

Mobile Food Establishment (MFE) Pre-Operational Checklist for LBOH

Local health inspectors can use this pre-operational checklist to ensure all minimum requirements are met before approving and operating a mobile food establishment (MFE). The following components should be completed, verified, and maintained in compliance with applicable local and state regulations.



Pre-Opening plan review

Applicants must submit the following documents, information, and schematics with their applications, as applicable to the operation, local statutes, and Food Code requirements.

Certificates and required licenses (check the box for each document provided)

- Food Protection Manager Certificate
- Allergen Awareness Certificate
- Ice cream Trucks – CORI Background Check done by the police department and approved
- Hawkers and Peddlers License (*If unit will be mobile.*)

Required information that is documented for application

- Complete and legible set of plans to scale
- Proposed detailed menu
- If specialized processes noted – Variance / HACCP Plan provided and approved
- Layout of equipment:**
 - All equipment ANSI/NSF approved
 - Name and model numbers of equipment
 - Design and construction materials used
 - Food contact surface materials used
- Side view plumbing schematic

- Hand wash sink:**
 - Fresh potable water tank dimensions: tank fills at top or higher point
 - At least five-gallon capacity required for an MFE with only a hand sink
 - At least 30-gallon capacity required for an MFE with a three-compartment sink
 - Minimum flow rate of one-half gallon per minute
 - Risk Type 3 MFE is required to have a three-compartment sink
 - If an MFE has a food preparation sink in addition to the sinks listed, an additional 20 gallons of fresh potable water must be available
- Three-compartment sink (For self-contained MFE's only)
- Wastewater tank dimensions: 15% greater than the fresh potable water tank. Tank drains at the lowest point.
- Combination mixing faucets with hot and cold water at all sinks
- Fresh water inlet of ¾-inch or less with a quick-disconnect design
- Wastewater outlet of one-inch inner diameter or greater with a shut-off valve and a quick-disconnect design
- NSF/ANSI food-grade water hose
- Lighting (at least 50-foot candles or 540 lux)
- Water heater or other approved hot water source
- Provide dimensions of windows or service openings (enclosed MFEs)
- Effectively screened by 16 mesh to 25.4mm (16 mesh to 1 inch) screens
- The business name of MFE must be on the back and at least one side of MFE
- Waste Water and Solid Waste disposal site/removal company provided

Commissary requirements

- A commissary is a licensed commercial kitchen where mobile food trucks store food supplies, prepare ingredients, clean and sanitize equipment, and safely dispose of waste. **If required, a written agreement between the MFE and commissary** must be provided. *(This agreement will give access to the service area to adequately meet all requirements in the regulations.)* **NOTE: If the MFE is self-contained, this is not required.**
- Copy of the Licensed Commissary Retail Food Permit



Self-contained MFE requirements

A self-contained mobile food establishment is a vehicle that meets the same requirements as a permanent facility and should have the following:

- Mechanical refrigeration
- Gas or electric cooking equipment
- Mechanical ventilation
- Hot and cold water under pressure
- Potable water holding tank and wastewater tank
- Hand wash sink
- Three-compartment sink
- Mop sink (if the unit has no commissary)
- Adequate storage for all food, single service items, and cleaning supplies

Inspection checklist

Exterior requirements

- Business name display on at least two sides (service window) and at any entrance on at least one other side
- Windows are equipped with a screen (16 mesh per square inch minimum) or solid door that must be closed when not in use
- Waste disposal specifications: All waste disposal connections must be of different size or type than those used for supplying potable water
- The waste connection must be located lower than the water inlet connection
- Wastewater outlets must be greater than 1 inch
- Potable water inlets must be no larger than $\frac{3}{4}$ inch unless otherwise approved by the LBOH. Potable water system inlets must be capped when not in use.
- Cooking/service areas have overhead protection
- Condiments are protected and/or individual packages are provided
- Permit, Food Protection Manager Certificate, Consumer Advisory, Allergen Advisory all posted in customer's view

Interior requirements:

- Cab or driving portion is completely separated from the food preparation and serving areas by a wall or door
- Food contact surface sanitizer and sanitizer test strips approved for the sanitizer type is on site
- Calibrated thermometer and alcohol wipes on site



- Food-grade gloves are on site
- Hair restraints are on site
- Refrigeration units have internal thermometers and at 41°F or below
- Doors to the food preparation and serving areas must be self-closing and kept closed
- Three-compartment sink: Each compartment (12"x 12"x10" deep) or (10"x14"x 10" deep) if self-contained
- Two integral drain boards or one with an overhead shelf (144 square inches for drain board size) if self-contained
- Food grade hose, if connecting to water supply
- Handwashing sink (9"x 9" x5" deep) with integral splash guards
- Soap and paper towels available
- Sign identifying the sink for hand wash only
- Trash can for disposal of paper towels
- A pressurized potable water system supplying hot and cold water with a minimum capacity of 30 gallons
- Liquid waste storage tank with a capacity 15% more than freshwater

Operational requirements

- TCS foods must not be held over from the previous day's operation
- Food preparation must be limited to cooking, reheating, or assembling ingredients. **No cooling food is allowed.**
- If it operates for more than 2 hours, a sanitary toilet must be available within two hundred feet of the unit
- Standard Operating Procedures specific to the MFE have been reviewed and approved. (*Specialized processes, Variance and HACCP approvals must be granted.*)

Additional assistance:

Local Boards of Health that require additional assistance can reach out to their hub trainers. [Find your hub trainer](#)

Local Boards of Health can also contact the DPH Retail Food Team by calling (617) 983-6712 or by email at fpp.dph@mass.gov.

