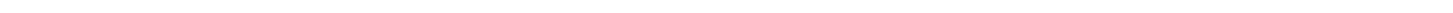




# FOOD SAFETY ON THE MOVE



<b>Purpose</b>	<b>2</b>
<b>Definitions</b>	<b>2</b>
<b>Food Mobile Unit/Mobile Operation License and Renewal</b>	<b>4</b>
<b>Facility Requirements for Mobile Units</b>	<b>6</b>
<b>Food Safety Risk Factors</b>	<b>9</b>
<b>Procedures to Help Avoid Risk Factors</b>	<b>10</b>
<b>Other Items to Consider</b>	<b>14</b>
<b>Organizers of Events, Festivals, and Fairs</b>	<b>14</b>
<b>FAQs</b>	<b>16</b>
<b>Resources</b>	<b>17</b>
<b>Notes</b>	<b>18</b>

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## PURPOSE

To ensure consistent food safety and operational standards throughout the state of Kansas while building a positive relationship between inspectors, food establishments, vendors, and event planners to prevent foodborne illness in our communities.

## DEFINITIONS

**Mobile Unit (MU):** commonly referred to as a food truck, a mobile unit (MU) is a food establishment that is movable from location to location and offers food directly to the end consumer. Examples include food trucks, vans, trailers, push carts, and canopies/tents. These can also be set up for temporary events.

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**Incubator Kitchen:** a food facility that can be rented for short periods of time to allow individuals starting a food business to access commercial kitchen equipment in a cost-effective manner. A separate license is required at these types of facilities if used for food preparation or storage more than six days in a calendar year.

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**Commissary:** a catering establishment, restaurant, or similar place that is necessary for the safe operation of a mobile food establishment in which food, containers, or supplies are kept, handled, prepared, packaged, or stored.

- Mobile units (MUs) need to have arrangements for warewashing and storage of equipment, utensils, and food.
- MUs that do not have warewashing facilities will need to have a commissary with a three-compartment sink or a warewashing equivalent operating plan.
- Food preparation or food storage at a commissary requires an additional license. If there is no food preparation at the commissary and no food is stored at the commissary, such as when an operator purchases all food items each day, then a license is not required for the commissary. The commissary may be in a private residence, but it must meet the separation requirements in the food code.

- Inspection access to the commissary must be granted as a condition of the privilege of a license. However, if food is stored and/or prepared there when the MU is not present, then the MU operator will be required to obtain a food establishment license.
- There must be a written access agreement if the commissary is not owned/leased by the MU owner.



# FOOD MOBILE UNIT/MOBILE OPERATION LICENSE AND RENEWALS

To receive a food establishment license for a mobile unit/mobile operation, the facility must pass a licensing inspection and the licensee must submit a signed license application along with the appropriate fees. Fees include an application and an annual license fee. The application fee is only paid once if the license is renewed on time.

## License Exemptions K.S.A 65-689. A license is not required for:

- A person who produces food for distribution directly to the end consumer, if such food does not require time and temperature control for safety (TCS) or specialized processing.
- A person operating a food establishment for less than seven days in any calendar year.
- A registered nonprofit organization that provides food without charge solely to people who are food insecure, including but not limited to soup kitchens and food pantries.
- A person who prepares, serves or sells food for the sole purpose of soliciting funds to be used for community or humanitarian purposes or educational or youth activities as described in K.A.R 4-28-34.
- A food establishment that sells or offers for sale only packaged foods that do not require temperature control for safety (TCS) and are received directly from a licensed food production facility in packaged form, if the food establishment contains less than 200 cubic feet.

## Quick Guide – Licenses

- Each mobile unit or mobile operation requires its own license.
- Payment options: credit card, check, cashier's check or money order. Cash is only accepted at the Kansas Department of Agriculture's Manhattan office.
- Mobile units are assigned an MU sticker. Please do not remove the sticker. Please notify us if you sell a unit.
- A mobile unit log is requested with the food establishment application for any mobile units applying for a license. The mobile unit log helps with inspection scheduling.
- An additional license may be required for your commissary (see p.2).
- Licensing Guide for Mobile Units: a KDA mobile unit license guide can be found at [agriculture.ks.gov/licensingguides](http://agriculture.ks.gov/licensingguides).

## Quick Guide – License Renewals

- All licenses expire each year on March 31. The law does not allow food safety license fees to be prorated. A late fee is added to the renewal fees in April.
- Any license not renewed by April 30 is expired and a new application is required (including the application fee).
- Renewal information is emailed to the current email on file starting in January and can be paid online. Renewal information will be sent to the mailing address on file at the beginning of March if not already renewed.



# FACILITY REQUIREMENTS FOR MOBILE UNITS

## Hot/cold holding capacity

- Must have equipment capable of maintaining cold foods at 41°F or below and hot foods at 135°F or above.
- Must have accurate food thermometers to measure proper holding temperatures.
  - A thin-tip probe thermometer is required to measure cooking temperatures of hamburger patties and similar thin items.

## Handwashing sinks

- There must be at least one handwashing sink in food prep or service area.
- Sink(s) must be supplied with hot and cold water, soap, paper towels, and trash receptacle.
- Water must be able to reach at least 100°F.



## Water supply

- Water supply must be from an approved source and must be potable water.
- Water tank, hoses, etc. must be safe for drinking water.
- Water tank must be enclosed from the filling inlet to the discharge outlet and sloped to an outlet that allows complete drainage of the tank. The fill port, drain port, and fill hose must be protected.
- Supply hoses must be safe for drinking water, identified/marked for use with drinking water, and must not be used for any other purpose.
- Water tank, pump, and hoses must be flushed and sanitized before being placed in the service after construction, repair, modification, and periods of nonuse.

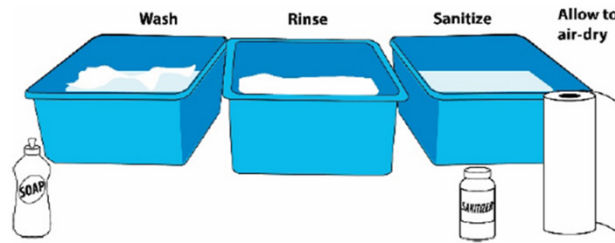


## Warewashing

- Sanitizer test kits must be provided to measure proper formulation of chemical sanitizers (e.g., chlorine test strips).
- Mobile trucks/trailers:
  - 1) A 3-compartment sink large enough to completely submerge the largest food-contact item.

**OR**

  - 2) A commissary for warewashing with a written access agreement and replacement food contact items must be available for the time operating between commissary visits.
- For tent/table units with minimal utensils, three food-grade tubs large enough to completely submerge the largest food-contact item, a potable hot water supply, and an adequate disposal system for the wastewater.



## Sewage disposal

- The sewage holding tank must:
  - 1) Hold at least 15% more than the water supply tank.
  - 2) Be sloped to drain that is 25mm (1inch) inner diameter or larger.
  - 3) Have a shut-off valve.
- Sewage and other liquid wastes must be removed from the mobile unit to an approved waste servicing area without creating a public health hazard or nuisance.
- No wastewater may be allowed to drain onto the ground; it must go into acceptable grey water disposal.

## Protection from environmental contamination

- Floors, walls, and ceilings must be smooth, durable, easily cleanable, and non-porous.
- Must have overhead protection and provide protection against contamination from pests, the elements, and windblown dust/debris.
- If conditions warrant, side screening/walls must be provided to protect from insects, dust, and weather.
- Exterior doors must be tight fitting, free of gaps, and equipped with self-closing hardware.
- Floors must be graded to drain and be made of concrete, asphalt, wood platform, rubber mats or other suitable materials that are effectively treated to control dust, mud and insects.
- Must be kept free of pests and harborage conditions. Windows must be tight fitting and free of gaps.
- If an outdoor smoker or grill is used, food must be protected from contamination by overhead protection or an enclosed smoker or grill and by covering food during transport between protected food prep area and smoker/grill.

## Ventilation, power source and propane safety

- Ventilation systems of appropriate capacity must be provided to remove any excessive heat, odors, smoke, vapors, condensation, etc. from the MU.
- Determine your power source. Options generally will be propane tanks or generators.
  - Know if electrical source is available and who is responsible for the usage.
  - Consider the neighboring tent and/or truck placement with cooking equipment, generator, etc.
  - Generators: having a good, quiet generator is important.
  - There are boxes you can put around your generators that cuts the noise down to 22 decibels.
  - Be aware of the fumes and have enough ventilation around the system.
  - Understand the type of generator you have.
  - Always secure the propane source.
  - Have the appropriate extinguisher onsite.
- Always have a backup plan for equipment that is not working.

Be sure to check with local county or city authorities to determine what is required for mobile units. Many local authorities require that hood systems be installed. Knowing the local regulations is crucial. Check with them to understand their requirements including but not limited to:

- Grill and fryer placement.
- Hood requirements.
- Cleaning and maintenance of ventilation system.
- Record-keeping of hood cleaning, fire extinguisher checks.

# FOOD SAFETY RISK FACTORS

Risk factors are those practices or procedures that pose the greatest potential for foodborne illness. These will be highlighted throughout the next sections.



## Food Source

- Food must be obtained from an approved or inspected source.
- Food must be prepared on the mobile unit or at a licensed facility.
- Food is not allowed to be prepared at home.

## Inadequate Cooking

- Foods must be cooked to proper cooking temperatures as defined in the Kansas Food Code.
- Thermometers are needed to check cooking temperatures.
- Determine food capacity and procedures to eliminate removing food too early.

## Improper Holding Temperatures

- Hot foods must be held at 135° or above.
- Cold foods must be held at 41° or less.
- Foods must be cooled properly.

## Contamination

- Raw meats must be separated from ready-to-eat (RTE) foods.
- Different types of raw meats must be separated, like fish, beef, pork, and chicken.
- Equipment must be properly cleaned and sanitized.

## Poor Personal Hygiene

- Appropriate number of handwashing stations are needed based on flow of the mobile unit.
- Provide adequate handsinks with hot water, soap, and paper towels.
- Avoid bare-hand contact with ready-to-eat foods.
- Establish an employee illness policy to promote healthy food handlers.

## Environmental Contamination

- Proper storage and labeling of chemicals to prevent contamination.
- Potable water from an approved source must be provided during operation.
- Appropriate sewage/grey water disposal is required during operation.
- Securing facility to prevent pest presence.

# PROCEDURES TO HELP AVOID RISK FACTORS

## Best practices: handwashing

Practicing good personal hygiene and proper handwashing can help decrease the risk of foodborne illness.

- Keep hand sinks accessible at all times.
- Wash hands as needed before working with food or clean equipment and after:
  - handling raw food
  - cleaning or handling garbage
  - handling money
  - using a tissue
  - using the restroom
  - touching hair, face, or phone
  - smoking, eating, or drinking

## Best practices: single-use gloves

- Gloves DO NOT replace the need for good hand washing practices.
- Wash hands BEFORE putting gloves on.
- Put gloves on only when you are READY to handle ready-to-eat foods.
  - When finished with task, discard gloves immediately.
- If you are interrupted during food preparation, remove gloves.
  - Discard used gloves immediately.
  - Before donning new gloves, wash and dry your hands.
- Gloves are susceptible to contamination, so discard gloves when soiled or damaged.
- Fabric or reusable gloves may not be used with ready-to-eat foods.

## How to store food correctly to avoid cross contamination

During storage, preparation, and production of foods it is equally important to do the following:

- Store cooked, ready-to-eat (RTE) foods above raw animal foods.
- Separate raw animal foods by type, such as beef, fish, lamb, pork, and poultry.

## Things to consider with hot/cold holding

Proper holding temperatures must be maintained during display, storage, and transportation. Questions to consider when planning your concept and menus:

- Do these piece(s) of equipment have the adequate capacity for storage and holding temperatures below 41°F or above 135°F?
- How am I going to transport this? Will it stay below 41°F or above 135°F?
- How long will the event be (include travel time)?
- Did I record the temperature before we packed this food to have a baseline?
- Do I have lids to cover foods to help with keeping temperature if sitting for a period of time?
- Where are my food thermometers to test products?
- Do I have sanitizer to clean the thermometer after use?



## How to thaw foods safely

- In refrigeration (41°F or lower).
- Submerged under running potable water (70°F or lower) for no longer than 2 hours.
- In a microwave oven (must be cooked immediately afterwards).
- As part of cooking process (product must reach required minimum cooking temp).

# PROCEDURES TO HELP AVOID RISK FACTORS

## How to cool foods safely

Improper cooling is a leading cause of foodborne illness. Cooked time/temperature controlled for safety (TCS) foods need to move quickly through the temperature danger zone to limit microbial growth.

### Two-Stage Cooling

135°F to 41°F in six hours and must reach 70°F within the first two hours.

### Other Cooling Practices

- Place food in shallow metal pans (2" deep) and refrigerate immediately.
- Allow airflow and do not stack hot pans.
- Create an ice bath with ice and water and submerge product in the ice bath, stirring product every 10 minutes; monitor temperature and once it reaches 41°F refrigerate immediately.
- Divide food into small portions.
- Cut or slice portions of meat into quarters and spread apart to allow air flow to help cool.



## How to reheat foods safely

- Reheat previously cooled food to 165°F within 2 hours before hot holding.
- Using direct heat (stove top, steam cookers, ovens, microwaves), stir foods frequently to distribute heat while it reaches 165°F.

## How to properly serve ready-to-eat (RTE) foods

- When handling RTE foods use the following:
  - Deli tissue
  - Spatulas
  - Tongs
  - Forks
  - Dispensing equipment
  - Single-use gloves
- Gloves do not replace the need for good handwashing.



## How to date mark foods properly

Food Items that have been prepared on-site — or opened original containers of commercially processed foods — need to be date marked when: 1) held under refrigeration; 2) items are time/temperature controlled for safety (TCS); 3) items are ready-to-eat (RTE); and 4) items have been held for more than 24 hours. These items can be held for seven days in adequate refrigeration. Mark the date by which foods need to be consumed or discarded. When date marking add six days to today’s date or count seven days including the current day.

Prep/Open Day:	Use or Discard By:
Sunday 6/2	Saturday 6/8
Monday 6/3	Sunday 6/9
Tuesday 6/4	Monday 6/10
Wednesday 6/5	Tuesday 6/11
Thursday 6/6	Wednesday 6/12
Friday 6/7	Thursday 6/13
Saturday 6/8	Friday 6/14

## OTHER ITEMS TO CONSIDER

Am I going to run this mobile unit year-round?

- Should I consider an AC unit?
- Do I need a heating unit?

How do I protect from harsh winter weather?

- What do I need to do to avoid frozen pipes?
- Do I need to install tank heaters to help during the winter?

## ORGANIZERS OF EVENTS, FESTIVALS AND FAIRS

If a vendor is licensed in Kansas or another state, they have met at least basic food safety requirements. You may want to ask the vendor to show a copy of the license. If the facility is licensed in Kansas, past inspections are available on the KDA website: Go to [agriculture.ks.gov/fslinspections](http://agriculture.ks.gov/fslinspections).

**For all vendors, consider asking the following questions to help plan for food safety:**

### Setup/Exterior

- What type of setup do you have?
  - Truck
  - Trailer
  - Tent
  - Other: \_\_\_\_\_
- How are food preparation areas protected from environmental contamination including rain, dust, and pests from overhead, but also from the sides and from the ground?

### Preparation/Transport/During Event

- Please provide a list of foods and beverages you will be preparing/selling.
  - Foods prepared ON-SITE:
  - Foods prepared OFF-SITE:
  - Where were foods prepared?
- Do the foods on the menu require temperature control for safety?
- How will you transport food to the event?
  - Coolers w/ ice
  - Freezers
  - Refrigerated truck
  - Hot boxes
  - Other: \_\_\_\_\_

- How do you keep your cold foods at 41°F or below?
  - Coolers w/ ice
  - Freezer
  - Mechanical refrigeration
  - Dry ice
  - Other: \_\_\_\_\_
- How do you keep your hot foods at 135°F or above?
  - Steam table
  - Chafing dish
  - Grill
  - Electric roaster pan
  - Other: \_\_\_\_\_
- How will you monitor temperature of food during the event? Do you have a food probe thermometer for both hot and cold foods?
- How will you handle ready-to-eat foods?
  - Gloves
  - Tongs
  - Utensils
  - Deli tissue
  - Toothpick
  - Other: \_\_\_\_\_



What happens if I lose power?

- How am I going to keep food safe?
- What is my backup plan?

#### Handwashing/Sanitizer/Cleaning

- Where will you wash your hands?
  - 3-compartment sink
  - Commissary
  - Restaurant
  - Other: \_\_\_\_\_
- What type of sanitizer will you use to disinfect food contact and non-food contact surfaces?
  - Chlorine (bleach) with test strips
  - Quaternary with test strips
  - Iodine with test strips
- Where will you be washing dishes?
  - 3-compartment sink
  - Commissary
  - Restaurant
  - Other: \_\_\_\_\_

#### Water Supply

- How will you supply water for the hand washing sink, sanitizer bucket and 3-compartment sink (if required)?
  - Available on-site
  - Restaurant
  - Commissary
  - Other: \_\_\_\_\_

#### Other

- If a multi-day event, will you be cooling and/or reheating your foods?
- What other events/fairs have you attended or plan to attend in Kansas?
- Are you insured in Kansas or surrounding states?
- Have you ever been asked to leave an event? Why?



## FAQS

### ***Do I need to get permission with local city/county to vend or set up my mobile unit?***

It is different for each county/city throughout the state; it is best to check with local authorities for their requirements.

### ***What are the size requirements for equipment in my mobile unit?***

You must have adequate refrigeration and hot holding capacity to keep time/temperature controlled for safety (TCS) foods at the proper temperatures. There are no size requirements for handwashing sinks; the three-compartment sink must be large enough to submerge the largest utensil(s) including tongs, pots, pans, etc. If the equipment can't be sealed to the floor, then the equipment has to be 6 inches off of the floor.

### ***What do I need to operate my mobile unit?***

Once the mobile unit has the appropriate equipment and is licensed, you can prepare and serve whatever food that the unit is capable of safely producing. KDA can provide additional help with the requirements for expanded menus.

### ***How many food licenses are required if operating from an incubator kitchen and mobile unit?***

Two licenses are required: one for the mobile unit, and one for the incubator kitchen if used for food storage or food preparation more than six days in a calendar year.

### ***Where can the food be stored if the refrigeration units are turned off in the mobile unit?***

Food that requires refrigeration must be kept at 41°F or below in a location that is protected from contamination.

### ***Is another license required for storing food at a designated area in the home?***

If you are storing food at home and it is more than 200 cubic feet (about 84"H x 84"L x 48"W) of packaged non-TCS food, an additional license is required for food storage.

### ***What are the requirements for a hood vent for a mobile unit?***

You will need to check with your local fire marshal or city/county regulators.

### ***Where should I dispose of the wastewater from the mobile unit?***

Check with your city/county wastewater management or environmental department.

### ***What are the size requirements for the fresh water and wastewater tanks?***

Potable water tanks shall have sufficient volume: at least 5 gallons for handwashing, an additional 15 gallons minimum for warewashing for mobile units with limited food preparation, and an additional 25 gallons minimum for warewashing for any preparation beyond limited food preparation. Wastewater tanks must have 15% more capacity than potable water tanks.

### ***What other state agencies do I need to contact to start my food business?***

Contact the Kansas Department of Revenue for sales tax collection information. Check the city/county government office for restrictions on mobile units.

### ***How many days can I operate in Kansas before a food license is required?***

If you operate more than six days in a calendar year, you must have a food establishment license.

***What can I make in a mobile unit?***

You can prepare all types of foods in a mobile unit; be sure to use an approved food source when purchasing ingredients and of course use proper food safety techniques when handling and cooking the items.

***When will my mobile unit be inspected?***

All high-risk establishments receive one annual inspection yearly. Medium-risk establishments are inspected once every 15 months.

***If my mobile unit was not operable for a year, can I pay for the license renewal or do I have to reapply for a license?***

Your license renewal is valid for the operational period from April 1 via March 31. If you missed the deadline to renew your license you will need to reapply for a license in order to operate the unit.

***Is a mobile unit log required each year? Where or who should the mobile unit log be submitted to?***

A mobile unit log is not required, but keeping records to provide an inspector upon request is helpful.

***Can I have a smoker outside of my mobile unit? Are there specific requirements covering food, pests, etc.?***

A smoker can be outside of a mobile unit. It is a best practice to keep food covered from unwanted environmental conditions, and protected from pests.



## RESOURCES

**Kansas Department of Agriculture  
Food Safety and Lodging Program**  
[www.agriculture.ks.gov/FSL](http://www.agriculture.ks.gov/FSL)

**KDA: Focus on Food Safety**  
[www.agriculture.ks.gov/FSLeducation](http://www.agriculture.ks.gov/FSLeducation)

**KDA: Restaurant Inspection Search**  
[www.agriculture.ks.gov/FSLinspections](http://www.agriculture.ks.gov/FSLinspections)

**KDA: Webinar - Food Safety on the Go: Food Trucks, Trailers, Tents and Carts:**  
<https://www.youtube.com/watch?v=NZX-NDGO2pM>  
Found on the KDA “Food Safety” YouTube playlist.

**Kansas Department of Health and Environment:**  
[www.kdheks.gov/health](http://www.kdheks.gov/health)

**Propane Safety Checklist**  
[www.nfpa.org](http://www.nfpa.org) – Search: Propane Safety in Food Trucks

**U.S. Food and Drug Administration:**  
[www.fda.gov](http://www.fda.gov)

**U.S. Department of Agriculture:**  
[www.usda.gov](http://www.usda.gov)

**Centers for Disease Control and Prevention:**  
[www.cdc.gov](http://www.cdc.gov)

**National Restaurant Association:**  
[www.restaurant.org](http://www.restaurant.org)

**Kansas Restaurant and Hospitality Association:**  
[www.krha.org](http://www.krha.org)



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