

# Mobile Food Pod Plan Review Packet

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The materials in this packet will guide you through the plan review process to make sure that your Mobile Food Pod meets the requirements of Multnomah County. As you complete the packet, refer to the sections on definitions and answers to frequently asked questions. Plan Review **Approval from Multnomah County must be obtained for all pods currently operating before January 1, 2022, as well as newly constructed pods.**

All of our Food Cart Pod Information, including copies of this packet, are located at: [www.mchealthinspect.org](http://www.mchealthinspect.org).

All documents and fees should be submitted to:

Multnomah County Health Department  
Environmental Health Services  
847 NE 19th Avenue Suite 350  
Portland, OR 97232

You can also e-mail your completed application to [EH.Front.Office@multco.us](mailto:EH.Front.Office@multco.us) and pay the fees by credit card at 503-988-3400.

Once the licensing inspection is approved, your license will be in the mail within a couple weeks.

## Application Information and Materials for MOBILE FOOD PODS:

- General Information
- Steps to Complete the Application
- The License Approval Process Flow Chart
- Mobile Food Pod Plan Review Application: Plus Attachment Checklist

## Appendix:

- Plan Review Application
- Site Plan Examples
- Integrated Pest Management Plan
- Wastewater Spill and Control Plan
- Definitions
- Additional Questions
- Resources

# General Information

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**Mobile Food Pod defined:** These regulations apply to a parcel (or parcels) of land or public right of way where:

- a. Two or more mobile food carts operate for the purpose of selling food, beverages, or both food and beverages for more than 4 hours within a 24 hour period.
- b. The food carts are located on the same property, characterized by proximity and connectivity to create a food service environment.

**When to submit an application:** The license applicant or license holder shall submit properly prepared plans and specifications for review and approval to the Department before any of the following:

- a. January 1, 2022 for all existing mobile food pods.
- b. The construction of a new mobile food pod.
- c. The conversion of an existing site or structure for use as a mobile food pod.
- d. Major remodel of an existing mobile food pod.

**Code conformance:** The plans and specifications for a mobile food pod shall include the following information to demonstrate conformance with Code provisions:

- a. Source of potable water provided to all carts and how water will be provided to carts.
- b. A wastewater spill control and spill response plan.
- c. The capacity of solid waste receptacles.
- d. An Integrated Pest Management plan and schedule.
- e. A site plan to scale with location of food carts, amenities, and utilities.
- f. Confirmation of 5-foot setbacks.
- g. Any other specifications required by the Department to approve the plans.

**Steps to retain the license:** Once a pod license has been issued the license holder shall:

1. Post the license in a location at the mobile food pod that is clearly visible to consumers.
2. Comply with the provisions of the Pod Code, including the conditions of a granted variance and approved plan.
3. Immediately discontinue operations and notify the Department if an imminent health hazard may exist.
4. Allow representatives of the Department access to the mobile food pod.
5. Replace or modify existing facilities and equipment to comply, if:
  - a. The Department directs the replacement because the facilities and equipment constitute a public health hazard or nuisance or no longer comply with the criteria upon which the facilities and equipment were accepted;
  - b. The Department directs the replacement to meet current code requirements.

**Other agencies:** You may need to obtain approvals from other agencies. Please see the **Resources section** for a list of other agencies.

# Steps to Complete the Application

## Pod Operator To-Do: Plan Review Items to Complete

### Step 1. Submit the following:

- Mobile Food Pod Plan Review Application and Plan Review fee.
- Requested attachments listed in Plan Review worksheet.
- Mobile Food Pod License Application and License Application fee.
- Site plan of the entire Pod site.

**Step 2.** If applicable, obtain approvals from other agencies, i.e. planning, plumbing, fire, zoning, and building codes. If the Pod is in the City of Gresham, please contact Urban Design and Planning at: 503-618-2780 or [www.greshamoregon.gov/Food-and-Beverage-Carts/](http://www.greshamoregon.gov/Food-and-Beverage-Carts/)

### Step 3. After plans have been approved by the Health Department you must:

- Submit your **Mobile Food Pod License Application and fee**, if it was not already turned in with your Plan Review Application.
- **Contact your plans examiner by phone or email** to set up a licensing inspection.
  - New Pods: You cannot open until your pre-opening inspection has been completed and approved.

## Fees

Licenses are good for one calendar year. Renew your license by paying the license fee by January 1 of each year.

**Plan Review** - \$580

### Annual fees:

- For pods with 2-9 Units - \$405
- For pods with 10 or more Units - \$540

## Email, mail or deliver completed Mobile Food Pod Plan Review Application and applicable fees to:

Multnomah County Health Department  
Environmental Health Services  
847 NE 19th Avenue Suite 350  
Portland, OR 97232

You can also e-mail your completed application to [EH.Front.Office@multco.us](mailto:EH.Front.Office@multco.us) and pay the fees by credit card at 503-988-3400.

# The License Approval Process

Pod operator contacts Multnomah County to obtain  
**Mobile Food Pod Plan Review Application:**

Multnomah County Environmental Health  
847 NE 19th Avenue Ste 350  
Portland, OR 97232

phone: 503-988-3400  
web: mchealthinspect.org  
email: EH.Front.Office@multco.us

Pod operator submits pod plans to Multnomah County

**Approval letter**  
sent to pod operator.

**Denial letter**  
sent to pod operator with  
requested revisions.

Pod operator contacts  
Multco to schedule licensing  
inspection. *Should occur  
within 30 days of approval.*

Pod operator resubmits  
requested information  
to Multco.

Licensing inspection with plan  
reviewer and pod operator.

Plans  
**approved**

Plans **denied**

**Approved**  
Pod license  
sent to pod  
operator.

**Denied**  
Pod operator  
fixes items listed  
on report.

# Mobile Food Pod Plan Review Application Checklist

**For Plan Review, you are required to include the following information in your Mobile Food Pod Plan Review Application. Please ensure all information is included. Print this checklist and return it with your Plan Review Application, answering all questions and attaching requested documents.**

\*Incomplete information will delay plan approval.

**A. Site Plan:** Hand or mechanical drawn to scale (see Food Cart Site Plan handout examples). Your Site Plan does not need to be digitally created but can be hand drawn as long as it has all the required components listed. The Site Plan should be a bird's eye view of the entire site showing/labeling:

- Location of all food carts
- Setback dimensions (5-foot setbacks between all mobile units)
- Location of refuse area (trash, used oil, recycling)
- Location of potable water source (if applicable)
- Location of wastewater disposal site (if applicable)
- Restroom location (if applicable)
- Location of seating area (if applicable)
- Location of any buildings associated with the Pod (if applicable)
- Location of warehouses (if applicable)
- Location of storm drains (if applicable)

**B. General:**

a. What is the surface material where the food carts sit?

b. Are there restrooms available on site for employees?  Yes<sup>1</sup>  No

c. Are there restrooms available for customers?  Yes<sup>2</sup>  No

d. Additional structures:  Seating area  Warehouse(s)  Other: \_\_\_\_\_

<sup>1</sup>If yes, the restroom must have a hand sink with running hot (100F) and cold water and be within 500 feet from the food carts.

<sup>2</sup>If yes, the restroom must have hot and cold running water.

**C. Setbacks**

Per the current County regulations, there is a setback requirement of 5 feet between carts. The 5-foot setback is required to ensure the safety of all carts in the pod in the case of a cart fire. The 5-foot distancing also provides minimal space for food carts to exit the pod in a natural disaster.

Do all carts in the pod meet the 5-foot setback requirement?  Yes  No

If No, explain your plan for compliance.

# Mobile Food Pod Plan Review Application Checklist

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**D. Potable Water:** Pod Operators must require that their food carts use safe and adequate potable water.

**How will food carts obtain fresh water at your Pod?:**

- Onsite potable water source:** Must be designed, constructed, approved, and maintained in compliance with the requirements of all local, state, and federal regulations.
- Potable water hauler:** Delivering fresh water to each food cart on site.

Delivery business name: \_\_\_\_\_

**E. Solid Waste:** The premises of the food cart Pod must be kept orderly and free of litter and refuse. All areas around and underneath developed areas, buildings, structures, and mobile food units or food carts shall be maintained free of debris. Solid waste should be collected for disposal at regular intervals not to exceed 7 days. Mark which of these items are provided on site:

- Garbage dumpsters
- Trash cans
- Used oil receptacle
- Recycling

**F. Wastewater:** Wastewater must be disposed of into a public sewerage system or in a manner approved by the local, state, and federal regulations. (see Wastewater Spill and Control Plan handout)

**a. How will food carts dispose of wastewater at your Pod?**

- Onsite sewer with grease interceptor:** Refer to the City in which the Pod is located.
- Verified that all mobile units onsite use DEQ-approved waste water haulers:**

**NOTE:** All wastewater cubes that sit off of the food carts must be discontinued by January 1, 2023.

**b. Provide a Wastewater Spill and Control Plan identifying the following areas:**

- Education/Training of the Pod Managers and Cart Operators.
- Preparedness, including but not limited to staff responsibilities, equipment instructions, cleanup expectations, communication methods, and disposal protocols for residue.
- Safety of the staff that will be cleaning up the spill.
- Containment that will prevent the risk to the public and environment.
- Notification of the appropriate parties when a spill occurs.
- Other areas identified in the plan review process by the Department.

# Mobile Food Pod Plan Review Application Checklist

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**G. Integrated Pest Management:** Developed areas, buildings, and structures must be maintained free of accumulations of debris. (see Integrated Pest Management Plan handout)

**Provide Integrated Pest Management Plan** identifying the following:

a. If food is eaten on site, how will you protect common areas from pests?

b. How are you going to inspect the facility for pests and how often?

c. What kind of cleaning schedule will you provide to prevent collection of food debris in common areas?

d. What are you going to do when flying insects, birds, or rats get into the Pod?

e. Who are you going to call to eliminate problems?

**H. Power Utilities:** Pod Operators shall make sure that safe, adequate, and sufficient power is available to operate all food carts on site.

**Power sources available on site:**  Electrical  Generators  Natural Gas  Petroleum

**Electrical:**

**Pod will install and provide electrical power to all food carts on site.** All electrical installations and repairs shall comply with the requirements of local, state, or federal regulations.

**Pod will not provide electrical power to all food carts on site.**

**Other:**

**If providing Natural Gas:** I understand that Natural Gas infrastructure shall conform in construction, design, installation, and operation with local, state, and federal regulations.

**If providing Petroleum:** I understand that liquefied petroleum storage tanks must conform in construction, design, installation, capacity, and operation with the rules of the State Fire Marshal.

# Mobile Food Pod Plan Review Application



Construction Type:  New Food Pod  Remodel

Date: \_\_\_\_\_

Pod Name: \_\_\_\_\_ Pod Facility#: \_\_\_\_\_

Pod Location: \_\_\_\_\_ Number of Mobile Units at Pod: \_\_\_\_\_  
number and street city state zip

Property Type:  Managed by property owner  Managed by management group

**Contact Information:**

property owner name email phone number

property management owner name email phone number

Billing Address: \_\_\_\_\_  
number and street city state zip

**Please complete the following section to help Multnomah County better serve the Food Business Community**

**Preferred Language** (mark as many boxes as appropriate):

- English  Spanish  Thai  Lao  Vietnamese  Chinese (Cantonese)  Arabic  Korean  
 Somali  Russian  Other: \_\_\_\_\_

**Operating Days and Hours:**  All Days — OR — **Circle** days and write the hours of operation

Days	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Hours	to	to	to	to	to	to	to

**Months of Operation:**  All year — OR — **Check** all that apply

- Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sept  Oct  Nov  Dec

All licenses issued under this act shall terminate and be renewable on December 31st of each year. It is agreed that I will comply with the provisions of chapter 62, Oregon Revised Statutes, and the administrative rules of the Oregon Health Authority pertaining thereto. License fees are not refundable. All information contained in this record is public. \*Please refer to the fee schedule or call our office for information regarding license fee.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Make Checks Payable to: Multnomah County Environmental Health  
 847 NE 19th Avenue Ste 350  
 Portland, OR 97232

Fee Received: \$	Date:	By:	
Check #:	Cash/CC:	Receipt #:	Warehouse Facility #:

# Wastewater Spill and Control Plan

License holders must create, implement, and maintain a wastewater spill and control plan. This includes protocols designed to safeguard public health. Wastewater and spill control plans shall be reviewed and updated annually by the permit holder.

Wastewater shall be disposed of into a public sewerage or in a manner that otherwise complies with local, state, and federal law.

**Submit responses to the following questions:**

1. Have you designated someone as your point person to be responsible for implementing your wastewater spill and control plan?  Yes  No

If yes, provide their contact information (name, email and phone number).

2. Outline the cleanup protocol for your staff if there is a wastewater spill, including:

- a. Response time:

- b. Containment plans to prevent risk to the public and the environment:

- c. Procedures for disposal:

- d. Steps to ensure your staff's safety:

3. Outline how you will be educating or training your staff and the food cart operators of their respective duties and obligations if a wastewater spill occurs, including any equipment instructions, cleanup expectations, communication methods, and disposal protocols.

# Wastewater Spill and Control Plan

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4. What are your notification procedures if there is a wastewater spill?
  - a. Who will the food cart operator notify if they see a wastewater spill onsite?
  - b. If you have a designated point person, do each of the food cart operators have their contact information?  Yes  No
  - c. If you do not have a designated point person, who will the food cart operator contact, and do they have that person's contact information?
  - d. Who will you contact?

# Integrated Pest Management Plan

License holders must create, implement, and maintain an integrated pest management plan. This includes a schedule that will ensure pest control measures safeguard public health. Integrated pest management plans shall be reviewed and updated annually by the permit holder.

## Submit responses to the following questions:

1. Do you have a pest management professional on contract?  Yes  No  
Provide their name, phone number, and how often they monitor your property.
  
2. Have you designated someone to be responsible for routinely monitoring the pod area?  Yes  No  
Provide their contact information.
  
3. List below the checklist that your designated worker will be using while monitoring your pod, including how often they will be assessing the area.
  
4. Explain your cleaning protocol.
  - a. How often will you clean for pests?
  
  
  - b. What type of cleaning will you be doing to rid the area of sites for pests (i.e., rats) to live and breed?
  
5. What steps will you take if you do find pests at your pod?
  
6. It is your responsibility to work with your food truck operators to eliminate or reduce pests on your property. What is your plan for communicating this information to your tenants?
  - a. How and when will you be communicating with your operators (i.e. at meetings, only if there is a problem, etc)?
  
  
  - b. Do your operators know who to contact if there is an issue and how to get a hold of them?

# Pod Site Plan - Mobile Units and Warehouse

Please list the mobile units and identify their location on the site plan with a number.  
**You will need to ask the operator for their license information.**

SITE PLAN NUMBER	MOBILE UNIT NAME	WAREHOUSE	ESTABLISHMENT ID #	LICENSE ISSUE DATE	5-FOOT SETBACK
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
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		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Multnomah County Health Department  
 Restaurant (0-15 Seats)**

**Establishment ID:** 268611

**Issue Date:** 01/01/2022  
**Expiration Date:** 12/31/2022

**1-TEST Food**  
 5029 NE 7th Ave  
 Portland, OR 97211



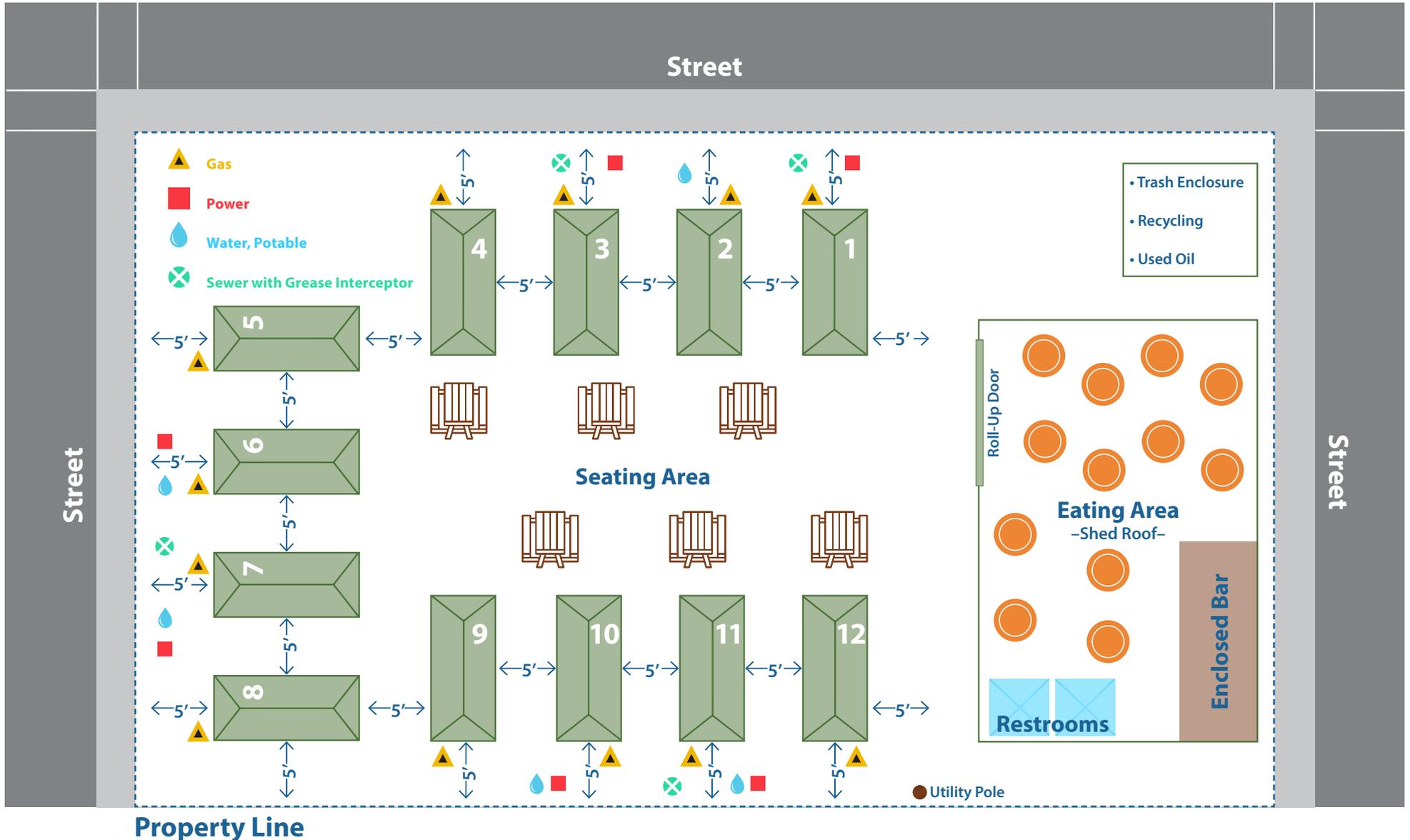
**License Fee Paid:** \$570.00  
**Reference #:**

1-TEST  
 1234 SE Address Street  
 Gresham, OR 97080

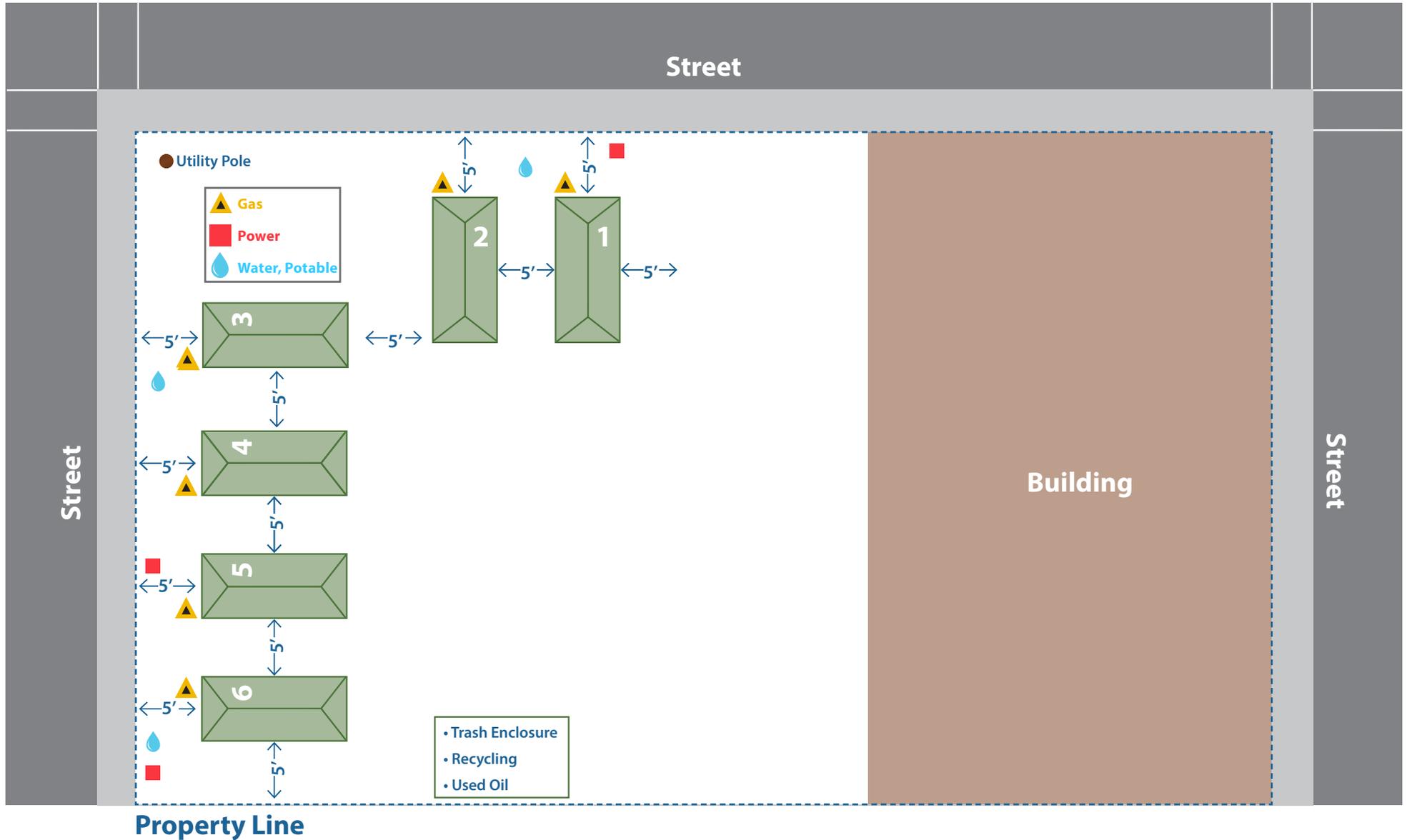
\_\_\_\_\_  
 Jeff Martin

**THIS LICENSE IS NOT TRANSFERABLE AND MUST BE POSTED IN A CONSPICUOUS PLACE**

# Food Cart Pod Site Plan: Example 1



# Food Cart Pod Site Plan: Example 2



## Tips for Building Your Food Pod Integrated Pest Management Plan

Whether your food pod has a few food trucks or twenty, you are required to maintain the area free from pests. Below are some strategies and ideas to help you write up your own Integrated Pest Management Plan for your food pod.

- 1. KEEP PESTS OUT.** Pests, such as rats and mice, will enter your food pod through holes, around pipe entries, and under doors. Mice can fit through a hole the size of a dime, so seal all holes the diameter of a dime or larger. Use metal flashing or hardware cloth to seal holes and gaps. Install a door sweep under each door.
- 2. REMOVE FOOD.** In most food cart lots, garbage, grease, and standing water are the main source of food for pests. Discard food waste in dumpsters with tight-fitting lids and proper drain plugs installed. Do not spill food or grease onto the surface of the pod. Pressure wash the dumpster/grease area frequently to prevent the build-up of food waste. Check and clean the area at the beginning and end of every day. Remove any standing water.
- 3. REDUCE HARBORAGE.** Regularly leaf-blow underneath carts to remove leaf litter and trash. Pave over or install pavers/bricks or ¼ inch hardware cloth in dirt areas to prevent burrowing. Trim vegetation off the ground. Do not build patios unless exclusion methods have been conducted. Do not allow clutter to accumulate around or underneath carts.
- 4. MONITOR.** Look for: Rodent droppings, paths, chewed materials, or burrows in the ground. Speak with operators to inquire about any sightings of live rats and areas of concern.

## GETTING RID OF RATS

Use bait stations with snap traps or a chemical rodenticide. Keep these items away from the public's reach. Place bait stations underneath food carts and the surrounding dumpster/grease area. Check bait stations every week and refill/re-bait when necessary. This will be an ongoing rodent control program with no definitive ending point. The securing or removal of all food sources and reducing harborage is essential for successful control work.

## MAINTENANCE

We recommend using a pest management company. If you use a pest management company, the professional and your assigned point person will meet regularly to discuss sensitive or problem areas. Once these areas have been identified, you should discuss various rodent control options and determine the speed of control necessary, as well as threshold/action levels based on population. Your pest management professional should also update your point person on any issues regarding sanitation, accumulation of trash/leaf litter, and food waste/grease being spilled onto the ground. The point person should then speak with every food truck operator on the importance of maintaining sanitation.

# Mobile Definitions

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**Back of the House:** The area where Cart Operators store supplies, equipment, or dispose of solid waste and wastewater.

**Backflow Prevention Device:** Atmospheric Vacuum Breakers (AVBs) are approved under Oregon Plumbing Specialty Code. They must have an ASSE seal. This device protects the fresh water source and is required. The device must be attached at the fresh water source.

**Department:** Multnomah County Health Department.

**Front of the House:** The area where customers can order and consume food and beverages purchased from a food cart.

**Hand Wash Sink:** A basin used for hand washing only. The hand sink must be stocked with soap and paper towels, have running hot (100F) and cold water, be accessible at all times, and be in a convenient location.

**Integrated Pest Management (IPM) Plan:** A coordinated decision-making and action plan that uses the most appropriate pest control methods and strategies in an environmentally and economically sound manner. The elements of integrated pest management include the following:

- A. Preventing pest problems.
- B. Monitoring for the presence of pests and pest damage.
- C. Establishing the density of the pest population, which may be set at zero, that can be tolerated or correlated with a damage level sufficient to warrant treatment of the problem based on health, public safety, economic, or aesthetic thresholds.
- D. Treating pest problems to reduce populations below those levels established by damage thresholds, using strategies that may include biological, cultural, mechanical, and chemical control methods and that shall consider human health, ecological impact, feasibility, and cost effectiveness.
- E. Evaluating the effects and efficacy of pest treatments.

**Imminent Health Hazard:** A significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on:

- A. The number of potential injuries, and
- B. The nature, severity, and duration of the anticipated injury.

**License or Permit:** The document issued by the Department that authorizes a person or entity to operate a pod.

**License or Permit Holder:** An individual or entity that: (1) Is legally responsible for the operation of the food cart pod, such as the property owner, the property owner's agent, or lessee of the property; and (2) Possesses a valid permit to operate a food cart pod.

**Mobile Food Pod:** Two or more mobile food carts operating for more than four hours in any 24 hour period on private or public property for the purpose of selling food, beverages, or both food and beverages.

**Oregon Authority Rules (OARS):** Mobile units, commissaries, and warehouses all must adhere to the OARS, which are available at [www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Pages/FoodCode.aspx](http://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Pages/FoodCode.aspx).

**Outdoor Cooking:** Outdoor cooking is limited and is associated with a food cart. The outdoor cooking equipment (ie BBQ) must sit next to the food cart using the equipment and must comply with a temporary hand wash set up.

# Definitions

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**Parcel of Land:** Defined as a unit of land that is created by partitioning land through deed, land sale, contract, or lease.

**Plan Review Process:** Starting in January 2022 all Food Pods must submit a plan for operations in order to be licensed. The Pod Operator should complete a Mobile Food Pod Plan Review Application and a Mobile Food Pod License Application. An examiner will review the plan and send a letter either approving or denying the application. If it is denied, there are opportunities to make needed changes. Once approved, the applicant must schedule a licensing inspection.

**Pests:** Any vertebrate or invertebrate animal, pathogens, parasitic plant, weed, or similar organisms that can cause disease or damage to crops, trees, shrubs, grasses or other plants, humans, animals, or property.

**Potable Water:** Water that meets 40 CFR 141 National Primary Drinking Water Regulations and is traditionally known as drinking water or fresh water.

**Remodel:** Revising the pod from the original site design (i.e. adding more spaces for food carts or changing how utilities are provided to food cart operators).

**Setbacks:** A setback is the distance between food carts. Per current County regulations, setbacks must be at least 5 feet. Check with your local authorities for your setback requirements.

**Solid Waste:** Food waste, scraps, fats/oils/grease, recycling and/or garbage.

**Spill Control Plan:** A plan that demonstrates how you will manage and control a wastewater spill on your property. The plan must address the following:

- How you will educate and train your Food Pod staff/manager(s) and the Cart Operators as to their respective duties and obligations for the wastewater spill and control plan, including any equipment instructions, cleanup expectations, communication methods, and disposal protocols;
- How you will ensure the safety of the staff that will be cleaning up the spill;
- How you will prevent containment risk to the public and the environment;
- What your notification procedures will be when a spill occurs; and
- Any other topics identified by the Department

**Utilities:** Services that provide electricity, gas, water, sewage disposal, and/or solid waste removal.

**Warehouse:** A secure place where food, utensils, single service items, cleaning supplies, etc. can be stored for a food cart's use. Cooking, cooling, dishwashing, and ice making are not allowed inside of a warehouse. Food Cart Operators must obtain a license to use a warehouse space. There must be no openings to the outside. There must be four walls, a ceiling, and a floor. The warehouse must be free from holes, cracks, etc. to eliminate pests from entering. The warehouse must have a locked system.

**Wastewater:** Any water that has been used as part of the operation of a Mobile Food Pod or Food Cart. It is also known as gray water or dirty water.

# Food Cart Pods Additional Questions

## **Is there a size limit for food cart pods?**

The size of the pod will be limited to the mobile units on site and the needs of those carts to meet the pod rules.

## **What is potable water? And does the pod operator have to supply potable water?**

Also known as fresh water or drinking water, potable water meets 40 CFR 141 National Primary Drinking Water Regulations. But they must make sure that safe and adequate potable water is used by their food carts. This can be either by a hauler or via onsite access.

In the cart world, fresh water is required for cooking, dishwashing and hand washing. Fresh water requirements are determined based on the classification of the food cart, and characteristics of the mobile unit.

## **What is wastewater? And does the pod operator need to supply wastewater disposal?**

Wastewater is generated from food carts and must be disposed of in an approved manner. This can be either by a DEQ onsite sewage system (with a grease interceptor) or a licensed DEQ wastewater hauler. Find a licensed DEQ hauler. Contact the City of Portland BES to determine if your site has a grease interceptor.

Find a licensed DEQ hauler through the State's DEQ website. Contact your local wastewater provider for additional information.

## **What is a wastewater spill control plan?**

Wastewater is generated from food carts and must be disposed of in an approved manner. This can be either by an onsite sewage system (with a grease interceptor) or a licensed DEQ wastewater hauler. Contact your city's regulatory department with questions. To find a licensed hauler contact DEQ (see Resources)

### **Pod operators must create a wastewater spill control plan that addresses the following:**

- a. Education/training of the cart operators.
- b. Preparedness, including but not limited to staff responsibilities, equipment use, cleanup expectations, communication methods, and disposal plans for residue.
- c. Safety of the staff that will be cleaning up the spill.
- d. Containment that will prevent the risk to the public and environment.
- e. Notification of the proper parties when a spill occurs.
- f. Other areas identified in the plan review process by the Department.

## **Can cart operators remove their fresh and wastewater tanks and connect directly to the public water supply?**

No. Cart Operators cannot remove their fresh and wastewater tanks from their food cart. The food cart must remain properly plumbed and integral to the vehicle. If each food cart has the capability to simultaneously have clean water coming into their food cart and wastewater going out in an approved way, then they can directly connect to public water supply. But the appropriately sized tanks must remain in place.

## **Whose responsibility is it to maintain a shared garbage or recycling area?**

The pod operator is responsible for making sure that the garbage and recycling area is maintained. Keep dumpster lids closed and keep food debris from accumulating around the containers. Improperly maintained garbage areas can attract rodents. Keeping this area clean will be beneficial for you and all of the operators in your pod. If a rat infestation is reported and confirmed, it is considered a code violation and abatement can be enforced.

## **How do I address solid waste in my plan review?**

All solid waste must be collected for disposal at regular intervals. This will help prevent vermin, objectionable odors, and overflowing of solid waste or other unsanitary conditions. In the plan review, the pod operator will explain how solid waste will be stored, transported and disposed of in a manner which complies with local, state, and federal regulations. This includes the needed size of containers for customers and cart operators. It also will include how often waste will be picked up (daily, weekly, etc.).

# Food Cart Pods Additional Questions

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## **What is an integrated pest management plan?**

Food cart pod operators must create, implement and maintain an integrated pest management plan. This will include a schedule to make sure that pest control measures are in place in order to safeguard public health and to prevent nuisance to the public. Guidance on creating your own plan can be found elsewhere in this packet.

## **What are setbacks?**

Setback means the distance between food carts; there must be sufficient room for timely exit of food carts in the event of fire or natural disaster. Within Multnomah County, there is a minimum 5-foot setback between food carts. Operators must make sure all setbacks set by local, state and federal regulations are maintained. Please contact the City in which your food pod is located for your specific setback requirements. If you have questions about complying with the setback requirement, please call or email us.

## **Does the pod operator need to provide power utilities?**

Pod operators are responsible for requiring that safe, adequate, and sufficient electrical power is available to all food carts on their property. All electrical installations and repairs, liquefied petroleum gas storage, and natural gas infrastructure must comply with the requirements of local, state, or federal regulations, and operation with the rules of the State Fire Marshal.

## **Does electricity need to be left on in food carts overnight and during times when they are not open?**

If the Cart Operator plans to hold foods requiring refrigeration in their food cart overnight, then the refrigeration units must remain at 41 degrees Fahrenheit or below at all times. Otherwise, the food must be thrown away. Therefore, you may need to provide electricity to the food cart at all times.

## **Are restrooms required for customers?**

If you provide seating for customers, you must provide a restroom for their use. If there is a customer restroom on site, there should be a hand sink with soap, paper towels, waste can and running hot and cold water. The hand wash sink should be in a convenient location to the restrooms.

## **Is a restroom required for the Food Cart Operators?**

No. But Cart Operators must have a restroom within 500 feet from their Food Cart. This restroom must have a hand sink with running hot (100F) and cold water, soap, paper towels, and be available during their operating hours. If the Pod Operator does not provide this, the Cart Operator will be required to locate a business within 500 feet that complies with the regulations. If they cannot find a nearby restroom that complies, they cannot operate at this location.

## **Can I just provide a portable restroom (like a Porta Potty) instead of a regular bathroom?**

Yes. But the portable restroom must have a hand sink with running hot (110F) and cold water through a mixing valve or combination faucet (333-162-0020,5-202.12), soap, paper towels, and a waste receptacle. If the portable restroom meets these requirements, it can be used. Hand sanitizer is not an acceptable substitute for hand washing. The restroom agreement form must be completed and signed as a component of your plan review process, to make sure that you provide access to adequate facilities.

## **What is a warehouse? Do I need to provide one on site for operators?**

No. You do not need to provide a warehouse for Cart Operators. A warehouse is a storage facility for food and equipment related to each individual mobile unit. Warehouses are often used when the Food Cart lacks enough storage. Warehouses are often located on pod premises and must be secured from rodents, insects and tampering. Cart Operators pay for and obtain their own warehouse license.

## **Questions? Please call or email if you don't see your question answered**

# Food Cart Pods Resources

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## City of Portland Agencies

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### Bureau of Development Services (BDS)

[www.portland.gov/bds/small-business-permits/vending-carts-private-property#toc-vending-cart-and-food-truck-signs](http://www.portland.gov/bds/small-business-permits/vending-carts-private-property#toc-vending-cart-and-food-truck-signs)  
503-823-7357

### Bureau of Transport (PBOT)

[www.portlandoregon.gov/transportation](http://www.portlandoregon.gov/transportation)  
503-823-5185

### Fire & Rescue (Fire Marshall) for propane permit

[www.portlandoregon.gov/fire/76752](http://www.portlandoregon.gov/fire/76752)  
503-823-3700

### Bureau of Environmental Services (BES) - FOG: Fats, Oils, and grease, sewer overflow and backup

[www.portlandoregon.gov/bes/54538](http://www.portlandoregon.gov/bes/54538)  
[cutfog@portlandoregon.gov](mailto:cutfog@portlandoregon.gov)  
503-823-7740

### Bureau of Environmental Services - Grease Interceptor:

[www.portlandoregon.gov/bes/article/346862](http://www.portlandoregon.gov/bes/article/346862)  
503-823-7740

### Revenue Bureau

[www.portlandoregon.gov/revenue](http://www.portlandoregon.gov/revenue)  
503-823-5157

### Portland Water Bureau

[www.portlandoregon.gov/water](http://www.portlandoregon.gov/water)  
503-823-7770

### Bureau of Planning & Sustainability (Recycling and Compost)

[www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)  
503-823-7700

## City of Gresham

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### City of Gresham

[www.greshamoregon.gov/Food-and-Beverage-Carts/](http://www.greshamoregon.gov/Food-and-Beverage-Carts/)  
[POD@GreshamOregon.gov](mailto:POD@GreshamOregon.gov)  
503-618-3000

# Food Cart Pods Resources

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## State of Oregon Agencies

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### Department of Environmental Quality (DEQ)

[www.oregon.gov/DEQ/WQ/Pages/default.aspx](http://www.oregon.gov/DEQ/WQ/Pages/default.aspx)

503-229-5696

### Oregon Department of Transportation

[www.oregon.gov/odot/Pages/index.aspx](http://www.oregon.gov/odot/Pages/index.aspx)

888-275-6368

### Oregon Liquor Control Commission (OLCC)

[www.oregon.gov/olcc/Pages/default.aspx](http://www.oregon.gov/olcc/Pages/default.aspx)

503-872-5000

### Oregon Occupational Safety & Health Administration (OR-OSHA)

<https://osha.oregon.gov/Pages/index.aspx>

503-378-3272

### Oregon Department of Agriculture (ODA) Food and Retail Establishment

[www.oregon.gov/oda/programs/FoodSafety/Pages/AboutFoodSafety.aspx](http://www.oregon.gov/oda/programs/FoodSafety/Pages/AboutFoodSafety.aspx)

503-986-4720