



MOBILE FOOD FACILITY (MFF) STANDARD OPERATING PROCEDURE ADDENDUM

This form is an addendum to the Mobile Food Facility Application that will be need to be uploaded to the portal when you submit your application. Payments cannot be made to or accepted by inspectors. Payments must be made in person at the Environmental Health Services office, by mail, by phone at (650) 372-6200, or online through the [MyEHS Portal](#).

MFF INFORMATION

MFF BUSINESS NAME: _____

LIST ALL FOODS THAT WILL BE SOLD OR ATTACH A MENU:

1. WHERE IS FOOD PURCHASED FOR THE MFF:

2. HOW IS THE FOOD TRANSPORTED FROM PURCHASE TO THE MFF OR COMMISSARY?

3. WHAT FOODS ARE PREPARED OR COOKED AT THE COMMISSARY?

4. WHAT FOODS ARE PREPARED OR COOKED ON THE MFF?

5. ARE ANY FOODS COOKED AHEAD THEN COOLED AND REHEATED AT AT LATER TIME? WHERE AND HOW ARE THE FOODS COOLED? WHERE AND HOW ARE THEY REHEATED AND TO WHAT TEMPERATURE?

6. WHAT IS THE TEMPERATURE OF FOOD WHEN IT IS LOADED ON MFF? _____

7. HOW OFTEN ARE HOT AND COLD FOOD TEMPERATURES TAKEN DURING SERVICE? _____

8. HOW IS THE REFRIGERATION UNIT POWERED DURING SERVICE? (GENERATOR, ELECTRICAL OUTLET, OTHER)

9. HOW IS THE FINAL COOKING TEMPERATURE OF RAW PROTEINS CHECKED?

10. AFTER SERVICE, WHAT IS DONE WITH ANY FOODS IN HOT HOLDING UNITS? (E.G., STEAM TABLE)

11. WHERE IS FOOD STORED OVERNIGHT AND AT WHAT TEMPERATURE? (CHECK TEMPERATURE AT BEGINNING AND END OF DAY)

12. WHERE ARE UTENSILS AND EQUIPMENT CLEANED AND SANITIZED? (MFF, COMMISSARY, OTHER) _____

13. WHERE IS WASTEWATER FROM THE TANKS DISCHARGED? (COMMISSARY, OTHER) _____

14. WHERE IS MFF CLEANED? _____

15. WHERE IS MFF STORED OVERNIGHT? _____

16. WHERE ARE UTENSILS AND EQUIPMENT CLEANED AND SANITIZED? (MFF, COMMISSARY, OTHER) _____

I, MFF OWNER/OPERATOR, will follow the Standard Operating Procedures (SOPs) approved by San Mateo County Environmental Health Services. I will notify San Mateo County Environmental Health Services in writing of any changes to these SOPs.

Print Owner/Representative: _____

Signature:

Date: