)

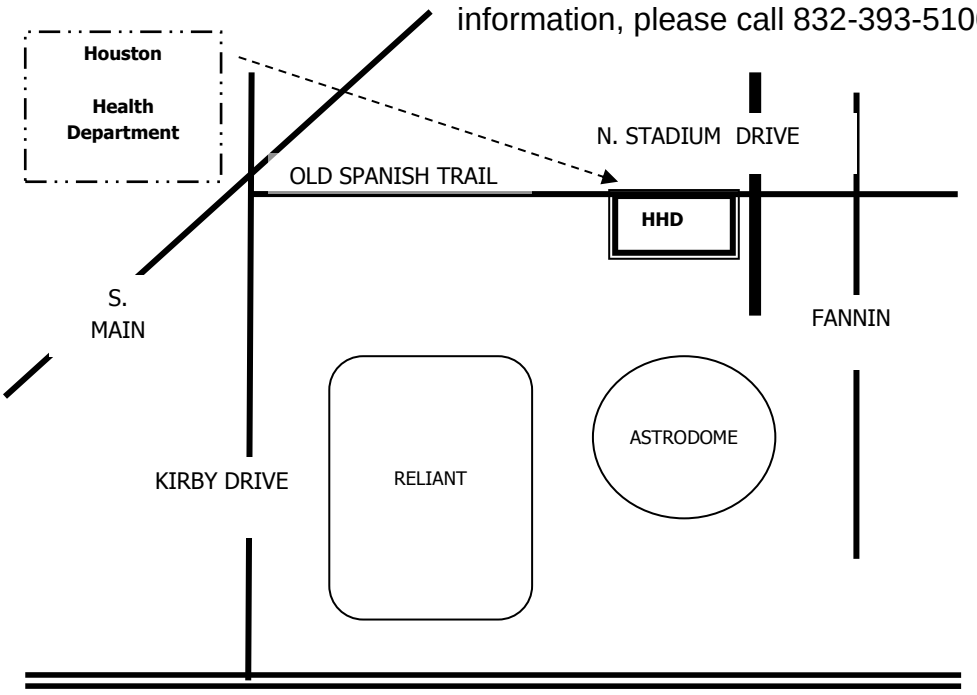
- **All mobile food units are inspected at the Environmental Inspection Center, 7427 Park Place Blvd. , Houston, TX 77087 on Tuesdays and Thursdays only.**

- Inspection hours are from 7:00 a.m. until 10:00 a.m. Units arriving after 10:00 a.m. will not be inspected.

- All mobile food unit plans (for unrestricted units) and the plan checking fee must be submitted and paid prior to review at the City of Houston Department of Health and Human Services, 8000 N. Stadium Drive, Environmental Permits and Licenses Office, 1st floor. The office receives payments from 7:30 a.m. – 4:00 p.m., Monday – Friday. Payments can be made with money order, cashier's check, company check, or credit/debit cards (except American Express). Payments online at www.HoustonConsumer.org

- You will be called to pick up your plans at the City of Houston Department of Health and Human Services, 8000 N. Stadium Drive, Environmental Permits and Licenses Office, 1st floor between 7:30 a.m. – 4:00 p.m., Monday – Friday. The "Paid" receipt must be submitted in order for you to pick up your plans.

- For more information, please call 832-393-5100.



CITY OF HOUSTON

HOUSTON FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
1002 WASHINGTON AVE, HOUSTON, TX. 77002
832-394-8811

MOBILE FOOD UNITS INSPECTION REPORT

BUSINESS NAME_____ **DATE** _____

BUSINESS ADDRESS _____ **HOUSTON ,TX 77**_____

OCCUPANT _____ **DL #** _____ **ST.** _____

OCCUPANT ADDRESS _____ **HOUSTON, TX 77**_____

TELEPHONE # _____ **CELL. PHONE #** _____

MEDALLION ACCOUNT # _____ **PROJECT #** _____

MFU License Plate #_____

INSPECTION REPORT

Your attention is respectfully called to the violations of the provisions of the following Code of Ordinances of the City of Houston, on the premises located at the address listed above.
The violations discovered at this facility include, but may not be limited to the violations listed on this report. Additional violations may be discovered during subsequent visits.

- ❑ A permit is required for mobile food units (MFU) using any amount of LP Gas for commercial cooking. Any other mobile food units at the same property address will also be required to have their own individual permit. Permit fee is $199.54, office located at 1002 Washington Avenue.

- ❑ An **approved inspection sticker** valid for **12 months** must be displayed on all LP-Gas appliances (Stoves, Fryers, etc.) indicating that a licensed LP-Gas company has inspected the equipment. (Excluding LP gas cylinders). Present a valid receipt for gas inspection

- ❑ All (MFU) shall carry a **(3A-40BC minimum)** Fire Extinguisher. In addition, a **Type K** portable extinguisher shall also be carried in the MFU when deep-fry cooking is used involving vegetable oils or animal oils. Both fire extinguishers shall have **current annual inspection date tags**.

- ❑ **"No Smoking"** signs approved by the Fire Marshal shall be visible near propane containers. No Smoking signs shall be provided in **English and Spanish**.

- ❑ An approved ventilation system shall be installed over cooking equipment. Hoods shall be operated at the required rate of air movement. Classified grease filters shall be in place and cleaned as needed.

- ❑ ll LP-gas containers ***(empty or full)*** shall be secured in an upright position in such a manner as not to fall over. All MFU shall be position in a manner that will reduce the exposure of the LP-Gas cylinder to vehicle impact. Do not park MFU with LP gas cylinders facing oncoming traffic. Always utilize available protection for LP gas cylinders such as fences or barricades.

- ❑ All (MFU) within the boundaries of the District of Limitations No.1 (Downtown) and No.2 (Medical Center) shall be LIMITED TO A 60 LB. LP- gas cylinder and operate on private property only.

- ❑ Only personnel licensed by the *RAILROAD COMMISSION' OF TEXAS* (Life Safety Bureau Standard 10, section 3 .4) shall perform connections for LP-gas appliances located within District Of Limitation No. 1 (Downtown) and District of Limitation No.2 (Medical Center).

- ❑ Refueling of generators shall be performed in an approved location not less than 20 feet from the mobile food units (MFU). Fuel shall be stored in UL or FM approved flammable liquid safety containers and in an approved location.

- ❑ The operator of a (MFU) that uses any amount of LP-gas to prepare food shall not operate such unit within **60 feet** of another mobile food unit, except, at festivals or events approved by the Fire Marshal.

COMMENTS_____

_____

_____

_____

_____

Failure on your part to comply with the indicated violations will subject you to the penalties prescribed by law for such violations.

Re-inspection Date _____

Inspecting Officer : G. GOMEZ **Telephone: 832-395-8535**

Copy Received By :X_____ ***Date*** _____

FIRE EXTINGUISHER SERVICE COMPANIES

A-1 Fire Equipment 12711 East Freeway Houston, Texas 77015 (713) 455-0296	AAA Fire Equipment Co. 7707 Bissonnet St. Suite # 110 Houston, Texas 77074 (713) 777-6655	Buckeye Fire Equipment 6226 Brookhill Dr. Houston, Texas 77087 (713) 645-3388 (Mike Abke 713-319-5001)	Fire Extinguisher Services 7714 Glover St. Houston, Texas 77012 (713) 644-5151

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you.

APPROVED GAS EQUIPMENT INSPECTION COMPANIES

Blue Flame 13823 Packard Houston, TX 77040 Phone: 713-462-5414 Contact: Joe Green 290 @ Fairbanks	Northside Propane 11404 Eastex Freeway Houston, TX 77093 Phone: 281-590-7575 Contact: Dana Young Hopper @ East Mt. Houston	R & R Propane – South 101 Spencer Highway South Houston, TX 77587 Phone: 713-910-5884 Contact: Jake Rouse	R & R Propane – North 13146 Mill River Houston, TX 77070 Phone: 832-671-9258 Contact: Jake Rouse
Propane Express 10603 Tower Oaks Blvd Houston, TX 77070 Phone: 281-300-4352 Contact: Anthony Kroon	Southwest Commissary 8331 Beechnut Houston, TX 77036 Phone: 713-772-2000	AAA.LP-Gas L.T.D. L.L.P. 18402 Stuebner Airline Spring TX. 77379 Phone: 281-376-5601 Contact: Brenda Boatman	Diana's Commissary 13515 S. Post Oak Rd. Houston, TX 77045 281-914-6275 Contact: Oscar Lazo

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you. If one of these LP-gas (propane) companies can't assist you, contact any propane company in the telephone directory or internet. The company must be licensed with the Railroad Commission of Texas. The LP-gas company will have to inspect all appliances and make all LP-gas connections.

HOUSTON HEALTH DEPARTMENT

TREATMENT OF CONTAMINATED MOBILE FOOD UNIT POTALBE WATER TANK

If you are notified of positive water sample (sample contaminated with E.coli, a bacteria that can cause severe illness or even death, in humans), immediately **cease food service operations** and close your mobile food unit. Go to an approved Commissary and take the following measures: (You may also want to do this as a precautionary measure before bringing your unit in for the initial permitting inspection.)

1. Drain potable water tank and supply pipes completely. (open faucets)
2. Add some water but keep the tank less than half full. Pour chlorine bleach into potable water tank. (See chart below for amounts). In the case of a hose-valve inlet:
   a. Remove screen if present
   b. Cut a hose **(food grade-clean and sanitized)** near the end and connect the inlet valve
   c. Insert the end of a funnel **(that is clean and sanitized)** into the hose
   d. Pour bleach into funnel
3. Fill potable water tank with water.
4. Open all cold and hot water valves to draw chlorinated water through pipes until chlorine odor is detected.
5. Allow to stand 4 hrs. or overnight. (Or, use double the amount on chart and allow the chlorinated water to stand for at least 1 hr.)
6. Flush water tank thoroughly until no chlorine odor can be detected in water flowing from faucets. This will mean emptying potable water tank completely, draining waste water into drain at commissary, re-filling potable water tank. Repeat this until no chlorine odor is detected. This can be checked also with a chlorine test kit.
7. Take unit to 7427 Park Place on Wednesday, as scheduled by appointment only, for another water sample, with a Money Order of $16.50 and the green Commissary Receipt. (If you do not already have an appointment, contact Elsa Gonzalez at **(713) 201-9973** to schedule one.)
   ***If you arrive late for or miss your appointment, your water sample will NOT be collected, and you will have to call and reschedule for the next Wednesday.**

Note: If water tank and system are not flushed well enough of chlorine before the second sample is taken, the results could be inconclusive, requiring you to return again with the unit.

How much bleach should I use?

30-40 gallon tank → 1 gallon
40-50 gallon tank → 1 gallon
50-60 gallon tank → 1 gallon
60-70 gallon tank → 1 gallon
70-80 gallon tank → 1 gallon
80-90 gallon tank → 1 gallon
90-100 gallon tank → 1 gallon

***Your mobile food unit is required to remain closed until the laboratory results for your water sample report negative for contamination, and you are re-opened by the Health Officer.**

NEW MOBILE FOOD UNIT FEES

EFFECTIVE JANUARY 1, 2018

(Note * Only Money Orders, Cashier's Checks, Credit Cards (MasterCard, Visa or Discover) or Company Checks are accepted for payment of fees at the Environmental Inspection Center 7427 Park Place
Fees may be paid online www.Houston.Consumer.org

Mobile Unit medallion (all units)	**$621.47**
Electronic Monitoring Fee (Unrestricted, Conventional units)	**$256.57**
Pre-opening inspections (new units or new owners) or remodeling of existing units per inspection	**$125.42**
Plan checking fee (new or remodeled unrestricted units) per submission	**$ 39.90**
Food Manager Certification Class	**$79.81**
Food Manager Certification Reciprocity	**$39.90**
Food Handler Training	**$11.40**
Re-inspection fee (poor sanitation inspection, failed pre-opening or renewal inspection)	**$125.42**
LP Gas Permit – if unit uses propane (separate payment made at 1002 Washington Avenue)	**$195.68**
Water Sample Fee (for laboratory testing of sample for from fresh water tank)	**$ 16.50**

Total payment to renew my expiring medallion

- Unrestricted-Conventional* (Food trucks & trailers) **$894.54**
- Unrestricted-Fixed Location* (Food carts) **$763.39**
- Restricted Units [Conventional & Fixed location] (Trucks, trailers & carts) **$621.47**

Total payment for a new medallion (new unit / new owner)

- Unrestricted / Conventional* (Food trucks & trailers) **$1019.96**
- Unrestricted / Fixed Location* (Food carts) **$763.39**
- Restricted unit [Conventional & Fixed location] (Trucks, trailers & carts) **$621.47**