

MOBILE UNIT
Playbook



Table of Contents

Introduction	3
History of Mobile Vending in Multnomah County	3
Definitions	4
Class 1 Mobile Unit Specifications.....	6
Class 2 Mobile Unit Specifications.....	8
Class 3 Mobile Unit Specifications.....	10
Class 4 Mobile Unit Specifications.....	12
How to Apply.....	14
Frequently Asked Questions.....	15
Mobile Unit Specifications By Class.....	20
Other Regulatory Agencies of Interest/Resources.....	21
City of Portland / BES - Cut Through the FOG	24
Mobile Food Unit Restroom Agreement.....	26
Mobile Food Unit Wastewater Disposal Form.....	27

Introduction

Welcome to the Mobile Unit Playbook, developed by Multnomah County Environmental Health. This guide is intended to assist current and potential mobile unit owners in the process of opening and operating a mobile foodservice business.

This document was made possible in part by a FDA grant, Practical Application of HACCP for Regulators, Operators, and the Community.

From drive-thru coffee stands, to hot dog carts, to food carts, to mobile units, vending of street food in Multnomah County goes by many names, sizes, menus and complexities. We'll call them mobile units or food carts in this guide.

When it comes to food safety, all mobile units must follow the same rules according to Oregon State Law. The Oregon Food Code is based on Food and Drug Administration (FDA) guidelines. Public health and safety are the primary reasoning behind design and enforcement of these laws.

Though the information contained in this manual is largely about rules and regulations, we also share general advice on how to run your business in an efficient and safe way. We've developed this guide to assist you through the process from the idea phase of cart ownership to daily operation of your business. We hope that you find it helpful.

We will make every effort to keep the content in this manual accurate. However, rules and regulations are subject to change.

History OF MOBILE VENDING IN MULTNOMAH COUNTY

Food carts emerged into the Portland restaurant scene in the early 1990's, represented primarily by mobile catering trucks and drive-thru coffee operations. By the mid 90's there were approximately 100 licensed mobile units operating in Multnomah County. Typically requiring a lower overhead than traditional brick and mortar restaurants, food carts were becoming known as a lower cost way to sell food to the public. Portlanders embraced the unique food cart scene and mobile units continued to increase in popularity. While the explosion of carts provided exciting opportunity for start up businesses, it caused some regulatory challenges for local health departments.

Definitions

MOBILE UNIT

Any vehicle that is self-propelled, or which can be pushed or pulled down a sidewalk, street or highway, on which food is prepared, processed or converted, or which is used in selling and dispensing food to the ultimate consumer.

CLASSIFICATIONS

Food carts fall into one of four categories based on size, type of food processed and on-board equipment. Classifications are a way of grouping food carts into categories that help determine inspection requirements.

COMMISSARY

This is a licensed kitchen that meets all health department requirements for the preparation, cooking, holding, and storage of food. These kitchens are inspected on a regular basis and typically contain commercial grade equipment.

PREPACKAGED

These are foods that are wrapped in a durable, impermeable wrapper. Prepackaged refers to foods processed and sealed in a commercial manufacturing facility, and also to foods processed and sealed in a licensed commissary kitchen in accordance with health department rules and regulations.

The food sanitation rules designed for restaurants were not entirely applicable to mobile unit operation. Additionally, the rules did not include operational components of mobile units such as potable and greywater requirements, restroom and handwashing facilities, and physical furnishings such as prep space and warewashing equipment. Recognizing this, local health officials formed a workgroup partnering with state lawmakers and other stakeholders to identify mobile specific needs and design rules and regulations to address them. This was a valuable process because it allowed government to identify pertinent public health issues within the cart world, based on observed operational challenges. Additionally, the workgroup solicited input from current operators on how rules should be designed. In 1997, public input drove the Mobile Unit

PERISHABLE

Foods that are likely to spoil in a relatively short amount of time if not processed or used. Perishable foods include most meats, cheeses, cooked foods, and beverages that have not been processed in a manner that makes them shelf stable.

POTABLE WATER

Water that is suitable for drinking. Potable water must be harvested, transported and held in a safe manner. Potable water is required for handwashing.

GREYWATER/WASTEWATER

Greywater and Wastewater are used interchangeably to describe the used water produced from hand sinks, prep sinks, dishwashing, and processing of foods. Greywater must be collected, held and disposed of in a manner approved by health department and city agencies.

POD

A term for parking lots or other areas where several food carts rent space. Pods typically have garbage, electrical and wastewater facilities to address the needs of carts.

WAREHOUSE

Any building or shed, separate from your mobile unit, used to store food and food related goods.

Workgroup to make changes to mobile unit rules.

One of the most significant decisions was that carts would no longer be required to return to a base of operations (a location to clean, refill supplies and safely store the unit) on a daily basis. Under new rules, they could remain parked overnight as long as they were still “capable” of moving. Additional rule changes included the creation of four classes of mobile units based on operational complexity. Interest in mobile food vending in Portland continued to rise and the number of units grew. By 2000, there were more than 300 licensed mobile units in Multnomah County. As of late 2013, the county would license nearly 800 mobile units. As the number and types of units increased, accordingly so did challenges of ensuring safe foods for the public.

CLASS 1 MOBILE UNIT *Specifications*



**HANDWASHING SETUP
NOT REQUIRED**



**PREPACKAGED FOOD
ONLY**



Note: Multnomah County licenses very few Class 1 mobile units. These units are limited in that they can serve prepackaged foods only. This applies both to commercially prepackaged items, such as individually packaged muffins or yogurt, but also to foods produced in a licensed commissary kitchen that are processed, packaged, labeled and held under the rules and regulations of county and/or state foodservice operations. For example, this means foods must be packaged in a durable, impermeable and food safe material. Tamales wrapped solely in corn husks or banana leaves would not be considered suitably packaged. For more information, refer to the Oregon Mobile Food Units, Commissaries and Warehouses Rules at http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_333/333_162.html



TYPICAL APPLICATIONS:

Beverage carts, limited service food carts



HANDWASHING REQUIREMENTS:

None. Handwashing is not required on Class 1 mobile units because there is no bare hand contact with foods as they are required to be packaged.



ALLOWABLE FOODS:

Prepackaged, intact foods. You may not cook, warm, prepare or assemble any foods on the mobile unit. You may sell non-perishable sealed beverages. Units may not dispense ice. This means that you can have ice to keep things cold, but you cannot provide it to customers.



POTABLE WATER REQUIREMENTS:

None.

MEET *Juanita*



Juanita owns a **Class 1 Mobile Unit** licensed by the Multnomah County Health Department. She sells tamales to shipyard workers during lunchtime on Swan Island.

Juanita has a busy schedule that meets her business needs. On Sundays, she travels to a wholesale restaurant supply to purchase meats, vegetables and other ingredients. She loads the refrigerated foods into a cooler to help keep them cold during the 15 minute drive from the store to her commissary. When she arrives at the commissary, she promptly unloads the foods from the cooler and places them in the walk-in refrigerator, because she knows that refrigerated foods should be kept at 41 degrees F or below at all times.

Each weekday Juanita travels to her commissary to prepare tamales. She arrives early at 6 a.m. to allow her enough time to prepare tamales before lunchtime. She assembles and steams them. Around 10:30 a.m. she is done cooking and individually packages each tamale in a foil wrapper because she knows that she can sell only prepackaged foods from her Class 1 unit. She then loads the tamales into an insulated container and travels to Swan Island. She sells tamales throughout lunch time, until 2 PM. If she doesn't sell all of them, she takes them home to her family or throws them out because she knows that she can't sell them to the public after they've been below 135 degrees F for 4 hours. This is a component of the Time as a Public Health Control agreement she has on file with the county.

Juanita can walk to a local business a few minutes from where she sells tamales if she needs to use the restroom. She has a signed agreement on file with the health department, showing that she has access to a restroom with warm water, soap and paper towels available for handwashing. Juanita knows that double handwashing is important to keep her customers safe and healthy.



COMMISSARY REQUIREMENT:

A commissary may be required if you plan to process and package foods yourself, because you would need an approved, licensed kitchen.



DISHWASHING SINKS:

Not required. All foods must be prepackaged for sale so there is not a dishwashing requirement. However, if

some aspect of your operation requires washing dishes or utensils, a commissary with an approved dishwashing method is required.



RESTROOM ACCESS REQUIRED:

Yes. You must complete a restroom agreement form as part of your application process.

CLASS 2 MOBILE UNIT *Specifications*



**ON-BOARD
HANDWASHING SETUP
WITH 5 GALLONS OF
POTABLE WATER**



**UNPACKAGED FOODS
NOT REQUIRING
ASSEMBLY OR
PREPARATION**



*As you can see, Class 2 mobile units are very similar to Class 1.
The primary differences lie in handwashing and packaging requirements.*



TYPICAL APPLICATIONS:

Beverage carts, limited service food carts



ALLOWABLE FOODS:

All foods permitted under Class 1 mobile units.
Additionally: Unpackaged foods are permitted, but you may not assemble, prepare, cook or warm any food on the unit.



HANDWASHING REQUIREMENTS:

A minimum of 5 gallons of warm potable water is required. Insulated containers can be used to maintain water temperature throughout shift.



DISHWASHING SINKS:

Not required, as long as a licensed commissary is provided and accessible with approved dishwashing capability.

MEET *Billy*



Billy owns a **Class 2 Mobile Unit** licensed by the Multnomah County Health Department. Billy sells soups in the downtown area during lunchtime.

Billy travels to his commissary kitchen licensed by the Multnomah County Health Department to prepare his soups. When he shops for ingredients, he makes sure to bring an insulated container to transport cold foods because he knows that refrigerated foods should stay at 41 degrees F or below at all times. When he arrives to his commissary, he immediately places the ingredients requiring refrigeration in the walk-in refrigerator. He will take items out of the refrigerator only when he is ready to actively prepare them.

Billy is at his commissary twice a week to make soup. He cooks his soups in large batches and then cools them in an ice bath, using an ice wand to stir them occasionally. He always uses a probe thermometer to check cooling temperatures. He knows that hot foods must be cooled from 135 degrees F to 70 degrees F within 2 hours, and that they must be cooled from 70 degrees F to 41 degrees F or colder within an additional 4 hours. His total cooling time never exceeds 6 hours. He portions the cooled soup into smaller containers and marks them with a 7 day use period before placing them in the walk-in.

On days that Billy is selling soup, he travels to his commissary and removes one container of each kind of soup. He rapidly heats it on the stove, using his probe thermometer to ensure that it reaches 165 degrees F. This is important to keep his customers healthy and safe. He then puts the soup in an insulated transport container and heads to his push cart downtown to sell. Before he leaves the commissary, he fills his insulated beverage container with 5 gallons of hot water for his on-cart handwashing setup. He fills the reservoir with the hot water when he arrives. His cart has a foot operated pump system that provides on board handwashing, because mechanical handwashing equipment is a requirement for class 2 and above carts.

When Billy arrives at his cart, he turns on the steam table and lets the water heat to at least 150 degrees F before pouring in his soups, because he wants to make sure they stay at temperature. He serves hot soup throughout the afternoon. If he doesn't sell all of his soup, he takes it home to his family or throws it away because he has no way of properly cooling it on his unit.

Billy can walk to a local business a few minutes from where he sells soup if he needs to use the restroom. Billy has a signed agreement on file with the health department, proving that he has access to a restroom with warm water, soap and paper towels available for handwashing. He knows that double handwashing is important to keep his customers safe and healthy.



POTABLE WATER REQUIREMENTS:

This will depend on operational considerations, such as whether you need to wash serving utensils during the service shift and whether a commissary is available for dishwashing. If a commissary is not used, then adequate equipment would need to be present on the cart where you can wash, rinse and sanitize dishes in an approved manner.



COMMISSARY REQUIREMENT:

A commissary may be required. Contact the mobile unit plan review representative if you have questions about commissaries.

CLASS 3 MOBILE UNIT *Specifications*

INSULATED CONTAINERS ARE USED TO TRANSPORT COOKED PROTEINS TO THE UNIT, SINCE RAW-TO-FINISH COOKING OF RAW PROTEINS IS NOT ALLOWED ON CLASS 3 UNITS



TYPICAL APPLICATIONS:

Beverage carts, full service food carts



ALLOWABLE FOODS:

All foods under Class 1 and Class 2 mobile units. Additionally, Class 3 units can prepare and serve a full menu with the restriction that raw animal proteins may not be processed or cooked on the unit. Additional restrictions may apply based on your equipment, space and other operational considerations.



HANDWASHING REQUIREMENTS:

A minimum of 5 gallons of warm potable water is required.



POTABLE WATER REQUIREMENTS:

This will depend on operational considerations, such as whether you need to wash serving utensils during the service shift and whether a commissary is available for dishwashing. If a commissary is not used, then adequate equipment would need to be present on the cart where you can wash, rinse and sanitize dishes in an approved manner.

MEET Chen



Chen owns a **Class 3 Mobile Unit** licensed by the Multnomah County Health Department. Chen sells traditional Chinese food out of his cart that's located in a large pod in Southeast Portland.

Chen serves a full menu with a variety of choices. Chen's pod does not have permanent water connections or wastewater disposal facilities, so he fills his potable water tank with tap water through a food grade hose. He knows that his hose is food grade because it is white and has a blue stripe. His potable water tank can hold enough water to fill his three compartment dishwashing sinks three times over, plus an additional 5 gallons for handwashing, since this is a health department requirement. Chen collects his wastewater in a sealed tank underneath his unit and pays a licensed hauler to empty it several times a week. Chen has a wastewater agreement form on file with the health department that proves he is disposing of his greywater appropriately. *(See page 25)* He knows that wastewater can never be poured down storm drains.

Though he has the equipment to wash dishes on his unit, Chen is required to have a licensed commissary kitchen because many of his menu items require raw to finish cooking of meats. Raw to finish cooking of meats is not allowed on class 3 units, so Chen cooks, cools and stores his meats in the refrigerator at the commissary until he is ready to use them. When it's time to take cooked meats to his cart, he always uses an insulated container to make sure the food will stay cold.

Chen's pod has a bathroom with warm running water, soap and paper towels. Even though this restroom is on site, he still completed a restroom agreement and has it on file with the health department. Chen knows that double handwashing is important to keep his customers safe and healthy.



COMMISSARY REQUIREMENT:

A commissary is often required for Class 3 units. Whether you need a commissary depends on numerous factors such as cart design, space, equipment and type of food being prepared and served. Speak with the mobile unit plan review representative at the Multnomah County Health Department if you have questions about commissaries.



DISHWASHING SINKS:

Not required, as long as a licensed commissary is provided and accessible with approved dishwashing capabilities. If you are not using a commissary, an approved dishwashing method must be provided. Approved dishwashing methods include either a three compartment sink large enough to submerge your largest ware, or a commercial dishwasher capable of the same. If you use three compartment sinks, your unit must have enough potable water to fill all three sinks two times.

CLASS 4 MOBILE UNIT *Specifications*



THE SIZE OF MANY CLASS 4 UNITS AND THE EQUIPMENT CONTAINED WITHIN THEM OFTEN ALLOWS FOR A FULL MENU TO BE PREPARED AND SERVED



TYPICAL APPLICATIONS:

Beverage carts, full service food carts



ALLOWABLE FOODS: All foods under Class 1, Class 2 and Class 3 mobile units. Additionally, Class 4 units can prepare and serve a full menu. Additional restrictions may apply based on your equipment, space and other operational considerations.



HANDWASHING REQUIREMENTS:

A minimum of 5 gallons of warm potable water is required.



POTABLE WATER REQUIREMENTS:

This will depend on operational considerations, such as whether you need to wash serving utensils during the service shift and whether a commissary is available for dishwashing. If a commissary is not used, then adequate equipment would need to be present on the cart where you can wash, rinse and sanitize dishes in an approved manner.

MEET *Gabi*



Gabi owns a **Class 4 Mobile Unit** licensed by the Multnomah County Health Department. Gabi sells Middle Eastern food in a pod in Northeast Portland.

Gabi serves a full menu with a variety of choices. Gabi's pod is one of the newest in town and comes with many amenities such as permanent electrical and potable water hookups, as well as on-site wastewater disposal through a grease interceptor. These factors were important to Gabi when she was selecting a pod location, because she didn't want to have to fill potable tanks and have her wastewater tanks emptied on a regular basis. Gabi has a fully contained Class 4 unit with adequate prep space and equipment to meet her needs, so she is not required to have a commissary kitchen.

Gabi prepares almost all of her food on a daily basis. She is permitted to prepare larger batches of rice to cool and serve at a later time, because she demonstrated to the health department that her equipment has the capacity to cool that amount of rice properly. She makes sure to check temperatures with her probe thermometer when cooling hot foods, because she knows that improperly cooled foods can make people sick. Gabi tries to minimize the amount of food she has left over at the end of the day because she knows that though she has some space in her commercial refrigerator to cool foods, she doesn't have enough to cool a large amount of food. Cooling too much food at once can raise the temperature in her refrigerator and make other foods inside of it unsafe to eat.

Gabi's pod has many amenities, but it does not have a restroom on-site. There is a portable toilet nearby the pod. Gabi knows that she can't use this toilet because it does not have warm running water, soap or paper towels. It does have hand sanitizer, but she knows this is not an approved substitute for handwashing. So if Gabi needs to use the restroom, she walks to a neighboring business where she has a signed restroom agreement. She knows that double handwashing is important to keep her customers healthy and safe.



COMMISSARY REQUIREMENT:

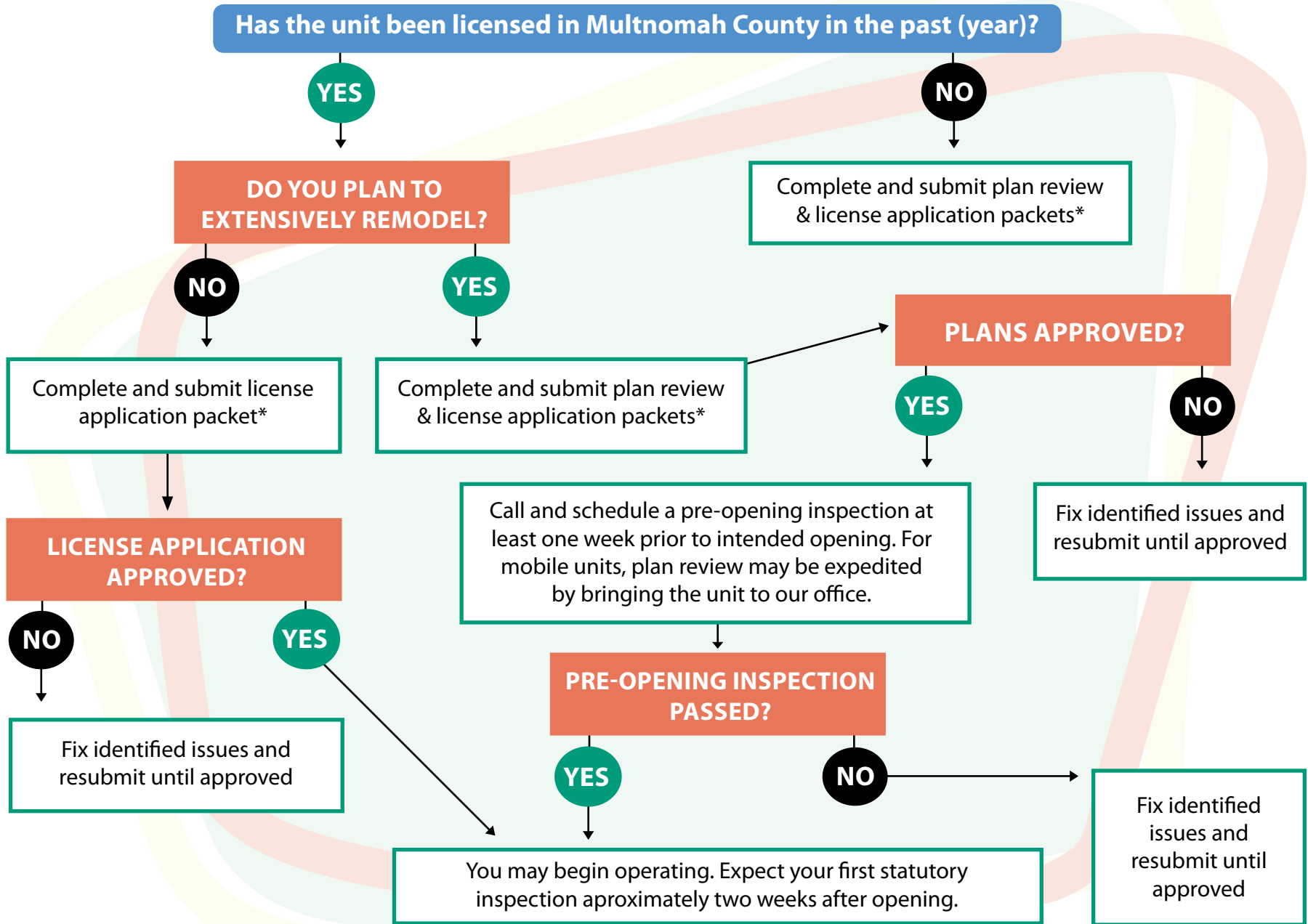
A commissary may be required for Class 4 units. Whether you need a commissary depends on numerous factors such as cart design, space, equipment and type of food being prepared and served. Speak with the mobile unit plan review representative at the Multnomah County Health Department if you have questions about commissaries.



DISHWASHING SINKS:

A three compartment dishwashing sink or approved commercial dishwasher is required on all Class 4 mobile units. Your sink or dishwasher must be large enough to accommodate your largest ware.

MOBILE UNIT APPLICATION PROCESS



* Note that the license and plan review application process may require additional action or documentation, such as prefabricated structure licensing, fire marshal inspection, business registration, and fees. See "Other Regulatory Agencies of Interest" and speak with a health department representative for details.

FREQUENTLY ASKED *Questions*

What's the difference between the types of units?

Carts are designated as Class 1, 2, 3 or 4 depending on several factors including size, complexity and type of foods prepared. See the "Classifications" chapter for details.

Can I cater with my mobile unit?

No. Current rules do not allow mobile units to be used in catering operations.

When do I need to notify the county of my operations?

Notify the county if you are making significant changes to your menu, if you move the unit from its listed operational location, or if you plan to close your unit.

What is a commissary kitchen? Do I need one?

A commissary is a licensed kitchen that meets all requirements of the Health Department for the preparation, cooking, holding, and storage of food. These kitchens typically contain commercial grade equipment and are inspected on a regular basis. Whether you need one is dependent on operational considerations such as the equipment contained in your cart and the type of foods that you wish to prepare and sell.

What is a warehouse? Do I need one?

A warehouse is a storage facility for food and wares related to your mobile unit. Warehouses are needed when your cart lacks sufficient storage. Warehouses are typically located in close proximity to your unit, and must be secured from rodents, insects and tampering. Warehouses are licensed and inspected on a regular basis along with your mobile unit.

Can I store dry ingredients at home?

You cannot store ingredients at home unless they are exempt per the food code. See Oregon Food Sanitation Rules 1-201.10 for a listing of exempt foods.

The rules state that my unit must be capable of moving at all times. Is this enforced? I see a lot of carts around town that are not easily movable.

The rules require that the wheels stay on the mobile unit at all times during operation. The tongue may be removed if it can be done so with simple tools, and the tools must be available for use at all times.

FREQUENTLY ASKED *Questions*

Can I cool cooked foods on my unit?

Yes, carts can cool cooked foods on the mobile unit. However, you must prove you have the capacity to properly cool cooked foods. Your mobile unit plan review representative can help you determine if cooling is a possibility on your unit.

If I'm serving whole, intact fruits (such as apples) on my unit, do they need to be in a covered container?

If the apples are on display in an area where customers can serve themselves, or in a location where contamination is possible (like on an outside shelf of your cart), they must be protected by a container or sneeze guard. This applies to items that are assumed to be ready to eat in current form. For example, you would not be required to wrap a banana, as the peel is typically not consumed.

Does my cart need to be hardwired or can I use an extension cord?

Under current rules, your cart is not required to be hardwired. Some situations require that your cart have electricity at all times. For example, if you will be holding foods requiring time and temperature control overnight on your unit, you would need to keep your refrigerators running, which would require power. Extension cords

left out overnight run the risk of being tampered with at many unsecured POD locations. So while not required, a hardwire connection is often beneficial.

What should I do with my wastewater?

The spent dishwashing and handwashing water from your cart is known as greywater. Greywater is different from "blackwater", which is characterized by the presence of sewage. Greywater must be collected, stored and disposed of in an approved manner. Greywater should NEVER be poured into a storm drain, or be allowed to drip or run onto the surface of your lot. Greywater typically contains food debris, which can attract rodents if not properly dealt with. Rats spread disease and are a major focus of the health department. You will be required to complete a Mobile Unit Wastewater Agreement form as part of the plan review process. This form identifies how you will collect and dispose of your greywater. Greywater disposal is regulated by the City of Portland Bureau of Environmental Services. See the contact information on [page 21](#) of the "Other Agencies of Interest" chapter for more information.

Do I need to leave electricity on in my unit overnight and during times when I'm not open?

If you plan to hold foods requiring refrigeration in your unit overnight, your cold holding units must remain at 41 degrees F or below at all times. Therefore you may need to provide electricity to the unit at all times.

How much potable water do I need?

Potable water is water that is suitable for drinking. In the cart world, potable water is required for cooking, dishwashing and handwashing. Potable water requirements are determined based on the classification, size and use characteristics of your mobile unit. Class 1 units do not have a potable water requirement because the prepackaged foods requirement eliminates any bare hand contact with foods. Class 2, 3 and 4 units must have a minimum of 5 gallons for handwashing, and more is often required dependent on dishwashing and other operational considerations. Your mobile unit plan review representative will assist you in determining your potable water needs.

Is it my responsibility to maintain a shared garbage or recycling area?

When there is a common garbage or recycling area shared by more than one cart, all operators have a responsibility to use and maintain it properly. Keep dumpster lids closed and keep food debris from accumulating around the containers. Improperly maintained garbage areas can provide food and harborage for 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.

Do I need to be able to wash dishes in my cart?

Dishwashing capability may be required depending on the type of your unit, operational considerations and whether you have/use a commissary with approved dishwashing capability. For example, if you have a class 3 unit that has enough clean utensils to operate for a shift, and you have a commissary with an approved dishwasher that you return to daily, you would likely not be required to have onboard dishwashing capability.

What does raw to finish cooking of proteins mean?

Raw to finish cooking in this context refers to the processing or preparation of any uncooked or undercooked animal foods such as meats, fish and unpasteurized eggs.

I have a food handler certification from another state. Does it apply in Multnomah County?

Multnomah County Health Department accepts current food handler cards from all counties within Oregon. Food handler cards are good for three years, and are available online at mchealthinspect.org. Current ServSafe food handler and manager training certifications from the National Restaurant Association are also acceptable. Food handler cards from other states are not accepted. Any operator or employee that interacts with food must show proof of one of these certifications during the inspection process.

FREQUENTLY ASKED *Questions*

I have a mobile unit license from another county. Can I use it to vend in Multnomah County?

Mobile units licensed by another Oregon county that arrive in and leave Multnomah County in the same day are not required to obtain a local license. If you wish to park the unit in Multnomah County overnight or longer, such as for an event, you must notify the health department, pay a \$25 fee and receive an inspection. This only applies if you are currently licensed in another Oregon county. If you are not currently licensed, you must acquire a mobile unit license from the Multnomah County Health Department. Under all circumstances you must comply with all local rules and regulations.

I'd rather connect directly to the public water supply than use tanks. Can I do this, and what are the requirements?

Yes, you may connect your unit directly to the public water supply. You must use food grade hoses (typically a white hose with a blue stripe or marked with NSF standard or equivalent) and must use an anti siphon check valve at the spigot connection. If you wish to hard plumb your unit, you must comply with all local plumbing codes. Contact the City of Portland Bureau of Development Services at (503) 823-7300 for more information.

What is a food grade hose, and where can I get one?

Food grade hoses are constructed of materials that are considered safe for the conveyance of potable water. Garden hoses can contain harmful chemicals that can leach into the water. For this reason, food grade hoses are required for all potable water. They can be purchased at most stores where you would find recreational vehicle accessories.

There is only one person working in my cart at any given time because business fluctuates so much. Do I need to wash my hands every instance after I handle money, even if I don't make any bare hand contact with food I'm serving?

As long as you're not making direct contact with food, you are not required to wash your hands after handling money. This means you must use tongs, utensils, deli paper or other barrier to serve foods. While handwashing in this instance is not required, frequent handwashing is always encouraged.

Can I use water from a well?

Yes, you can use water from a well. However, the well must meet water testing guidelines set forth by the State of Oregon. Some wells may contain substances that could be harmful. Contact Oregon Drinking Water Services at (971) 673-0405 for more information. If you use water from a well you must be able to show testing documentation.

The POD owner provides a portable toilet on our lot with hand sanitizer. Can I just use this instead of a regular bathroom? I'll make sure to wash my hands once I get back to the cart.

Rules require that restroom facilities for employees have warm running water, soap and paper towels. If the portable restroom meets these requirements it can be used, though most do not. Hand sanitizer is not an acceptable substitute for handwashing. The restroom agreement form must be completed and signed as a component of your plan review process, to ensure that you have access to adequate facilities. The only exemption to this rule is if your unit is truly mobile and does not reside in one location for more than 2 hours at a time. Speak to your mobile unit plan review representative for more details on the restroom requirement.

Can I use a refrigerator like the kind at my house?

Residential equipment is not recommended, but is acceptable as long as you can prove it has the ability to hold refrigerated foods at 41 degrees F or below. Cooling of hot foods in a residential refrigerator is never allowed. Commercial refrigerators typically have more cooling capacity, and are therefore recommended.

What does commercial-grade equipment mean?

Commercial grade equipment is designed to operate at a higher standard than most residential grade equipment. For example, commercial refrigerators typically have larger compressors, allowing them to cool more quickly. This is needed to keep foods cool during high use times when the door is open at higher frequency.

How do I find a commissary? Is that the same as a commercial kitchen?

A commissary kitchen and commercial kitchen are essentially the same. Your commissary kitchen must be currently licensed and inspected by the Multnomah County Health Department. There are resources available to help you locate an approved kitchen. Contact the Multnomah County Health Department for more details.

MOBILE UNIT SPECIFICATIONS BY CLASS

	Potable Water Tank Requirements	Wastewater Tank Requirements	Commissary Requirements	Three Compartment Sink Required?	Licensing Costs <i>Fees are expected to change in 2015</i>	Food Allowed	Handwashing Requirements	Restroom Agreement Required?
CLASS 1	None	None	May be required*	Not required	License \$370, Plan Review \$405, Commissary \$340	Prepackaged, intact foods. No cooking or prep on unit. Non-perishable sealed beverages	None	Yes
CLASS 2	Minimum 5 gallons for handwashing**	Minimum 5 gallons**	May be required*	May be required*	License \$370, Plan Review \$405, Commissary \$340	All foods permitted under Class 1, also unpackaged foods. No cooking or prep on unit.	Minimum 5 gallons of warm potable water	Yes
CLASS 3	Minimum 5 gallons for handwashing**	Minimum 5 gallons**	May be required*	May be required*	License \$370, Plan Review \$405, Commissary \$340	All foods permitted under Classes 1 and 2. No raw proteins allowed on unit.	Minimum 5 gallons of warm potable water	Yes
CLASS 4	Minimum 5 gallons for handwashing, plus amount to fill 3-compartment sinks twice over**	Minimum 5 gallons**	May be required*	Required	License \$425, Plan Review \$405, Commissary \$340	Units may serve a full menu***	Minimum 5 gallons of warm potable water	Yes

* May be required dependent on operational considerations. Speak to the mobile unit representative at the Multnomah County Health Department for more information.

** Dependent on operational considerations and availability of on-site potable and wastewater facilities. Speak to the mobile unit representative at the Multnomah County Health Department for more information.

*** Equipment and facility requirements may apply depending on what foods you wish to prepare and serve.

OTHER REGULATORY AGENCIES OF INTEREST *Resources*

Below is a listing of agencies separate from Multnomah County that may have requirements for your mobile food unit business. While our intent is for this list to be comprehensive, there may be other entities that need to be contacted. Read through to determine whether each agency should be involved. If you are unsure, contact the agency to ask them directly- if you fail to contact the proper agency before beginning work on a process, the result could be costly and time consuming. It is your responsibility to ensure that your foodservice operation is in compliance with all applicable local rules and regulations.

Every effort will be made to maintain current contact information in this listing. However, some information may have changed since publishing.

City of Portland Agencies

Bureau of Development Services (BDS)

Phone: 503.823.7526

This agency is responsible for regulatory mobile food vending aspects concerning zoning, prefabricated structures and hardwire electrical permitting.

You should contact Development Services to determine if any processes or permitting are required, but you must contact them if:

- ✓ You want to vend at a new site or you are unsure if the current site is approved for commercial use. Vending sites must be located in a zone that allows retail sales and service uses. There are other site requirements such as a paved surface, appropriate surface drainage, and drive-through window operation specifications
- ✓ You wish to connect your cart to electricity through a permanent connection

**Note that current mobile unit rules require hard connections to be easily disconnected within reason, in accordance with requirement for the cart to be easily movable. If an electrician or plumber can remove these connections within a short amount of time (such as removing pigtail electrical connections), the requirement should be met.*

Revenue Bureau

Phone: 503.823.5157

Everyone doing business in the City of Portland must register their business with the City of Portland Revenue Bureau. Based on the size of your business and other factors, you may be eligible to pay a tax. Not all businesses will have to pay this tax. Contact the Revenue Bureau to determine whether your business is eligible. If you are doing business outside of the City of Portland, make sure to contact the corresponding city to enquire about business registration.

Bureau of Transportation (PBOT)

Phone: 503.823.5185

If any part of your cart (including stairs, swinging doors or seating areas) will encroach onto a “public right of way” (a sidewalk, road or other public transportation path), special permitting is required. Contact the Portland Bureau of Transportation to determine if your operation will require right of way permitting.

Fire and Rescue (Fire Marshal)

Phone: 503.823.3700

The City of Portland Bureau of Fire and Rescue is responsible for regulating temporary structures (such as tents), vent hood fire

OTHER REGULATORY AGENCIES OF INTEREST *Resources*

suppression system designs and propane tank systems on and around mobile units. Contact the Bureau of Fire and Rescue during the planning phase of your business to determine necessary permitting and design elements. If you plan to do business outside of the City of Portland, contact the corresponding city or municipality.

Water Bureau **Phone: 503.823.7770**

If you plan to directly connect to the Portland city water supply, or would like to inquire about water connections, contact the City of Portland Water Bureau. Many of the city water regulations mirror county regulations, such as the double check valve assembly requirement, which is designed to keep contaminated water from siphoning back into the public water supply. Important: The Water Bureau is the point of contact for direct connections to the public water supply. If you have questions about onboard water tank requirements for your unit, contact the Multnomah County Health Department. If you plan to do business outside of the City of Portland, contact the corresponding city or municipality to determine local rules and regulations.

Bureau of Planning and Sustainability **(Recycling and compost)** **Phone: 503.823.7700**

The Bureau of Planning and Sustainability is the primary contact point for questions relating to garbage, recycling and composting in the City of Portland. If you have questions on requirements or available services, contact this agency.

Other local Municipality Contact Information ***(Municipalities located within Multnomah Co)***

If you plan to operate within the City of Portland, you must get a food service license from the Multnomah County Health Department and any other necessary permits from the City of Portland. If you plan to operate your mobile unit or commissary kitchen within Gresham, Fairview, Troutdale, Maywood Park or Wood Village, you must still obtain a food service license from Multnomah County. Other local fire code, plumbing, taxation and other regulations may apply. It is your responsibility to contact the following agencies to determine whether any local codes may apply to your operation.

City of Gresham
Permit Services:
503.618.2845

City of Fairview
General Info:
503.665.7929

City of Troutdale
General Info:
503.665.5175

City of Maywood Park
General Info:
503.255.9805

City of Wood Village
General Info:
503.667.6211

State of Oregon Agencies

Department of Environmental Quality (DEQ)

Phone: 503.229.5696

The Oregon Department of Environmental Quality is responsible for regulating proper disposal of greywater (non-sewage containing wastewater). All mobile units in Multnomah County must complete and sign a wastewater agreement that identifies approved disposal method. You should contact DEQ if you would like to inquire about a licensed waste water hauler or if you would like to provide information on illicit discharges of wastewater. For all other wastewater concerns, contact The City of Portland Bureau of Environmental Services.

Oregon Department of Transportation (ODOT)

Phone: 888.275.6368

The Oregon Department of Transportation is responsible for approving design of vehicles as they relate to legal travel on public roads. Your cart must be capable of moving at all times, and must not require a special use permit from the Oregon Department of Transportation to do so. Before purchasing a unit, you should contact this ODOT to ensure it will comply with transportation laws. Remember- if your cart requires a special use permit to move, it cannot be licensed as a mobile food unit in Multnomah County.

Oregon Liquor Control Commission (OLCC)

Phone: 503.872.5000

If you plan to sell alcohol, you must contact the Oregon Liquor Control Commission to inquire about a liquor license. In addition to a liquor license, an alcohol service permit is also required for anyone working at your facility that will mix, serve or sell alcohol.

Oregon Occupational Safety and Health Administration (OR-OSHA)

Website: www.orosha.org

Oregon OSHA is a branch of a federal agency that regulates certain workplace health and safety standards. These standards may affect how you can utilize employees. To ensure your business is up to current standards, contact the Oregon Occupational Safety & Health Administration.



ENVIRONMENTAL SERVICES
CITY OF PORTLAND
working for clean rivers

Cut Through the FOG

Properly disposing of fats, oils, and grease (FOG) and grey water protects Portland's sewer system and the environment. FOG can build up and completely block sewer pipes. That can create difficult and expensive maintenance problems for both the city and private property owners. Blocked sewer pipes can cause raw sewage to back up into homes or businesses, or overflow into streets and streams.

There are three ways mobile food units can properly dispose their grey water:

- 1) Dispose of all grey water into an on-site recycling container.
- 2) Dispose of all grey water into an on-site grease interceptor.
- 3) Hire an approved vendor to remove the grey water from your mobile unit.

NEVER POUR FOG OR GREY WATER INTO A PARKING LOT DRAIN OR STREET DRAIN.

City staff is available to help Portland mobile food units adopt practices that reduce FOG and food waste discharges to the sewer and the environment. Please contact us at 503-823-7093 or email cutfog@portlandoregon.gov with questions about proper FOG and grey water disposal.

Development Review

The Pollution Prevention Review Team reviews development plans to facilitate industrial, commercial, and site development projects. The review process identifies new and existing development projects subject to Industrial

Pretreatment and Stormwater Regulations, Cut Through the FOG Administrative Rules, City Code, and implements structural source controls as specified by Portland's Stormwater Management Manual (SWMM).

When a mobile food unit or multiple units in one location (Pod) choose a location and begin to design plans and improvements, some city code requirements may apply to the design proposal. The design and improvements will need to be permitted through the city's Development Review (DR) application process.

- Solid Waste and Recycling areas must meet the SWMM.
- Grey water storage areas must meet the SWMM for storage of liquids.
- Grey water disposal into the city sewer system, depending on the design, may require the following structures, controls, and fees: dump station, grease interceptor, sampling structure, and system development charges.
- Stormwater Management requirements per SWMM for new or redeveloped areas of 500 square feet or more or new connections conveying stormwater to the city's storm system.

Please call the Pollution Prevention Plan Review Team at 503-823-7122 with any questions about the permitting process and what codes will apply to your proposal.

Spill Protection and Citizen Response

The Environmental Services Spill Protection and Citizen Response (SPCR) section investigates pollution going to, threatening, or leaving Portland's sewer system. Someone dumping grey water down a storm drain, a strange looking discharge coming from a pipe on the river, or sewage coming out of a manhole are all things SPCR investigates.

SPCR staff monitors the complaint hotline 24 hours a day, 365 days a year. Staff answers the hotline during business hours. After hours and on weekends callers leave a voicemail and the on-call duty officer monitoring the hotline will respond within half an hour. To report pollution or ask a question about an environmental concern, call the hotline at 503-823-7180 or email besdutyofficer@portlandoregon.gov

MOBILE FOOD UNIT RESTROOM REQUIREMENT FORM

Multnomah County Environmental Health
847 NE 19th Avenue, Suite 350
Portland, Oregon 97232

(503) 988-3400 Phone
(503) 988-4041 Fax
mchealthinspect.org

MOBILE FOOD UNIT _____ FACILITY # _____

Location _____ (Street address) _____ (City) _____ Phone Number _____

Days of Week/Dates the Location will be Used _____

Business Hours (at this location) _____

Name of Mobile Food Unit Owner (printed) _____

Mobile Food Unit Owner (signature) _____ Date _____

Mobile Food Units must dispose their wastewater according to municipal rules within the city they operate. Please contact the city to ensure you are in compliance with their requirements. Failure to dispose of wastewater correctly is grounds for closure.

LOCATION OF RESTROOM FACILITIES:

Name of Restroom Location _____

Address _____

City _____ Phone Number _____

Hours that Restroom is available for use: _____

AUTHORIZATION TO USE RESTROOM FACILITIES

Printed Name of Person Authorizing Mobile Food Unit Restroom Facilities Use _____

Signature of Person Authorizing Mobile Food Unit Restroom Facilities Use _____ Date _____

STATUTE REGARDING RESTROOMS

6-402.11 Convenience and Accessibility

(E) For mobile food units:

(1) On board toilet facilities are not applicable to most mobile food units. If the unit is not so equipped, then the mobile food unit must operate within one-quarter mile or a five-minute walk of an accessible restroom facility. Mobile food units that operate on a designated route, and which do not stop at a fixed location for more than two hours during the workday, shall be exempt from this rule.

(2) Mobile food units that do not provide on board restroom facilities under section (1) of this rule must have restroom facilities that will be accessible to employees during all hours of operation. The restroom facilities must have a handwashing system that provides potable hot and cold running water and meets the requirements of OAR 333-150-0000 §§ 6-301.11, 6-301.12, 6-301.20 and 6-302.11. Employees may use a restroom located in a private home to satisfy this requirement.



MOBILE FOOD UNIT WASTEWATER DISPOSAL FORM



Multnomah County Environmental Health
847 NE 19th Avenue, Suite 350
Portland, Oregon 97232

(503) 988-3400 Phone
(503) 988-4041 Fax
mchealthinspect.org

MOBILE FOOD UNIT _____ FACILITY # _____

Location _____ Phone Number _____
(Street address) (City)

Days of Week/Dates the Location will be Used _____

Business Hours (at this location) _____

Name of Mobile Food Unit Owner (printed) _____

Mobile Food Unit Owner (signature) _____ Date _____

Mobile Food Units must dispose their wastewater according to municipal rules within the city they operate. Please contact the city to ensure you are in compliance with their requirements. Failure to dispose of wastewater correctly is grounds for closure.

LOCATION OF WASTEWATER DISPOSAL SITE: _____

Location _____

Address _____

City _____ Phone Number _____

-OR-

COMPANY USED FOR HAULING WASTEWATER _____

Phone # _____

Signature of hauling company representative: _____ **Date:** _____

STATUTES REGARDING WASTEWATER

5-402.12 Grease Trap.

If used, a grease trap shall be located to be easily accessible for cleaning.

5-402.13 Conveying Sewage.

Sewage shall be conveyed to the point of disposal through an approved sanitary sewage system or other system, including use of sewage transport vehicles, waste retention tanks, pumps, pipes, hoses, and connections that are constructed, maintained, and operated according to law.

5-402.14 Removing Mobile Food Establishment Wastes.

Sewage and other liquid wastes shall be removed from a mobile food establishment at an approved waste servicing area or by a sewage transport vehicle in such a way that a public health hazard or nuisance is not created.

(A) Mobile food units that generate only gray water liquid wastes may hand-carry those wastes to a specific disposal location approved by the regulatory authority.

(B) The waste transport container must be designed and intended to hold and transport gray water without leaks or spills and have a capacity no greater than 20 gallons.

