



## 2012-2013 SANTA CLARA COUNTY CIVIL GRAND JURY REPORT

# OVERSIGHT OF FOOD TRUCK OPERATIONS BY THE DEPARTMENT OF ENVIRONMENTAL HEALTH

### Summary

The Santa Clara County Civil Grand Jury (Grand Jury) inquired into how Mobile Food Facilities (“Trucks”) are overseen in the County of Santa Clara. The Grand Jury wanted to know how many Trucks operated, how they are inspected, how they are regulated, and how they are cleaned. The Grand Jury investigation focused on the oversight of food truck operations by the Department of Environmental Health (DEH).

The Grand Jury found that there are some 350 Trucks operating in Santa Clara County. For purposes of this report, a Mobile Food Facility is a fully enclosed truck manufactured and used for the purpose of preparing and serving food, or serving food at various locations. Trucks must first receive an insignia from the California State Department of Housing and Community Development (DHCD). Trucks are then inspected and granted permits by the County of Santa Clara Department of Environmental Health Consumer Protection Division (CPD). In order to obtain a permit, Trucks must have an agreement with a commissary, which is a facility that services the Trucks. Trucks must report to a commissary once a day for cleaning and servicing.

Environmental Health Specialists (EHS) conduct inspections of the Trucks to ensure a safe and wholesome food supply for the public. Since Trucks must operate in connection with a commissary, the commissaries are a good point of contact for the EHS. Although Trucks inform the CPD of their selected commissary at the time of inspection, it is difficult for the CPD to associate a Truck with a specific commissary after that time. The Grand Jury learned that some commissaries offer rental space on a daily basis, thus, it is difficult for the CPD to ascertain whether a given Truck uses the commissary on a daily basis as required or just periodically, which is prohibited. Further, if a given Truck is inspected randomly while in operation, the EHS does not record the commissary on the inspection report, thus, making it difficult to associate a given Truck (or multiple Trucks) with a particular commissary. Consequently, if the commissary that serviced the Trucks was the source the problem, it would be difficult to link the Truck(s) to the commissary.

The Grand Jury learned that—due to the mobile nature of the Trucks—it can also be difficult for an EHS to locate Trucks for random inspections. The County has been exploring tracking technologies for Trucks but has not implemented a tracking mechanism. Some other jurisdictions have solved the problems associated with tracking Trucks by requiring Trucks to use global positioning systems or requiring that the Trucks lodge their daily schedule with the County so they can be located. The Grand Jury recommends that the County explore methods to track Trucks so it can ascertain whether Trucks are using the commissaries as required by law and so the EHS can more easily find the Trucks to conduct inspections.

## Background

A “Mobile Food Facility” (referenced in this report as “ Trucks”) is a vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail.

Trucks must first obtain an insignia approved by the California State Department of Housing and Community Development (DHCD).<sup>1</sup> Thereafter, Trucks are inspected and issued permits by the CPD (sticker affixed to back of each Truck).<sup>2</sup> The CPD classifies Trucks based upon their level of food preparation: (a) no food preparation, (b) limited food preparation, (c) full food preparation. The Grand Jury’s investigation concentrated on Trucks with a full food preparation permit only. Trucks must have a permit from the county in which they operate but Trucks can carry permits from multiple California counties.

All Trucks engaged in food preparation must have a County health sticker (Permit), which in order to obtain a permit, the owner/operator must submit a permit application<sup>3</sup> and certification statement from the owner/operator, a signed Commissary/Approved Facility (AF) Agreement between the commissary and the truck owner/operator; a copy of the Truck’s vehicle registration; and a proposed menu. In addition to the Permit, there must be at least one person associated with the Truck that holds a current California State Food Safety Certificate (recertified every five years).<sup>4</sup>

No distinction is made in the permit process between the typically white “route” Trucks and the painted and adorned “wrap” Trucks. The white “route” Trucks are typically seen during the day visiting construction sites and commercial businesses without cafeteria facilities. They tend to follow the same itinerary (location and time schedule) each day. The “wrap” Trucks are typically seen at special events.

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<sup>1</sup> ibid

<sup>2</sup> Appendix B

<sup>3</sup> Appendix H

<sup>4</sup> California Retail Food Code Sections 113947.3, 113947.1

Truck owners/operators must report to a commissary once a day for cleaning and servicing options and must have a commissary agreement to do so.<sup>5</sup> There are three<sup>6</sup> major multi-Truck commissaries in Santa Clara County: Lee Bros. Food Service, 660 Gish Road, San Jose; George's Industrial Catering, 3295 Woodward Avenue, Santa Clara; and Johnson's Catering Supply, 1670 Rogers Avenue, San Jose. The CPD has oversight and enforcement powers over commissaries in Santa Clara County, just like other food facilities (restaurants, markets, bakeries, etc.). The Grand Jury was advised by CPD and commissary personnel that each commissary is inspected about twice a year. During the inspection, the EHS utilizes an Official Inspection Report (OIR) which lists the areas evaluated by CPD during the commissary inspection.<sup>7</sup>

The CPD also conducts initial and annual inspections of Trucks. The CPD schedules at least eight Truck inspections per week at 1550 Berger Drive, San Jose. Appendix D to this report contains a copy of the Mobile Food Facility Self Inspection Checklist (checklist) that is used by the Truck owner to prepare for the inspection. The EHS does a Truck inspection using the OIR.<sup>8</sup> If the Truck is found to be in compliance, in possession of a DHCD insignia, has evidence of a signed Commissary Agreement<sup>9</sup> for the Truck, and has paid a fee to CPD, an annual Permit is issued to be affixed to the back of the Truck.

## Methodology

The Grand Jury interviewed representatives of the Department of Environmental Health, toured three commissaries, and reviewed various documents to understand the intent, processes, and implementation of rules and regulations for Trucks and commissaries.

### Interviews:

- Current and former staff of the County Department of Environmental Health, including the Consumer Protection Division.
- Commissary personnel at Lee Bros Food Service, George's Industrial Catering, and Johnson's Catering Supply.
- Bay Area Mobile Food Vendors Association.

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<sup>5</sup> California Retail Food Code Sections 114295, 114297

<sup>6</sup> Most Trucks operating in Santa Clara County are associated with the three commissaries, but it should be noted that fewer than 20 Trucks are associated with restaurants, also licensed as commissaries. This report does not address restaurant-based commissaries.

<sup>7</sup> Appendix G

<sup>8</sup> Appendix D

<sup>9</sup> Appendix E

## **Visits:**

Moveable Feast: Willow Glen Friday Dinner at the Curtner VTA Station at Canoas Garden Avenue in San Jose

## **Documents Reviewed:**

See Appendix A

## **Discussion**

The Discussion consists of five Sections:

- The Inspectors and the Inspection Process
- Initial Truck Inspections and Re-inspections
- Inspections of the Trucks in the Field
- The Commissaries
- Number of Trucks Commissaried

### **The Inspectors and the Inspection Process**

The CPD has 55 Environmental Health Specialists (EHS) who function as inspectors. The County Department of Environmental Health's *Enforcement Policy and Procedures* guides inspectors when enforcement actions are required. The Grand Jury was given a copy of this Policy and Procedures. The policy states that there are 11 "critical hazard factors" which warrant close monitoring since they are major contributors to foodborne illness. These are:

- Food not kept free from contamination, adulteration, or spoilage (i.e. improper cooling of food in deep containers; cross contamination due to improper storage or preparation of raw foods; using dirty equipment in food preparation; obtaining food from unapproved sources).
- Improper temperature control of potentially hazardous foods.
- Unpackaged food served or returned from eating area; foods prepared, stored or handled from private homes.
- Employees preparing, serving or handling food or utensils in an unsanitary way.
- Failure to wash hands before commencing work after using toilet facilities.
- Failure to provide hot and cold running water, hand washing cleaner, and towels or hot-air blowers in dispensers, within or adjacent to toilet rooms.

- Failure to provide fully equipped hand washing facilities.
- Failure to construct, maintain, and/or operate a food facility free of vermin (i.e. cockroaches, flies, and rodents).
- Failure to keep food facility equipment and utensils clean and in good repair.
- Failure to properly clean and sanitize equipment and utensils.
- Failure to provide hot and cold running water in food facility.

The EHS documents the conditions observed when performing inspections of Trucks on the OIR.<sup>10</sup> The EHS performing the inspection is instructed to neatly prepare the report, make the findings clear to the reader, convey the nature of the violations, state the corrective actions taken, and complete the report in the field.

As stated above, Trucks must operate in conjunction with a commissary. The OIR does not, however, contain the location of the commissary. The Grand Jury recommends that this be added to the OIR because the commissary is the single point of operation for multiple Trucks.

Some of the information contained in the OIR is transferred into an online search engine called Food Facility Inspections.<sup>11</sup> The Grand Jury noted that the written OIR currently has many more fields and categories than is contained in the database. The Grand Jury was advised that the CPD was updating its inspections database to broaden the database schema and provide all the inspectors with OIR tablet-based recording capabilities.<sup>12</sup> The recording process will use a drop down category method to record standard items as well as provide free form fields for inspector comments. This system should provide information to identify the Truck, the vehicle owner/operator and the commissary. The Grand Jury was further advised that CPD hopes to roll out this new OIR recording process in 2014.

The Santa Clara County Board of Supervisors (BOS) commissioned the DEH to inquire, over the next six to nine months, into the possibility of incorporating GPS (and/or other technology) into Trucks. One of the major hurdles was legal considerations for the use of such position tracking technologies where a privacy option was designed for “not in operation” Trucks. Tracking technology would allow for the on-line tracking of Trucks in operation. The study will also look at costs involved.

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<sup>10</sup> Appendix G

<sup>11</sup> <http://www.sccinspections.org/onlineinsp/>

<sup>12</sup> Database schema here refers to an information field type to hold the required information e.g., commissary name.

## **Initial Truck Inspections and Re-inspections**

Initial Truck inspections and annual re-inspections are conducted at the CPD headquarters mostly on Tuesdays, with up to four morning inspections and four afternoon inspections. Other inspections can be arranged as needed by the Truck owner or as required by the CPD. This schedule allows for over 300 Truck inspections a year.

The Grand Jury observed the inspections of two Trucks. Both Trucks had their DHCD insignia.

The first Truck was an older vehicle undergoing a permit renewal inspection. The owner/operator had performed the Self Inspection Checklist to prepare for DEH inspection.<sup>13</sup> The basic construction of the Truck allowed for easy full wash down of the interior. Old Trucks are not required to follow some of the newer requirements like the ANSUL requirements (automated fire suppression equipment).<sup>14</sup> The owner/operator also had a signed commissary agreement. This Truck required an exterior gasoline generator for power. After a satisfactory inspection and fee payment, a County Health Department Permit was issued by the CPD to be placed on the Truck (dated sticker affixed to the left rear of the vehicle).

The second vehicle was a new model with all the Self Checklist Inspection requirements completed for newer vehicles, refrigeration, fans, interior hose down equipment, and in-board LPG power generation.<sup>15</sup>

The Grand Jury followed the inspection process for the vehicle identification on both Trucks. The Grand Jury verified that the California Department of Motor Vehicles (DMV) license plate number, vehicle identification number, and Truck construction number (insignia) was recorded by the CPD Inspector.<sup>16</sup> The license plate number was recorded on the written OIR. Only the owner/operator's name is then put into the online database but other information regarding the Truck, like the vehicle identification number, is not contained in the CPD database inspection report on the website.<sup>17</sup> The CPD is in the process of updating their inspection records technology as detailed above.

## **Inspections of the Trucks in the Field**

The Grand Jury learned that it can be difficult for the inspectors to locate the Trucks in the field in order to conduct random inspections. The "route" trucks will often follow the same route each day but the "wrap" trucks may concentrate on special events, often in the evening hours. The Grand Jury was told that EHS sometimes used social media to find Truck locations.

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<sup>13</sup> Appendix D

<sup>14</sup> ANSUL is a Company name – acronym derived from ANhydrous SULfur dioxide (SO<sub>2</sub>) used in fire suppression equipment.

<sup>15</sup> LPG Liquid Propane Gas

<sup>16</sup> State of California Department of Housing and Community Development MFF construction number.

<sup>17</sup> [www.ehinfo.org](http://www.ehinfo.org) then tab "Inspection Reports for: Restaurants, Groceries and other Food Facilities" to search for individual MFF inspection reports.

The CPD could use tracking technology to confirm the overnight location of the Trucks at commissaries to make finding Trucks for inspections more efficient. It should be noted that surrounding counties have implemented tracking technologies. Alameda County is currently studying electronic tracking for their Trucks and San Francisco County requires Trucks to submit its route and stopping schedules. As an additional benefit to the Trucks, tracking technology could be used as the basis for mobile applications for customers to find a Truck's location.

Further, it is important for the OIR to identify the commissary associated with the Truck for the purposes of linking any OIR to both Truck and commissary. For example, any compromise of the commissary water supply would be passed onto all Trucks during replenishment operations but the OIR would not include the commissary so the connection could not be easily made.

## **The Commissaries**

By law, full food service Trucks must operate in conjunction with a commissary or another approved facility.<sup>18</sup> Every Truck is required to be based at a commissary or another approved facility, to return every night and be thoroughly cleaned after removing any food that needs refrigeration.<sup>19</sup> Trucks enter into commissary agreements. The commissaries have Truck parking slot rental agreements that specify overnight rates and additional fees for the other services listed above. Trucks can also purchase food from the commissaries. The Grand Jury found by interview of commissary personnel that these commissary agreements could be issued on a monthly, weekly or daily basis. The Grand Jury was also told that a signed Commissary Approved Facility (AF) agreement can be provided based on a single day's slot rental just prior to the annual Truck inspection.<sup>20</sup>

The Grand Jury visited the three major commissaries in Santa Clara County. The commissary must provide space to wash out the Trucks and pre-treat the waste water before discharge into the county/city sewer system. The commissary also provides waste food disposal, fat and oil disposal, water, power, and ice. The commissaries issue Truck parking slot rental agreements that specify overnight rates and additional fees for the other services listed above. (Trucks cannot park anywhere else, such as on a city street or residence, and can only park overnight at a commissary.) Trucks can also purchase food from the commissaries.

Truck owner/operators are required by law to use a commissary daily to clean and service their trucks and park overnight.<sup>21</sup> However, there is no way for an EHS to confirm if or where a given Truck was commissaried on a particular day. Trucks are required to have a commissary agreement during the initial and annual permit process.

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<sup>18</sup> California Retail Food Code Section 114295

<sup>19</sup> California Retail Food Code Sections 114295 and 114297

<sup>20</sup> Appendix E

<sup>21</sup> Appendix E

Thereafter, the commissary agreement requires that the Truck owner/operator advise CPD if it changes its commissary agreement. The Grand Jury learned that the CPD only receives a handful of commissary location changes a year. Notably, many commissaries indicated that they rent space to Trucks on a daily, weekly, or monthly basis, suggesting that some Trucks' commissary locations can be more transitory.

The use of commissaries is important to ensure that Trucks are clean and to avoid critical health hazards. Commissaries are not under any obligation to monitor a Truck's use of the commissary consistent with the cleaning and servicing requirements. Of particular concern to the Grand Jury is that there is no record of whether a particular Truck actually overnights at the commissary or not. The Grand Jury is concerned that if the Trucks do not use the commissary the potential for health hazards increases and CPD has no ability to track this outcome.

### **How Many Trucks Are Commissaried?**

As stated earlier, any Truck that wants to sell food must have a permit. Approximately 400 Trucks have permits in Santa Clara County. A Truck can have multiple county permits but is commissaried in only one county. Although the Grand Jury was able to determine the number of trucks that have permits, it was more difficult to find out how many trucks were commissaried in Santa Clara County.

From the three major Santa Clara County commissaries we obtained the following statistics:

Lee Bros:	170 Truck parking slots with typically 150 in use.
Johnson's Catering:	75 Truck parking slots with typically 55 in use.
George's:	60 Truck parking slots with typically 50 in use.

Of the 305 Truck parking slots available between the three major commissaries, 255 to 260 parking slots are used each night for full hot food preparation Trucks.

There are approximately 255 Trucks commissaried in Santa Clara County; at least 75 Trucks operating in Santa Clara County that are based in commissaries in other counties (given the number of hot food permits currently issued for out-of-county commissaries, plus another 20 Trucks associated with restaurants, for a total of approximately 350 full food preparation Trucks.)



## **Conclusion**

Oversight of Truck operations in Santa Clara County is the responsibility of the CPD. There are approximately 350 Trucks operating in Santa Clara County. Trucks have DEH permits and commissary agreements. The use of commissaries is important to ensure that Trucks are clean and to avoid critical health hazards. Three major commissaries are the single point of operation for most of the Trucks in the county. The EHS submits paper Truck inspection reports for subsequent entry into the inspections database. The CPD is preparing for a tablet-based online Inspection reporting process by 2014. Trucks are difficult for the EHS to locate for random inspections or confirm that they stay at a commissary on a daily or nightly basis. The County needs to explore better ways to locate Trucks via tracking technology to enhance their ability to conduct random inspections and confirm where Trucks are commissaried overnight.

## **Findings and Recommendations**

### **Finding 1**

Trucks' daily use of the commissaries is important to ensure that they are cleaned and serviced to avoid health hazards.

### **Recommendation 1**

The County should evaluate methods to determine if Trucks are using commissaries daily.

### **Finding 2**

Official Inspection Reports do not identify the commissary associated with a Truck.

### **Recommendation 2**

The County should ensure that an OIR includes the commissary identification so that violations that could potentially implicate the commissary can be identified.

### **Finding 3**

The Consumer Protection Division has no record of where a particular Truck parks overnight.

### **Recommendation 3**

The County should continue to explore tracking technologies such as GPS for Trucks, to ensure they are parking at a commissary or another approved facility overnight.

### **Finding 4**

It can be difficult for CPD inspectors to locate a Truck in the field for random inspections.

### **Recommendation 4**

The County should continue to explore tracking technologies such as GPS for Trucks to enhance CPD's ability to conduct random inspections.

## Appendix A – Documents Reviewed

Mobile Food Facility Requirements

<http://www.sccgov.org/sites/deh/Consumer%20Protection%20Division/Laws,%20Policies%20-%20Legal%20Issues/Pages/Mobile-Food-Facility-Req's.aspx>

Food Recalls, Notices and Alerts

<http://www.sccgov.org/sites/deh/Consumer%20Protection%20Division/Food%20Recalls,%20Notices%20-%20Alerts/Pages/default.aspx>

Santa Clara County Food Safety

<http://www.sccgov.org/sites/deh/Consumer%20Protection%20Division/Laws,%20Policies%20-%20Legal%20Issues/Pages/Food-Safety.aspx>

Food Inspection Report

<http://www.sccgov.org/sites/deh/Consumer%20Protection%20Division/Laws,%20Policies%20-%20Legal%20Issues/Pages/Food-Inspection-Report.aspx>

SCC Environmental Resources Agency, Dept of Environmental Health, Consumer Protection Division report to the BOS on inspections of retail food establishments dated May 25, 2005

California Retail Food Code <http://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>

Communicable Diseases in California 2001-2008

<http://www.cdph.ca.gov/data/statistics/Pages/EpiSummariesCDsCA-01-08.aspx>

Yearly Summary Reports of Selected General Communicable Diseases in California

<http://www.cdph.ca.gov/data/statistics/Pages/CD-YearlyTables.aspx>

California Department of Public Health <http://www.cdph.ca.gov/Pages/DEFAULT.aspx>

Guidelines for Access to Public Records

<http://www.cdph.ca.gov/Pages/PublicRecords.aspx>

Food-Borne Illness: A Moving Target

[http://www.sanmateocourt.org/documents/grand\\_jury/2011/food\\_borne\\_illness.pdf](http://www.sanmateocourt.org/documents/grand_jury/2011/food_borne_illness.pdf)

FDA : What You Need To Know About Food-Borne Illness-Causing Organisms in the U.S. <http://www.fda.gov/Food/ResourcesForYou/Consumers/ucm103263.htm>

FDA: Recalls Within Last 60 Days <http://www.fda.gov/Safety/Recalls/default.htm>

FDA: Bad Bug Book

<http://www.fda.gov/downloads/Food/FoodSafety/FoodbornIllness/FoodbornIllnessFoodbornePathogensNaturalToxins/BadBugBook/UCM297627.pdf>

FDA: Produce Safety Activities <http://www.fda.gov/Food/FoodSafety/Product-SpecificInformation/FruitsVegetablesJuices/FDAProduceSafetyActivities/default.htm>

FDA: Playing it Safe With Eggs

<http://www.fda.gov/downloads/Food/ResourcesForYou/Consumers/UCM278445.pdf>

Scientific Publications by FDA Staff

[http://www.accessdata.fda.gov/scripts/publications/search\\_result\\_record.cfm?id=40939](http://www.accessdata.fda.gov/scripts/publications/search_result_record.cfm?id=40939)

## Appendix A – continued

FDA Produce Safety <http://www.fda.gov/Food/FoodSafety/Product-SpecificInformation/FruitsVegetablesJuices/FDAProduceSafetyActivities/ucm174086.htm>

Escherichia Coli 0157:H7 E.coli

<http://www.cdph.ca.gov/HealthInfo/discond/Documents/Escherichia%20coli%20O157%20H7%20E%20coli%20O157%20H7.pdf>

<http://www.cdph.ca.gov/HealthInfo/discond/Pages/EscherichiacoliO157H7.aspx>

<http://www.cdph.ca.gov/data/statistics/Documents/ESCHERICHIA%20COLI%20O157.pdf>

FDA: Food Facts Listeriosis

<http://www.fda.gov/Food/ResourcesForYou/Consumers/ucm079667.htm>

<http://www.fda.gov/Food/ResourcesForYou/Consumers/ucm085503.htm>

<http://www.fda.gov/Food/FoodSafety/FoodborneIllness/FoodborneIllnessFoodbornePathogensNaturalToxins/BadBugBook/ucm070064.htm>

<http://www.cdph.ca.gov/HealthInfo/discond/Pages/Listeriosis.aspx>

CDPH: Salmonella <http://foodpoisoning.pritzkerlaw.com/archives/salmonella-mango-salmonella-outbreak-strikes-california.html>

<http://www.foodsafetynews.com/2012/09/california-cantaloupes-recalled-over-salmonella-test/>

<http://www.cdph.ca.gov/healthinfo/discond/Pages/Salmonellosis.aspx>

Restaurant Grading, Hygiene <http://are.berkeley.edu/~sberto/restaurants.pdf>

NYC: <http://www.nyc.gov/html/doh/downloads/pdf/rii/restaurant-grading-faq.pdf>

<http://www.nyc.gov/html/doh/downloads/pdf/rii/self-inspection-worksheet.pdf>

<http://www.nyc.gov/html/doh/downloads/pdf/rii/guide-condition-levels.pdf>

# Appendix B – Environmental Health Permit



## ENVIRONMENTAL HEALTH PERMIT

**PERMIT HOLDER IS RESPONSIBLE FOR THIS PERMIT:** Renew on or before expiration date. If Permit Holder does not receive renewal notice present this Permit to the address below on or before the expiration date. Late payments are assessed penalty.

**PERMIT IS NOT TRANSFERABLE & MAY BE REVOKED FOR CAUSE.** Permit is void on change of owner. New owner must apply and pay for permit (s) prior to operation or penalties will be assessed.

[REDACTED]

SANTA CLARA COUNTY-DEPARTMENT OF ENVIRONMENTAL HEALTH  
 1555 BERGER DR, SUITE 300, SAN JOSE, CA 951122716  
 408-918-3400

### ENVIRONMENTAL HEALTH PERMIT

REGULATED FACILITY :

[REDACTED]

Facility ID: FA123456  
 Account ID: AR9876541  
 Issued: 8/13/12

OWNER NAME :

[REDACTED]

Permit # PT0258142 FP26 – MOBILE FOOD FACILITY – FULL FOOD PREP  
 Program # PR0568315 [REDACTED]  
 VALID FROM 8/1/2012 TO 7/31/13

**COUNTY OF SANTA CLARA**  
 DEPT. OF ENVIRONMENTAL HEALTH  
**2013**  
 GOOD THRU: PR OR LP #

<input checked="" type="radio"/> JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

7732 REV 11/11

Scott Bourdon, Director, Department of Environmental Health  
 DISPLAY IN PUBLIC VIEW

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# Appendix C- Mobile Food Facility (MFF) Definition



DEPARTMENT OF ENVIRONMENTAL HEALTH  
CONSUMER PROTECTION DIVISION  
1555 Berger Drive, Suite #300 • San Jose, CA 95112  
(408) 918-3400 • Fax: (408) 258-5891  
www.ehinfo.org

## MOBILE FOOD FACILITY (MFF)

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Facility Name (DBA): \_\_\_\_\_ License Plate #: \_\_\_\_\_

**No food preparation (FP24):**

- All items are prepackaged
- (EXAMPLE: Produce vehicles, prepackaged ice cream trucks/carts)

- € Permit Application
- € Approved Facility/Commissary Agreement Form (Produce vehicles exempt)
- € Copy of Vehicle Registration (If applicable)

**Limited food preparation (FP25):**

- No cooking of raw meat products. Limited hot holding.
- (EXAMPLE: Shaved ice, frozen yogurt, hot dog carts, coffee carts, churros, pastries and scooped ice cream)

- € Permit Application
- € Approved Facility/Commissary Agreement Form
- € Proposed Menu
- € Copy of Vehicle Registration (If applicable)

**Full food preparation (FP26):**

- Cooking, heating, reheating of raw products. Cooling and reheating.
- Hot holding items other than hot dogs, tamales or corn.
- (EXAMPLE: Full-service catering trucks, lunch trucks, taco carts/trucks)

- € Permit Application
- € Approved Facility/Commissary Agreement
- € Proposed Menu
- € Copy of Vehicle Registration (If applicable)

**This MFF is which one of the following:**

- Cart/Non-motorized Unit
- Fully enclosed truck, van, or trailer:
  - ❖ **Must obtain an insignia approval from Department of Housing and Community Development (HCD) prior to scheduling an inspection with this department.**

**\*\* Office Use Only \*\***

Facility ID #: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

11/28/12 - bs

# Appendix D – Mobile Food Facility (MFF) Self Inspection Checklist



DEPARTMENT OF ENVIRONMENTAL HEALTH  
 CONSUMER PROTECTION DIVISION  
 1555 Berger Drive, Suite #300 • San Jose, CA 95112  
 (408) 918-3400 • Fax: (408) 258-5891  
 www.EHinfo.org

## MOBILE FOOD FACILITY (MFF) SELF INSPECTION CHECKLIST

Your inspection is scheduled for: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please show up to your inspection on time with all equipment turned on and properly functioning. If you are more than 15 minutes late for your inspection, you must reschedule. Failure to meet the requirements listed below may result in a delay of permit issuance.

MFF Requirements:	
<input type="checkbox"/>	Approved mechanical refrigeration capable of maintaining cold foods at or below 41°F. Cold plates are no longer acceptable for MFFs that handle foods other than prepackaged frozen ready-to-eat foods.
<input type="checkbox"/>	Hot hold equipment capable of maintaining hot foods at or above 135°F.
<input type="checkbox"/>	Adequate supply of hot (120°F minimum) and cold running water of adequate pressure is available at unobstructed and accessible 3 compartment sink.
<input type="checkbox"/>	Adequate supply of warm (100°F minimum) and cold running water of adequate pressure is available at unobstructed and accessible handwash sink.
<input type="checkbox"/>	Soap and paper towels in wall-mounted dispenser at handwash sink.
<input type="checkbox"/>	Wastewater tank(s) with a minimum capacity that is 50% greater than the potable water capacity.
<input type="checkbox"/>	All drain lines free of leaks and connected to wastewater tank.
<input type="checkbox"/>	Waste lines equipped with proper cap and valve assemblies.
<input type="checkbox"/>	Mechanical ventilation equipment in good operating condition and equipped with approved baffle filters.
<input type="checkbox"/>	Free of vermin infestation and free of dead insects/rodents/droppings.
<input type="checkbox"/>	All seams, holes, and gaps sealed and smooth/cleanable.
<input type="checkbox"/>	Accurate thermometers in all refrigeration units and warming ovens.
<input type="checkbox"/>	Approved probe thermometer that is accurate to within ±2°F.
<input type="checkbox"/>	Cutting boards are smooth, easily cleanable and in good repair.
<input type="checkbox"/>	Approved first aid kit.
<input type="checkbox"/>	Wall-mounted, minimum 10 B-C rated approved fire extinguisher.
<input type="checkbox"/>	All equipment is NSF/ANSI certified.
<input type="checkbox"/>	Shatterproof covers/bulbs at all light fixtures.
<input type="checkbox"/>	Identification is permanently affixed to vehicle on the consumer side for a non-motorized MFF and two sides for motorized MFF. Identification must include business name and the name of the permittee if different from the business name (at least 3-inches high) and city, state and zip code (at least 1-inch high) of business.

### Additional requirement for non-motorized carts:

<input type="checkbox"/>	Propane tanks must be certified free of leaks.
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### Additional requirements for enclosed vehicles:

<input type="checkbox"/>	Approved emergency exit (minimum 2 ft x 3 ft) in the side opposite the main exit door, roof, or the rear of the unit. The exit shall be labeled "Safety Exit" with at least 1-inch high letters.
<input type="checkbox"/>	Self-closing device present for all entry doors.
<input type="checkbox"/>	Tight-fitting and self-closing screens present at service openings
<input type="checkbox"/>	Tight-fitting screens present at ceiling vents.
<input type="checkbox"/>	Positive closing lids and latches for coffee urns, deep fat fryers, and steam tables.
<input type="checkbox"/>	Valid HCD Insignia affixed to vehicle.

01/10/13

# Appendix E - Commissary Agreement



## COMMISSARY/APPROVED FACILITY (AF) AGREEMENT

Mobile Food Facility (MFF), Mobile Food Units (MFPU), Temporary Food Facility (TFF)  
Mobile Support Unit (MSU), Caterer



This form is to be submitted with proposals for a Vehicle, Trailer, Cart, or Temporary Food Facility. Any foods sold or given away to the public must be prepared and stored in an approved facility. Food and food supplies used in a MFF, MFPU, or a TFF cannot originate (be stored, prepared, etc.) from a private home.

**APPLICANT INFORMATION**

Type of Facility:  MFF  MFPU  TFF  CART  MSU  Other \_\_\_\_\_ For vehicles, License # \_\_\_\_\_

Owner Name: \_\_\_\_\_ Name of Business: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Where will you be operating? (list address/market/event) \_\_\_\_\_

Provide dates/days of the week and times of commissary/AF use: \_\_\_\_\_

*I, the above-mentioned owner/operator will operate out of the commissary/AF noted below. For vehicles: I will report to the facility at least once each operating day for cleaning and servicing. I will store the vehicle and equipment at the approved food facility or another DEH approved location. The facility noted will be providing the following services to my food operations (Check all that apply):*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Facilities to prepare or package food | <input type="checkbox"/> Potable (drinkable) water supply            | <input type="checkbox"/> Overnight parking (MFPU)            |
| <input type="checkbox"/> Electrical hook-up                    | <input type="checkbox"/> Warewash facility (i.e. 3 compartment sink) | <input type="checkbox"/> Enclosed overnight parking (carts)  |
| <input type="checkbox"/> Toilet & handwash facilities          | <input type="checkbox"/> Dry food storage                            | <input type="checkbox"/> Refrigeration/frozen food storage   |
| <input type="checkbox"/> Waste tank/sewage disposal            | <input type="checkbox"/> Waste grease removal                        | <input type="checkbox"/> Equipment/utensil storage           |
| <input type="checkbox"/> Garbage disposal                      | <input type="checkbox"/> Chemical storage                            | <input type="checkbox"/> Supply food product-i.e. ice, meats |

If the use of the approved facility/commissary is discontinued, I will notify DEH at (408) 918-3400 to make necessary changes. I understand the use of an unapproved facility for any of the operations above may lead to the revocation of my permit to operate.

**\*\*This agreement expires one year from the date signed and must be completed annually.**

Print Name \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**COMMISSARY/APPROVED FACILITY INFORMATION**

Type of Facility:  Commissary  Restaurant  Rental Kitchen  Other \_\_\_\_\_

Name of Commissary/Approved Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

*I, the commissary/AF owner/operator, can and will provide the necessary facilities, as indicated by the applicant, at my approved facility. I acknowledge that I am ultimately responsible for the maintenance and sanitation of this commissary/approved facility. In addition, I will notify DEH when this agreement is terminated.*

Print Name \_\_\_\_\_ Signature of Commissary, AF Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_

**OUT-OF-COUNTY COMMISSARY/APPROVED FACILITY**

*Enclose a copy of a valid Environmental Health Permit and obtain REHS signature from designated county. The above checked requirements are available at the proposed commissary/approved facility.*

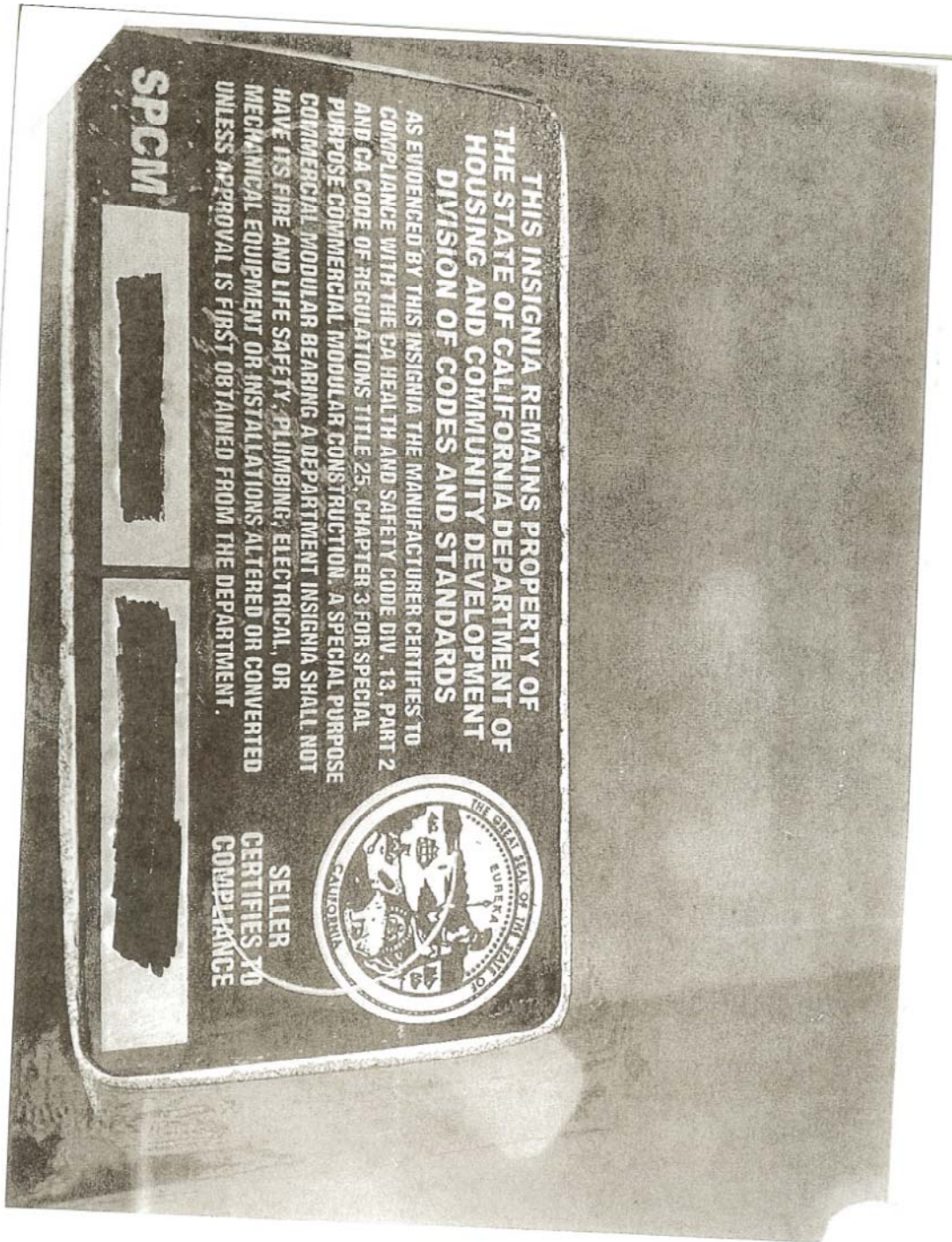
Print Name \_\_\_\_\_ Signature of Approval, REHS \_\_\_\_\_ Email Address \_\_\_\_\_

FOR OFFICE USE ONLY					
<b>Commissary/Approved Facility Within Santa Clara County:</b>					
Dist. Staff Initials: _____	Emp # _____	Date: _____	Sr. Staff Initials: _____	Emp # _____	Date: _____
FAB _____	Owner ID# _____	PR# _____			

COUNTY OF SANTA CLARA • DEPARTMENT OF ENVIRONMENTAL HEALTH (DEH)  
1555 Berger Drive, Suite 300 • San Jose, CA 95112, (408) 918-3400 • Fax: (408) 258-5891 • [www.ehinfo.org](http://www.ehinfo.org)



Appendix F - Department of Housing and Community Development Insignia



# Appendix G - OIR

## OFFICIAL INSPECTION REPORT FOR TRANSIENT, SEASONAL OR TEMPORARY FOOD FACILITIES

DBA/ Booth Name				Person in Charge at Time of Inspection			Inspection Date
Address / Event Name				Telephone Number			Follow-up Date
PR # / EV #	Employee ID #	Service	Result	Action	Time In	AM PM	Permit Expiration Date
Facility ID #	Program Element	Service	Result	Action	Time Out	AM PM	Risk Category <input type="checkbox"/> Change 1 2 3 4
Name on Food Manager Certificate				Cert. Provider	Cert. Number	Cert. Expiration Date	

**See reverse for general requirements corresponding to each violation.**

**ANY major violation may result in closure of the facility. Re-inspections may be subject to additional fees.**

**Abbreviations: Major = Major Violation; COS = Corrected on Site; Minor = Minor Violation; In = In Compliance; N/O = Not Observed; N/A = Not Applicable; MFF = Mobile Food Facility**

Violation Category	Major	COS	Minor	In	N/O	N/A	Violation Observations and Required Corrective Actions:
1. Demonstration of knowledge							
2. Communicable disease/wound							
3. Eye/nose/mouth discharge							
4. Eating/tasting/drinking/smoking/tobacco							
5. Hands clean/washed; glove use							
6. Handwash facility adequate/accessible							
7. Hot/cold holding <input type="checkbox"/> Hot <input type="checkbox"/> Cold							
8. Time as public health control							
9. Cooling foods							
10. Cooking temperature/time							
11. Reheating for hot holding							
12. Returned and re-service of food							
13. Food condition good/safe/unadulterated							
14. Food contact surfaces clean/sanitized							
15. Food obtained from approved source							
16. Shell stock tags/condition/display							
17. Gulf oyster regulations							
19. Consumer advisory: raw/undercooked food							
21. Hot and cold potable water							
22. Sewage, wastewater disposal							
23. Rodents/insects/birds/vermin/animals							
24. Person in charge present/performs duties							
25. Personal cleanliness/hair restraint							
26. Frozen food/thawing							
27. Food separated/protected/cooking area							
28. Washing fruits/vegetables							
29. Toxic substances identified/stored							
30. Food storage; food storage containers							
31. Consumer self service							
32. Food labeling/honest presentation							
33. Nonfood contact surfaces clean							
34. Warewash facility maintained; test strips							
35. Equipment/utensils approved/clean; capacity							
36. Equipment/utensils/linen used/stored							
38. Ventilation/lighting							
39. Thermometer provided/accurate							
40. Wiping cloths used/stored							
41. Plumbing; backflow device							
42. Garbage disposed; maintained							
43. Toilet facilities supplied/clean							
44. Premises; personal and cleaning items							
45. Floors/walls/ceilings							
47. Signs posted							
49. Permit obtained and available							
57. Nutritional Requirements							
62. Approved commissary/kitchen rental							
75. First aid kit/fire extinguisher (MFF only)							<input type="checkbox"/> Commissary/Rental Kitchen Location
101. Gas storage container/cabinet (MFF only)							
Urban Runoff Violation(s):	<input type="checkbox"/> 52 Fats, oil, grease	<input type="checkbox"/> 53 Wind blown trash	<input type="checkbox"/> 54 Outdoor cleaning	<input type="checkbox"/> 55 WARNING	<input type="checkbox"/> 56 ENFORCEMENT		

<b>Sanitizer:</b> <input type="checkbox"/> Chlorine (100ppm) <input type="checkbox"/> Quaternary Ammonia (200 ppm) <input type="checkbox"/> Iodine (25ppm) ppm	<b>Cooking / Heating Temperatures (F)</b>	<b>Holding Temperatures (F)</b>	Received by (signature) Name (print) Specialist (signature) Specialist (print)
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**OFFICIAL INSPECTION REPORT FOR TRANSIENT, SEASONAL OR TEMPORARY FOOD FACILITIES**


This summary page lists the general requirements for each violation listed on the front side of this form. The department may cite additional sections, if applicable.

**Abbreviations:** CFM = Certified Farmers Market; MFF = Mobile Food Facility; PHF = Potentially Hazardous Foods; PPM = Parts Per Million; TFF = Temporary Food Facility

1. Demonstration of knowledge	Food employees demonstrate food safety knowledge applicable to their duties. Certified Food Manager certificate required if PHF's are handled.
2. Communicable disease/wound	Employees with communicable disease excluded from food handling. Gloves worn if employee has cut, wound or rash.
3. Eye/nose/mouth discharge	Employees experiencing sneezing, coughing or runny nose not working with food or food-related items.
4. Eating/tasting/drinking/smoking	No eating, drinking or smoking in any food work area.
5. Hands clean/washed; gloves	Hands properly washed before handling food, after using toilet room, after eating, after touching raw foods, etc.
6. Handwash facilities	Handwash facilities ready-to-use in facility (running water, liquid soap, paper towels, waste water container)
7. Hot/cold holding	PHFs maintained at 41°F or less or at 135°F or above. (TFF only: PHFs may be maintained at 45°F or less for 12 hours maximum, then must be disposed.) (CFM producer only: Samples of PHFs maintained at 45°F or less and disposed of two hours after cutting.)
8. Time as public health control	When time only is used as public health control, prior approval granted and documentation and records maintained.
9. Cooling foods	Cooked foods rapidly cooled using approved methods and equipment.
10. Cooking temperature/time	Minimum cooking temperatures reached (pork, fish=145°F; ground meat, egg=155°F; poultry, stuffed food=165°F)
11. Reheating for hot holding	Foods for hot holding reheated to a minimum of 165°F.
12. Returned and re-service of food	Unpackaged food that has been served not re-served or used for human consumption.
13. Food condition good/safe	Adulterated food containing poisonous/deleterious substance that may render it impure or injurious to health removed/discarded.
14. Food contact surfaces clean	All food contact surfaces of utensils and equipment clean and sanitized.
15. Food from approved source	Food from approved source; no food prepared in a private home. Food invoices, receipts available.
16. Shell stock tags/condition/display	Shell stock with complete certification tags, properly stored and displayed.
17. Gulf Oyster Regulations	Comply with Gulf Oyster warning seasonal requirements.
19. Consumer advisory: undercooked	Consumer notified of ready-to-eat foods containing undercooked food, raw egg.
21. Hot & cold potable water	Water supply protected and potable. (MFF and seasonal facilities: Pressurized hot and cold water provided at all times.)
22. Sewage, wastewater disposal	Approved containment and disposal of all waste to a fully functioning sewage disposal system.
23. Rodents/insects/birds/vermin	Food facility kept free of vermin: rodents, cockroaches or flies. (TFF, MFF or CFM only: live animals not allowed within 20 feet of facility)
24. Person in charge present	A person in charge present during all hours of operation.
25. Personal cleanliness/hair restraint	All employees preparing, serving or handling food or utensils wear clean, washable outer garments and confine hair.
26. Frozen food/thawing	Properly thaw frozen foods.
27. Food separated/protected/cooking area	All food separated and protected from contamination. Food preparation and cooking conducted in facility. (TFF only: If Fire Department requires cooking equipment to be outside booth, fence off the area from public access.)
28. Washing fruits/vegetables	Raw, whole produce washed prior to preparation.
29. Toxic substances identify/store	Poisonous substances (e.g., bleach, cleaners) stored separate from food, utensils or food-contact surfaces.
30. Food storage; food containers	Food stored in approved containers and labeled as to contents. Food stored at least 6 inches off floor and on approved shelving.
31. Consumer self service	Condiments in individually-wrapped packets, pump containers or squeeze containers.
32. Food label/honest presentation	Food honestly presented and properly labeled. Sherman Law
33. Nonfood contact surfaces clean	All nonfood contact surfaces of utensils and equipment clean.
34. Warewash facility maintained; test strips	Warewashing operational in facility before handling food (3 containers of water: 1=soapy, 2=clean, 3=sanitizer). Sanitizer test strips provided. <b>Sanitizer example: 100ppm chlorine = 1 tablespoon household bleach (unscented) per 1 gallon of water.</b>
35. Equipment/utensils: approved, clean, good repair, capacity.	Equipment and utensils fully operative, clean, in good repair and installed properly. Enough equipment provided for active hot/cold holding.
36. Non-food items: used/stored	Clean/soiled linen properly stored; non-food item stored separate from food and food-contact surfaces.
38. Ventilation; lighting	Sufficient ventilation to facilitate proper food storage required. Adequate lighting provided to facilitate cleaning and inspection. Light fixtures over food/utensil areas are of shatterproof construction or protected with light shields.
39. Thermometer provided/accurate	An accurate, easily readable metal probe thermometer available to the food handler.
40. Wiping cloths used/stored	Wiping cloths used only once unless kept in clean water with sanitizer. <b>Sanitizer example: 100ppm chlorine = 1 tablespoon household bleach (unscented) per 1 gallon of water.</b>
41. Plumbing; backflow device	Potable water supply protected with backflow protection device. Plumbing and plumbing fixtures kept clean, fully operative and in good repair. Hoses used for conveying potable water are of approved materials.
42. Garbage disposed; maintained	Garbage in leak-proof containers and disposed of frequently to prevent a nuisance. Containers covered at all times.
43. Toilet facilities	Toilet facilities maintained clean, sanitary and in good repair. Toilet facilities located within 200 feet of food facility and with adjacent handwash station.
44. Premises	Premises kept clean and free of litter.
45. Floors/walls/ceilings	Floors, walls and ceiling have durable, smooth, nonabsorbent, light-colored and washable surfaces. (TFF only: Cleanable floor and overhead cover provided. If handling open foods, a fully enclosed food booth is required.)
47. Signs posted	Post business name (3 inches) & address (1 inch) in public view. (Non-profit vendors are exempt from this requirement.)
49. Permit obtained and available	Valid permit from County of Santa Clara Department of Environmental Health obtained and posted in public view.
52. Urban Runoff: fat, oil, grease	Approved methods provided for containment and disposal of fat, oil and grease.
53. Urban Runoff: wind blown trash	All trash and garbage adequately contained to prevent waste from reaching waterways or storm drains.
54. Urban Runoff: cleaning	Waste produced from outdoor equipment washing, activities properly contained and disposed.
55. Urban Runoff: warning	Referral will be made to the local storm water agency.
56. Urban Runoff: enforcement	Documented notice of violation, further enforcement action to be taken by this department if not corrected.
57. Nutritional requirements	Copies of labels maintained for foods containing Trans fat. Label indicates Trans fat content < 0.5 grams/serving.
62. Commissary/kitchen rental	MFF operates out of a commissary or in conjunction with a mobile support unit. MFF stored in approved location. Advance preparation for TFF conducted in approved kitchen.
75. First aid kit/fire extinguisher	First aid kit required. Fire extinguisher recharged yearly. Non-rechargeable extinguisher replaced yearly.
101. Gas storage container/cabinet	Approved gas storage container required. Proper gas container storage cabinet required.

**ENFORCEMENT:** Enforcement officer may impound food, equipment or utensils found to be unsanitary or in disrepair. If an imminent health hazard is found, an enforcement officer may temporarily suspend the permit and order the food facility immediately closed.

# Appendix H - Permit Application and Certification Statement, County Dept. of Environmental Health



County of Santa Clara  
Department of Environmental Health

**PERMIT APPLICATION  
&  
CERTIFICATION STATEMENT**

County of Santa Clara  
Dept. of Environmental Health  
Consumer Protection Division  
1555 Berger Drive, Suite 300  
San Jose, CA 95112-2716  
Phone (408) 918-3400, Fax (408) 258-5891  
www.EHinfoc.org

**Owner Information:**  
 Owner Name: \_\_\_\_\_  
(Corporation, LLC Name or First and Last Name of Primary Owner)  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Do you currently hold a permit to operate a Food Facility in Santa Clara County?  No  Yes (If Yes, please answer the following):  
 Facility ID#: FA0 \_\_\_\_\_ Facility Name: \_\_\_\_\_

**Facility Information:**  
 Facility Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: CA Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Emergency/Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please send Official/Billing Correspondence to:**  Owner  Facility  Other (Please specify below):  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

**This permit is renewable annually.** A permit will not be issued or renewed until the application is complete, all fees have been paid in full, and/or all applicable inspections have been passed. The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true.

The undersigned hereby applies for a **Permit to Operate** and agrees to operate in accordance with all applicable state and local regulations, laws, ordinances, and codes. Payment of the required fee(s) and late penalties, if any, to secure a valid permit, is required before commencing or continuing operation. Failure to do so may result in a misdemeanor citation, fines and permit suspension/revocation proceedings. **NOTIFY** the Department of Environmental Health of **any change** in the type of business activity, name, billing address, or ownership by calling the number above within 14 calendar days of a change. **PERMITS AND FEES ARE NOT TRANSFERABLE.** **NOTE: Any information contained in this application is a matter of public record, and is available to the public under the California Public Records Act.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Existing AR# AR0 \_\_\_\_\_ (for Change of Owner Only) Owner ID# OW0 \_\_\_\_\_ ( Add New)

Facility ID# FA0 \_\_\_\_\_ ( Add New) City Code: \_\_\_\_\_ Bus. Code: \_\_\_\_\_ Bus. Type: \_\_\_\_\_

Food Safety Certification Required? Yes No Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_  
 Test Provider: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

General Health Program ID# PR0 \_\_\_\_\_ ( Add New) District Code: \_\_\_\_\_ Assigned Specialist ID: \_\_\_\_\_  
 P/E: \_\_\_\_\_ Status: \_\_\_\_\_ Risk Category: \_\_\_\_\_ Current Permit Valid from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**[FOR MFFs ONLY: Vehicle Information: Plate#: \_\_\_\_\_ VIN: \_\_\_\_\_ Make: \_\_\_\_\_ Year: \_\_\_\_\_ Type: \_\_\_\_\_]**

General Permit ID# PT0: \_\_\_\_\_ ( Add New) Permit Status: \_\_\_\_\_ Permit Type \_\_\_\_\_

Permit Conditions and Descriptions: [Supervisor Initials \_\_\_\_\_]  Add  Modify  Delete Conditions:

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Approved by: \_\_\_\_\_ Employee #: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Specialist)

Support Staff: \_\_\_\_\_ Entered Date: \_\_\_\_\_ New AR#: \_\_\_\_\_ Ck#: \_\_\_\_\_ \$ \_\_\_\_\_

08-2012 Final

**FOR OFFICE USE ONLY:**

**City Code:** 01-Palo Alto, 02-Los Altos, 03-Los Altos Hills, 04-Mountain View, 05-Cupertino, 06-Sunnyvale, 07-Santa Clara, 08-Milpitas, 09-Campbell, 10-Saratoga, 11-Los Gatos, 12-Monte Sereno, 13-San Jose, 14-Morgan Hill, 15-Gilroy, 16-County Area, 17-County-at-large, 18-Out of County, 19-Stanford, 20-San Martin, 21-Moffett Field

**Business Code:** 01-Corporation, 02-Individual, 03-Partnership, 04-Local Agency, 05-County Agency, 06-State Agency, 07-Federal Agency, 08-Pool HOA, 99-Unknown

**Status:** 01-Active, Billable, 04-Active, Exempt from Billing

**Business Type:** 01-Food, 02-Recreation, 05-Water, 10-Multi-programs, 99-Unknown

**Current Permit Status:** 21-Full Permit

**Permit Type:** P-Permanent, PE-Permanent Exempt, PV-Permanent Veteran

**Mailing Code:** 01-Owner, 02-Facility

Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: CA Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency/Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please send Official/In Correspondence to:  Owner  Facility  Other (Please specify below): \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

*This permit is renewed annually. A permit will not be issued or renewed until the application is complete. All fees have been paid in full, and/or all applications inspections have been passed. The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true.*

The undersigned hereby certifies that the information provided on this application is true and correct to the best of his/her knowledge and belief. Payment of the required fee(s) and the permit fee(s) is required before commencing or continuing operation. Failure to do so may result in a misdemeanor citation, fine and permit suspension/revocation proceedings. **NOTE: ANY CHANGES IN THE TYPE OF BUSINESS ACTIVITY, NAME, BILLING ADDRESS, OR OWNERSHIP BY CALLING THE NUMBER SHOWN WITHIN 14 CALENDAR DAYS OF A CHANGE. PERMITS AND FEES ARE NOT TRANSFERABLE. NOTE: ANY INFORMATION CONTAINED IN THIS APPLICATION IS A MATTER OF PUBLIC RECORD, AND IS AVAILABLE TO THE PUBLIC UNDER THE CALIFORNIA PUBLIC RECORDS ACT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Existing AIR ARO: \_\_\_\_\_ (for Change of Owner Only) Owner ID# OWO: \_\_\_\_\_ (Add New)

Facility ID# FAD: \_\_\_\_\_ (Add New) City Code: \_\_\_\_\_ Bus. Code: \_\_\_\_\_ Bus. Type: \_\_\_\_\_

Food Safety Certification Required? Yes No Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_  
Test Provider: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

General Health Program ID# GRH: \_\_\_\_\_ (Add New) District Code: \_\_\_\_\_ Assigned Specialist ID: \_\_\_\_\_  
P/E: \_\_\_\_\_ Status: \_\_\_\_\_ Risk Category: \_\_\_\_\_ Current Permit Valid From: \_\_\_\_\_ to: \_\_\_\_\_

**FOR MTC'S ONLY: Vehicle Information: Plate: \_\_\_\_\_ VIN: \_\_\_\_\_ Make: \_\_\_\_\_ Year: \_\_\_\_\_ Type: \_\_\_\_\_**

General Permit ID# GPID: \_\_\_\_\_ (Add New) Permit Status: \_\_\_\_\_ Permit Type: \_\_\_\_\_  
Permit Conditions and Descriptions: [Supervisor Initials] [Add] [Modify] [Delete Conditions]

Approved by: \_\_\_\_\_ Employee #: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Support Staff: \_\_\_\_\_ (Optional) Entered Date: \_\_\_\_\_ New ARO: \_\_\_\_\_ CA#: \_\_\_\_\_

## Appendix I – Acronyms

<b>Grand Jury</b>	2012-2013 Santa Clara County Civil Grand Jury
<b>DHCD</b>	California State Department of Housing and Community Development
<b>DEH</b>	Santa Clara County Department of Environmental Health
<b>CPD</b>	Santa Clara County Department of Environmental Health, Consumer Protection Division
<b>EHS</b>	Environmental Health Specialist
<b>OIR</b>	CPD Official Inspection Report
<b>MFF (Trucks)</b>	Mobile Food Facility
<b>BOS</b>	Santa Clara County Board of Supervisors
<b>LPG</b>	Liquid Propane Gas
<b>DMV</b>	California Department of Motor Vehicles
<b>ANSUL</b>	Company name - acronym derived from ANhydrous SULfur dioxide (SO <sub>2</sub> )
<b>AF</b>	Commissary Approved Facility

This report was **PASSED** and **ADOPTED** with a concurrence of at least 12 grand jurors on this 11<sup>th</sup> day of June, 2013.

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Steven P. McPherson  
Foreperson

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Lyn H. Johnson  
Foreperson pro tem

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Chester F. Hayes  
Foreperson pro tem

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Francis A. Stephens  
Secretary