



ST. CHARLES COUNTY DEPARTMENT OF
**Community Health
& The Environment**

Mobile Food Program

Pushcarts



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Introduction

This guideline has been developed to assist operators to obtain a permit for a Pushcart to prepare and serve safe food. In addition, this guideline will help each applicant understand the plan review process.

Each unit must be operated in full compliance with the St. Charles County Food Establishment Code (SCCFEC) and all other applicable regulations. The St. Charles County Department of Community Health and the Environment (the Department) requires that each Pushcart be permitted, operate from an approved commissary, and employ individuals who have received their St. Charles County Basic Sanitation or Certified Manager certificates.

Pushcarts must be self-contained and maintained readily movable at all times. Pushcarts are only permitted to sell specific food items and menu restrictions do apply. Refer to the Definitions and General Operating Requirements for further details.

Examples of Food Sold by Pushcarts

- Popcorn
- Funnel Cakes
- Nuts
- Hot Dogs
- Pretzels
- Coffee or Beverages
- Snow Cones
- Donuts



Mobile Food Program Office Hours



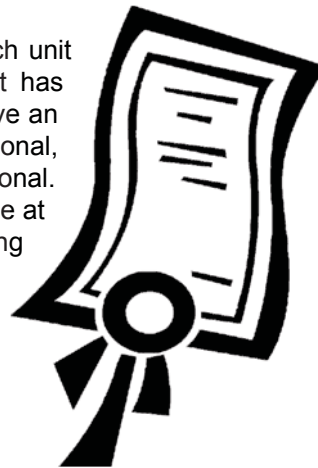
The Mobile Food Program Office is open Monday to Friday from 9:00am to 5:00pm, excluding holidays. **Inspections are conducted by appointment only.** Call the office at (636) 949-1800 for additional inspection information. Be aware that calls will be returned in the order they are received. The mobile food office is located at 1650 Boone's Lick Road in St. Charles.

Permits

All Pushcarts must be in full compliance before any permit is issued. New units, or vehicles that have not been permitted in the last year, are required to go through the plan review process and pay any associated fees.

In order to renew or obtain a permit, each unit must have a passing inspection on file that has been completed within the last year. To receive an inspection, the Pushcart must be fully operational, with all water tanks filled and equipment functional. No electrical power or water supply is available at the inspection office. In addition, the following information is required:

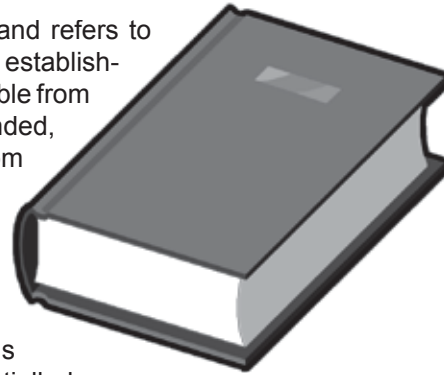
- Properly completed application and permit fee
- Signed commissary agreement
- Vending route
- Complete menu



Definitions

Depending on the types of foods to be served and the vehicle, the mobile food program has a variety of permit types that may apply. Please be aware that each type has certain restrictions and applications. The following definitions apply:

Mobile Food Vehicle means and refers to an enclosed vehicle-mounted food establishment designated to be readily movable from which food is composed, compounded, processed, or prepared and from which the food is vended, sold, or given away.



Pushcart means and refers to a non-self-propelled vehicle designated to be readily movable which is limited to the serving of non-potentially hazardous foods or commissary-wrapped potentially hazardous foods maintained at proper temperatures, or limited to the assembling and serving of frankfurters. Unpackaged non-potentially hazardous food items approved for sale from a pushcart shall be limited to popcorn, nuts, produce, pretzels and similar bakery products, shaved ice, and snow cones.

Food Peddler means and refers to a retail food establishment in operation from a vehicle designated to be readily movable from which (a) wrapped, properly labeled non-potentially hazardous foods or, (b) packaged potentially hazardous foods held at proper temperatures or, (c) frozen or canned prepared food which is packaged, portioned, kept in ready-to-eat units or, (d) uncut fruits and vegetables are sold, or given away.

Temporary Food Establishment means and refers to a food establishment that operates in conjunction with a fair, rodeo, exhibition, or similar public event for not more than fourteen (14) consecutive days within any permit year provided it is the same permit holder, at the same location and same event. At the termination of the event, the temporary food establishment shall be removed from the premises.

Commissary means a food establishment that acts as a base of operations for a mobile food establishment, food vending establishment,

temporary food establishment, or seasonal food establishment. The commissary provides facilities for adequate storage of food, food containers, or food supplies; equipment for adequate washing and sanitizing of food equipment and utensils; a servicing area for the sanitary disposal of liquid waste; for handling and disposal of garbage, grease, and rubbish originating from the mobile food establishment; an adequate servicing area for washing and storage of the mobile food establishment; facilities for filling the potable water holding tank in a sanitary manner; and electrical outlets for establishments that require electrical service.

Commissary

The commissary is a base of operations for all mobile food units, pushcarts, and food peddlers selling potentially hazardous foods. Each vehicle is required to operate from an approved commissary and report daily for all food supplies, cleaning and servicing operations. If your Pushcart operation requires food preparation (for example, dicing tomatoes or onions) this must be done at an approved commissary kitchen. In addition, all utensils, pans, and food equipment must be washed, rinsed, and sanitized using the dish washing facilities at the commissary. These servicing activities cannot be done at a private residence. Each commissary is required to be constructed and operated in compliance with the food code covering that jurisdiction.

Depending on the needs of the vehicle, commissaries may have different services available. In general, commissaries are used for the following:

- Fresh water supply
- Food preparation
- Grey water disposal
- Vending unit cleaning facilities
- Vending unit storage
- Food storage
- Garbage disposal
- Warewashing facilities
- Chemical storage

In order to obtain a permit from this Department, a signed commissary agreement is required for each unit at the time of initial permitting and at permit renewal. Be aware that each commissary agreement will be verified to ensure the facility is able to provide your operation with the services needed.

In addition, each permit holder should maintain a log of visits to the approved commissary. The log should be maintained within the unit at all times. Logs will be requested on a random basis.

Plan Submittal



One complete set of plans must be submitted for each vehicle or trailer. The plans must be drawn to scale (for example, $\frac{1}{4}$ in. = 1 ft.), on $8\frac{1}{2}$ x 11 inches or larger white paper with dark ink only, blue prints, or other standard floor plans. The plans must show schematic top view of equipment layout and model numbers, and side view of electrical and plumbing installations.

Write the business name and submittal date on each page of the plans. Also include the number of pages submitted (for example, page 4 of 6). The plan review process takes up to 14 business days to complete.

After your plans have been reviewed, a Notification of Plan Review Approval letter will be mailed. Upon receipt of this letter, you may proceed with construction, remodeling, or conversion. Please be sure to review the letter for any changes and modifications that may be needed to your unit before a permit can be issued.

When construction and/or any required upgrades/modifications have been made, call the office to make an appointment for an inspection. At the appointment time, bring the Pushcart to the office for the inspection. The cart must be clean and all equipment operating. If the cart is in compliance with the SCCFEC, a permit will be issued. In addition, the following information is also needed at the time of permitting:

- Applicable permit fees
- Signed commissary agreement
- Complete menu

Construction Requirements

The following list is meant to help outline the various requirements of the SCCFEC for Pushcarts. It is not all inclusive and other requirements may be applied depending on the menu and special needs of the unit.

- The Pushcart must be constructed of approved material, adequate in size, easily cleanable, and in good repair.

- Food contact surfaces shall be free of breaks, open seams, cracks, chips, inclusions, pits, sharp internal angles, corners, and crevices.

- The food preparation area must be enclosed on three sides by a shield that is at least 18 inches high.

- Provide a permanently installed hand wash sink. Minimum hand wash sink size is 9x9x5 inches deep.

- The sink faucet shall be mixing or combination type.

- Provide hot and cold water under adequate pressure. The rate of flow must be one (1) gallon per minute.

- Provide a permanently mounted potable water tank or tanks that can hold a minimum capacity of five (5) gallons. This potable water system must be directly and fully recharged when filled from a water inlet. The water heater's capacity may be included in the potable water system capacity if the water heater is fully recharged when potable water system is recharged.

- Provide a wastewater storage tank that is 15% greater than the combined capacity of the potable water tank(s) plus the water heater tank capacity.

- The water heater shall be of adequate capacity and recovery rate to furnish a continuous supply of hot water whenever the vehicle is in operation. Minimum capacity is one gallon. An instant water heater meeting all requirements may be approved.

- Provide a food grade water hose designated for drinking water use only. This hose is to be used only to fill the fresh water tank. Store the hose on the vehicle with ends fastened together.

- All connections on the vehicle for waste disposal facilities shall be of different size or type than those used for supplying potable water to these vehicles. The waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system. In addition, wastewater outlet shall be greater than one (1) inch unless otherwise approved by the Department.

- All water tanks, pumps, and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, and periods of nonuse longer than seven (7) days. Potable water tanks shall be flushed and sanitized monthly.

- All equipment must be NSF, ANSI, or approved equivalent.

- If a grill is used to prepare frankfurters, an attached grill cover is required.

- All supplemental cold compartments must be self-draining at all times.

- A fully-enclosed dry storage compartment with a door is required.



Plan Submittal Example

The plans and specifications for all Pushcarts shall include the following information:

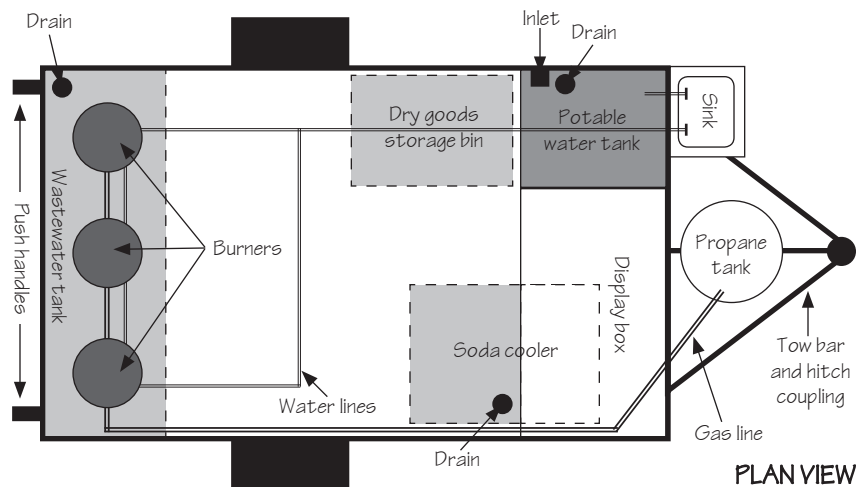
- Proposed layout, mechanical schematics, construction materials, and finish schedules
- Location of the hand wash sink (include the dimensions for the sink compartment)
- Refrigeration and other cold holding equipment/compartments
- Dry goods and food storage areas
- Provide details in the plans such as the capacities, positioning, and placement of the potable water tank, wastewater tank, and hot water heater. In addition, the placement of the water inlets and outlets for the potable and wastewater tanks must be shown.

Finish Schedule

- DOT-approved towable trailer
- Body size: W 40" x L 48" x H 56"
- Stainless steel cart with welded aluminum frame
- Single compartment hot and cold water sink, W 9" x L 9" x H 5"
- 5 gallon potable water tank, 7 gallon waste water tank
- Three 1/3 pans 6" deep (NSF approved)
- Large ice box for sodas - insulated
- One 20 lb. propane gas cylinder with OPD
- Three burner stove with adjustable controls
- Two stage regulator with shut off valve
- Bottom storage bin with latch

Menu

- Hot dogs with various condiments
- Soda, bottled water
- Prepackaged chips, candy



General Operating Requirements

- The business name and vehicle number must be plainly indicated on two sides and the rear of the unit. Letters must be of contrasting colors and at least three inches high and a stroke width 3/8 inches wide.
- Permit stickers must be clearly visible on the vehicle.
- Food service workers are required to obtain a Basic Sanitation certificate. Please call (636) 949-1800 for information on testing and locations.
- A Certified Food Manager certificate is required for the person who oversees all aspects of the food service on the Pushcart. The person in charge has 90 days to obtain the certification. For information, call (636) 949-1800.
- All Pushcarts must be maintained readily movable at all times.
- The menu for Pushcarts is strictly limited. All menu items must be submitted in writing and approved prior to sales.
- Pushcarts are restricted to the addition of tables and ice chests. In general, one additional ice chest for food supplies and one additional sales table for approved foods is allowed. There is no limit to the number of ice chests used to sell unopened bottle beverages (soda, water).
- Glassware is prohibited for use on a Pushcart.

Food Source

All food and beverages must be from an approved source. It shall be safe, unadulterated, and honestly presented. Food prepared in a private home may not be used or offered for human consumption on a Pushcart. **All homemade food products are prohibited.**

All packaged foods shall be labeled in accordance with FDA guidelines (product name, processor name, address/phone of processor, weight, and ingredients must be in English). Records of food purchases, invoices, and receipts must be kept on the pushcart or some other convenient location for at least 90 days following the date of purchase.

Ice that is consumed or contacts food shall be obtained only in chipped, crushed, or cubed form. Ice that is obtained from outdoor ice towers at

commissaries is not approved for use in beverages or for human consumption.



All condiments must be dispensed from squeeze bottles, pump dispensers, individual packets, or condiment containers with self-closing lids.

Condiments must be purchased ready-to-eat (pre-cut) or prepared at an approved commissary prior to being placed on the Pushcart. Chopping, mixing, etc. is not allowed at a Pushcart at any time.



Handwashing

Each Pushcart must have a fully operational hand sink with hot and cold running water. The sink must be supplied with soap and disposable hand towels.

How To Properly Wash Hands



Hands and exposed portions of arms must be washed with soap and water. Vigorously rub hands and arms together for at least 20 seconds and thoroughly rinse with clean water. Employees shall pay particular attention to the fingertips, the areas underneath the fingernails, and between the fingers.

When To Wash

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- Before putting on gloves.
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking, or using the toilet room.
- When switching between working with raw food and working with ready-to-eat food or when engaging in activities that contaminate the hands.
- After caring for or handling service animals or aquatic animals.

Bare Hand Contact

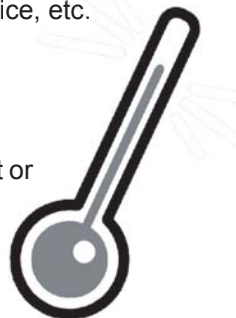
Bare hand contact with ready-to-eat foods such as buns, tortillas, chips, produce for juicing, and condiments is prohibited. Single-use gloves, utensils, wax paper or single-use wraps must be used. Remember to wash hands before putting on gloves. Change gloves when switching task or when gloves become dirty or worn. Gloves must be worn when employees have sores, burns, and/or bandages on their hands.

Food Temperatures

Potentially hazardous foods (meats, fish, poultry, eggs, milk, pasta, cooked produce, and dairy products) must be stored and displayed at proper temperatures during transportation, storage, service, etc.

- Reheat food rapidly to 165°F and hold at 135°F.
- Hot food must be held at 135°F or hotter.
- Cold food must be held at 41°F or colder.
- Refrigerated foods may be reused if they are kept at or below 41°F at all times.

A metal-stem probe thermometer that measures from 0°F to 220°F must be available and used to check food temperatures. An accurate (calibrated) thermometer will read 32°F in a cupful of ice water.



Hot foods cannot be carried over for the next day. Cooling foods on any Pushcart is prohibited.

Beverage Carts

Beverage carts are approved as Pushcarts with limited menus. In general, the following guidelines must be followed for beverage carts to operate in full compliance with the St. Charles County Food Establishment Code.

- Blenders and other types of mixing equipment are prohibited for use. Machines for dispensing non-potentially hazardous beverages may be utilized.

- Coffee brewing is allowed on Pushcarts provided the brewer is stationed on the pushcart and water to brew coffee is obtained at an on-site commissary or from drinking water bottles. The coffee pots and other equipment will be washed, rinsed, and sanitized at the commissary each day.

- A commercial refrigerator is required to be on the Pushcart to store milk and other items that are required to prepare espresso and similar beverages.

- A separate fresh water tank and wastewater tank are required for all beverage carts where water is needed to prepare beverages. The wastewater tank must be 15% larger than the fresh water system.

- Beverage carts are limited to the main cart and one auxiliary table/compartment for storage.

- Only single-service cups and utensils can be provided to customers.

Notes



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