Government of the
District of Columbia
Vincent C. Gray, Mayor

DEPARTMENT OF HEALTH
FOOD SAFETY & HYGIENE INSPECTION
SERVICES DIVISON

MOBILE FOOD VENDING INFORMATION PACKET – NEW VENDORS

The "Mobile Food Establishment (Vendor) Plan Review Application and Health Inspection Certificate Guidance Packet" provides information needed in order to receive approval for the design and function of a mobile food vending unit as well as to obtain a mobile food vendor "Health Inspection Certificate" that is required to operate as a mobile food vendor in the District of Columbia.

NEW mobile food vending operations must meet requirements to operate a business in the District of Columbia. Business operation related information as well as licensing information can be obtained by contacting the Department of Consumer & Regulatory Affairs (DCRA), One-Stop Center at **1100 4th St SW (202) 442-4512**.

Below you will find the steps that must be taken to obtain a valid health inspection certificate.

Step 1. Certified Food Protection Manager (CFPM) card obtained
Step 2. Vending Unit **Plan** and Equipment **List** submitted (Form A and Form B)
Step 3. Mobile Food Establishment **Application** submitted (Form C)
Step 4. Depot **Letter** submitted (Form D)
Step 5. Inspection conducted
Step 6. Obtain DCRA Vending Business License
Step 7. Inspection Certificate obtained

STEP 1. DEPARTMENT OF HEALTH - OBTAIN A CERTIFIED FOOD PROTECTION MANAGER IDENTIFICATION and become familiar with the Food Code

Mobile food unit operators are required to have their District-issued certification identification present during all times of operation. Enroll and complete a Food Manager Certification Course and final Certification Exam, contact one of the national providers listed below to arrange for training. Complete the process to receive a valid certificate. For questions regarding how to obtain or renew a "Certified Food Protection Manager Identification card" contact the Food Safety & Hygiene Inspection Services Division, 899 N Capitol Street, NE, 1st Floor, Washington DC, 20002, 202-535-2180.

Several providers offer the class at a variety of locations and times. It is suggested that individuals contact the national providers to schedule a class for their convenience. The providers are as follows.

Prometric (Certified Professional Food Manager Exam)
1-800-624-2736
www.experioronline.com

ServSafe (National Restaurant Association)
1-800-765-2122
www.nraef.org

National Registry of Food Safety Professionals
1-800-446-0257
www.nrfsp.org

After successfully completing the Exam, once you have received your certificate, bring the **original** certificate and test score(s), (no photocopies, no faxes, no instructor letters) along with a check or money order (No Cash) for $35 made payable to DC Treasurer and two forms of identification (one must be with a photo). Your card will be valid for a period of three years from the date of the exam. For additional questions regarding how to obtain or renew a "Certified Food Protection Manager" identification card contact the Food Safety and Hygiene Inspection Services Division, 899 N Capitol Street, NE, 1st Floor, Washington, DC 20002

In addition, you are strongly encouraged to become familiar with the Food Code especially as it relates to mobile vending. Many of the regulations for a traditional food establishment also apply to mobile vending. You can access an electronic copy of the Food Code by following the steps below:

Visit our website – www.doh.dc.gov
On that home page, under the **SERVICES** tab
CLICK – Food Safety (it is the third title in the middle column)
On that page, scroll to the bottom of the page and you'll see several bulleted links
CLICK – Food Establishments (second link)
On that page, you'll see several bulleted links at the top of the page
CLICK – User-Friendly Version of District of Columbia Food Code (last link)

If you have specific questions, please feel free to contact the office.

STEP 2. DEPARTMENT OF HEALTH - PREPARE PLAN REVIEW (Equipment and Food)

This plan review submission packet contains the following forms that are required to be completed and submitted for a new mobile food vendor operation. Mobile food vending units include trucks, trailer hitch units, pushcarts, stands and foot peddlers. Plans include completed lists of equipment and manufacturer construction plans of vending unit information which is required for review. The review is to be conducted for all the following:

1. Prior to construction, purchase, or fabrication for new or modified mobile food units;
2. Units not previously licensed;
3. Units not listed as meeting American National Standards Institute (ANSI) Standards, Standard #59;
4. Menu changes for existing units; and
5. Changes of ownership.

Complete the Mobile Vending Application submitting all documents to the Division for review. All food, beverages, condiments, ice or any other items that will be consumed **must** be listed on the included worksheets. Any changes to menu items offered must be reported to the Division within 24-hours of change and before new or substituted items can be sold.

Plan Review fee which includes initial health inspection: ***$100.00***

Please note: The fee must be paid by check or money order and made out to **"DC Treasurer". Credit Cards or cash are NOT accepted**.

STEP 3. DEPARTMENT OF HEALTH – SUBMIT VENDING APPLICATION

All new vendors must complete the vending application and submit to the Division with the appropriate fee. Fill out as much information as possible and bring a copy during the inspection of your vending unit. The application includes information about the vending unit, vendor contact information, hours of operation and other relevant information pertaining to your operation.

STEP 4. DEPARTMENT OF HEALTH – SUBMIT DEPOT LETTER

All vendors must maintain access to an **approved** depot location. The depot should have the ability to support your operation with regard to food supply/storage, water supply, food preparation, general supply storage, storage of mobile food vending unit, repairs, cleaning of equipment/ utensils, waste disposal and cooking oil recycling (provide copy of contract). Complete the attached depot letter. *Distribution of the health certificate may be delayed if completed and signed depot letter is not on file.*

- Depot, commissary or service support facility meets vending unit operation needs. **A copy of license for the service support facility and/or a recent inspection report is required to be presented.**
- If the proposed facility does not have prior approval or is new, then plan submission requirements must be fulfilled. If the service support facility is located outside the District of Columbia, appropriate information must be provided for verification and approval of this facility.

STEP 5. DEPARTMENT OF HEALTH - HAVE A HEALTH INSPECTION

After your plan has been approved, you will be instructed to contact DCRA to schedule an inspection of the vehicle. Vendors **who pass** their inspection will receive a copy of their inspection results to be used to obtain the DCRA Vending Business License.

Inspection will verify the following:

- Proof of vehicle ownership, proper identification, license, and/or registration.
- Proof of District-issued Certified Food Protection Manager (CFPM) identification card.
- Food purchase record storage and record keeping.
- Depot, commissary or service support facility meets vending unit operation needs. **A copy of license for the service support facility and/or a recent inspection report is required to be presented.**
- Sufficient hot water (110oF) to support operation
- Appropriate equipment i.e. thermometer, trash cans w/lid, etc

STEP 6. DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS – VENDING LICENSE

Once you have successfully passed the inspection, the vendor can present the copy of the inspection report to obtain the DCRA Vending License. Contact the Office of Special Events at DCRA at (202) 442-4311 for specific information. ***Immediately upon receiving the license, the vendor must call the office to provide the license number and the effective time period so that the certificate can be produced.***

STEP 7. DEPARTMENT OF HEALTH - OBTAIN HEALTH INSPECTION CERTFICATE

Mobile vending units are required to be inspected by the Department of Health to determine if the unit is in compliance with the District of Columbia Food Code Regulations (DCMR Title 25) every six months. After the initial inspection and certificate issued, the next inspection is to be conducted within six (6) months. ***All vendors must immediately obtain their valid 6-month or 12-month Health Inspection Certificate by visiting the Division's office located at 899 N Capitol St, NE, 1st Floor prior to operating***. Certificates are issued upon successfully passing the initial inspection and prior to the expiration period for renewals. The fee must be paid by check or money order made payable to "DC Treasurer". Credit Cards or cash are NOT accepted.

If you need additional information or assistance, please contact:

Department of Health
Food Safety and Hygiene
Inspection Services Division
899 N Capitol Street, NE, 1st Floor
Washington, DC 20002 (202) 535-2180
www.doh.dc.gov

Department of Consumer & Regulatory Affairs
1100 4th Street SW (202) 442-4512
www.dcra.dc.gov
District Department of Transportation
1100 4th Street SW (202) 442-4760
www.ddot.dc.gov

SUBMISSION FORM: MOBILE FOOD VENDING UNIT PLAN (Form A)

1. Plan Submission for Mobile Vending Unit - *Submit an accurately scaled plan* of the vending unit showing placement of all food equipment. All items from the Equipment List –Form B to be used in the operation of mobile unit must be shown. The plans must be clear, concise, legible, to scale, and be of such size as to enable all information to be clearly shown. The overall interior dimensions must be shown. No free hand drawing will be accepted.

2. Please provide description and details for each of the items below when appropriate for the type of vending unit operation to be conducted. You may use additional paper if needed.

ITEM	DESCRIPTION/DETAILS
PHYSICAL FACILITIES	
Overhead Enclosure	
Type of Materials for Overhead Enclosure	
Support Structure	
Side Enclosure	
Type of Materials for Side Enclosure	
Floor Materials	
Service Opening/window	
Type of Materials for Service Area	
HAND WASHING FACILITY	
Hand washing Sink – type and size	
WATER SUPPLY & WASTE WATER DISPOSAL	
Potable Water Storage Tank Materials and Construction Detail	
Capacity of Fresh Water Storage Tank –GALLONS & DIMENSIONS	
Potable Water Source	
Backflow Prevention Device	
Method of Generating Hot Water	
Hot Water Storage Tank Materials and Construction Detail	
Waste Water Storage Tank Materials and Construction Detail	
Capacity of Waste Water Storage Tank -GALLONS & DIMENSIONS	
Disposal Method for Waste Water	
REFUSE	
Type of Waste Containers	
Number of Waste Containers	
Will cooking grease waste be generated?	
Cooking grease recycling information/ Name of recycler	
UTENSIL/EQUIPMENT WASHING FACILITIES	
Method of On-Unit utensil washing & sanitation	
Type & number of compartments for utensil cleaning; Materials and Construction Detail – USE SEPARATE SHEET IF NECESSARY	
Type of Sanitizer	
THERMOMETER	
Indicate types that will be used	
PROVIDE DETAILS ABOUT THE POWER SOURCE FOR OVENS, FRYERS, REFRIGERATORS, ETC.	
Generator:	
Propane fuel:	
Other(Describe):	
LIGHT FIXTURES AND PROTECTIONS:	
Indicate the type and placement on layout of all light fixtures and means of protection in mobile vending unit.	

SUBMISSION FORM: **EQUIPMENT LIST (Form B)**

1. List the type, make and model number for **all** food service equipment and submit with manufacturer's cut sheet and specification. The item number is to correspond with the equipment on the layout. All equipment must be designed, constructed, and installed in accordance with the sanitation criteria set forth by the American National Standard Institute (ANSI).

ITEM #	PART OR MODEL NUMBER	EQUIPMENT DESCRIPTION (Include manufacturer name)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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21		
22		
23		

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MOBILE VENDING APPLICATION (Form C)

Please print or type the information requested. The establishment's name and the owner's name must be as recorded on the District of Columbia business license.

(Check one) ____ NEW MOBILE UNIT/VENDING CART ____ NAME CHANGE ____ CHANGE OF OWNER

___ RENOVATION/ALTERATION ___CHANGE IN FOOD SALES

MOBILE FOOD VENDING UNIT TRADE NAME:_____

AND/OR LEAD OPERATOR'S NAME: _____

PHONE: _____ FS # _____ EXP:_____

LIST ANY ADDITIONAL VENDORS:_____ FS#_____ EXP_____

Type of Unit/Cart: Tag# _____State___	Menu/Types of Foods Sold
Serial # _____	☐ Prepackaged only ☐ Pretzels ☐ Water Ice
☐ Step van ☐ Truck ☐ Tow Unit	☐ Produce ☐ Hot foods ☐ Cold foods
☐ Stand ☐ Push Cart	☐ Ice Cream ☐ USDA foods
☐ Propane Fuel ☐ Electrical Generator	☐ Other _____

SELLING LOCATION(S) When Known:

1) _____ 2) _____

DAYS OF OPERATION: ☐Sun. ☐Mon. ☐Tues. ☐Wed. ☐Thurs. ☐Fri. ☐Sat.

TIME OF OPERATION _____ (Open) _____ (Closed)
(Notify FSHISD of a change in location and/or a change in hours of operation)

OWNERSHIP INFORMATION (Check one)

( ) PROPRIETORSHIP ( ) CORPORATION ( ) PARTNERSHIP ( ) OTHER _____ (SPECIFY)

OPERATOR'S NAME: _____ **Daytime Phone**: ( ) _____

STREET ADDRESS: _____ FAX: ( ) _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____

CORPORATE/ BUSINESS NAME:_____

CORPORATE PRESIDENT: _____

STREET ADDRESS:_____

CITY: _____ STATE: _____ ZIP CODE: _____

MAILING ADDRESS (If different than above)

NAME:_____

STREET ADDRESS:_____

CITY: _____ STATE: _____ ZIP CODE: _____

VENDING DEPOT LOCATION (MUST attach COMPLETED Food Vendor's Depot Letter)

NAME OF ESTABLISHMENT:_____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

Is this vendor depot inspected by the Washington DC Health Department? ☐ YES ☐ NO

If No, provide a copy of a recent inspection report for the depot/commissary.

Which state/local agency inspects the Depot/commissary?_____

The above Depot/commissary is used for the following:

☐ Food ☐ Water ☐ Supplies ☐ Cleaning of equipment/utensils ☐ Dry Ice
☐ Storage of vendor unit ☐ Waste disposal/recycling ☐ Repairs of vendor unit

TOILET FACILITY USE VERIFICATION

TOILET ACCESS: Indicate location of toilet facilities used during operation and submit written verification required for toilet access during all working hours of the vending operation:

BUSINESS NAME: _____ TELEPHONE: _____

ADDRESS: _____

NAME OF BUSINESS REPRESENTATIVE GRANTING TOILET USE:_____

FOOD SUPPLY INFORMATION: Provide food supplier information for Prepared Food not prepared on the mobile food unit and information for each food item if more than one food establishment provides prepared food, use the back of this paper if needed. Any changes to menu items must be submitted to DOH within 24 hours.

Business Name of the Prepared Food Supplier:_____
Street: _____ Phone: _____
City/Town:_____ State: _____Zip Code:_____

Address where purchase receipts are kept available for inspection at all times:
Contact Name: _____ Phone: _____
Street Address:_____ Zip Code: _____

By signing this statement you, the facility owner attest to the accuracy of the information provided in the application and that you will comply with the Food Code Regulations, Title 25 of the District of Columbia Municipal Regulations (DCMR).

SIGNATURE: _____ **Date:** _____

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Health Regulation and Licensing Administration

Food Safety & Hygiene
Inspection Services Division

FOOD VENDOR'S DEPOT LETTER (Form D)

I _____, state that I will report daily to the
(Print Name of Lead Vendor)
DEPOT / COMMISSARY (identified below) for all necessary food preparation, supplies, basic maintenance and cleaning, and proper disposal of trash and food waste.

I understand that my food vending cart, stand, or vehicle requires inspection and approval by the Department of Health, and is required to have displayed a current food vendor "Health Inspection Certificate" as required by the Food Code Regulations in Title 25 of the District of Columbia Municipal Regulations.

Name of **Depot** Contact: _____

Business License #: _____ Exp: _____ ST:_____ Lic Type:_____

Depot Address: _____

City: _____ State: _____ Zip Code: _____

Daytime
Telephone #: ( ) _____ Fax #: ( ) _____ Email Address: _____

Depot Daily Operating Hours: _____ to _____

DAYS OF OPERATION: ( ) Sun ( ) Mon ( ) Tues ( ) Wed ( ) Thur ( ) Fri ( ) Sat

Type of Unit/Cart: Tag# _____State_____ Serial # _____ ☐ Step van ☐ Truck ☐ Tow Unit ☐ Stand ☐ Push Cart ☐ Propane Fuel ☐ Electrical Generator	Menu/Types of Foods Sold ☐ Prepackaged only ☐ Pretzels ☐ Water Ice ☐ Produce ☐ Ice Cream ☐ Hot foods ☐ Cold foods ☐ USDA foods ☐ Other _____

Indicate all Food/Beverage items to be served from this mobile food unit.
The Department reserves the right to limit the menu.)
(Attach additional sheets if necessary)

FOOD ITEMS	WHERE IS FOOD PREPARED for cooking (vehicle or depot)	WHERE IS FOOD BEING COOKED? (vehicle or depot)	HOT / COLD HOLDING TEMP REQUIREMENT

Name of Depot/Commissary: _____

Jurisdiction (if outside DC): _____

Business License #: _____ Expiration: _____

NOTE: A copy of the most recent regulatory inspection and license must be submitted for facilities that are located and operate outside of the District of Columbia.

Please specify the support services to be provided at the Depot identified above:

____Food Supply/Storage ____Water Supply ___Food Preparation

___General Supply Storage ____Storage of mobile food unit ___Repairs

___Cleaning of Equipment/Utensils ____Waste Disposal ___Dry Ice

___Recycling ____Cooking Oil/Grease disposal (provide copy of contract)

By signing this statement you attest to the accuracy of the information provided in this document and that you will comply with the Food Code Regulations in Title 25 of the District of Columbia Municipal Regulations.

_____ _____

Signature of Vendor Owner/Operator: Date

_____

Print Name of Vendor Owner/Operator

_____ _____

Signature of Depot/Commissary Owner or Operator (Required) Date

_____

Print Name of Depot/Commissary Owner or Operator

Official Use Only: **Approved:** _____ **Disapproved:** _____ **Date:** _____

Reviewer: _____

Comments:

_____

_____

_____

_____

_____

_____

_____

INSPECTIONAL POLICY

- Each food vendor must be inspected at least twice a year at a fee of $100 per inspection.
- Vendors requesting inspections while in possession of a valid, current DCRA License and current DOH Certificate shall be inspected at a designated location or at depot depending on the inspector's schedule.
- Vendors must possess a current Certified Food Protection Manager (CFPM) card (issued by the DC Food Safety Division), a valid vending Certificate (issued by DC Food Safety Division) and a valid vending license (issued by Department of Consumer and Regulatory [DCRA]) prior to conducting the inspection.)
- Upon receipt of the renewed Certificate, vendors must surrender the old, expired Certificate.

Vending Cart Requirements

1. The wastewater retention tank should be at least 15% larger in capacity than the potable water tank. The retention tank should properly attached and not leaking at any time during the inspection.
2. Must have a combination 2-compartment hand and utility sink with hot and cold running water (mixing faucet).
3. Must have proper refrigeration to keep potentially hazardous food at least 41°F or lower at all times.
4. Steamer for hot dogs and half smokes must be able to keep food at least 140°F or higher at all times.
5. No toilet permitted in vehicle.
6. Neither draperies nor carpeting allowed in vehicle.
7. Enroll and complete a Food Manager Certification course, contact one of the following providers to arrange for training:

Certified Professional Food Manager Exam (Formerly Experior, currently **Prometric**) Phone: (800) 624-2736 Web Site: www.promertric.com	Certified Food Safety Manager Exam (**National Registry of Food Safety Professionals**) Phone: (800) 446-0257 Web Site: www.nrfsp.com	**ServSafe** Exam (National Restaurant Association) Phone: (800) 765-2122 Web site: www.restaurant.org

8. Must have letter from a licensed depot or commissary (see Form D) certifying use of their premises for at least the following services:
   a) Storage of vehicle
   b) Cleaning of vehicle
   c) Storage of left-over products
   d) Disposal of trash
9. Each vendor must bring a copy of the depot's most recent inspection report. (Only if the depot is located outside of the District or Columbia).
10. Must have trash container with lid/cover sufficient for generated trash.
11. Must have soap and paper towels for use at hand sink.
12. Equipment must be stainless steel NSF approved or equal.
13. No cooking is permitted in vehicle except items mentioned in Subsection 515.9(j), Page 4514 of the DC Register, dated May 21, 1999 which is also the last page of this document.
14. Prior to an inspection, each existing vendor must submit his or her most recent vending certificate.
15. Vending Cart Dimensions:
    - **Sidewalk Cart** shall not exceed:
      a) Width (4' 6")
      b) Length (7' 0")
      c) Height (7' 6")
      d) Umbrella (9' 0") in diameter
    - **Roadway Vehicle** shall not exceed:
      a) Length (18' 5")
      b) Width (8' 0")
      c) Height (10' 5") measured from bottom of tire.
16. Vendors selling food items as specified in Subsection 515.9(j) must submit a Hazard Analysis Critical Control Point (HACCP) plan at each inspection. That copy of the HACCP plan will also be maintained at the Department of Health to confirm components of the HACCP plan.

Subsection 515.19(j) is amended to read as follows:

515.19(j) Readily Prepared Foods: Non-dairy fruit and shake beverages, meatless burritos containing cooked rice, refried beans, black beans, sour creams and shredded cheddar cheese, fried chicken, fried fish, french fries, roasted peanuts, honey roasted almonds and cashews, coleslaw, potato salad, cheese steaks, hamburgers, cheeseburgers, and gyros prepared on the vending cart in accordance with the food and beverage regulations in 23B DCMR and pursuant to a Hazardous Analysis Critical Control Point (HACCP) plan that is prepared in accordance with subsection 513.7 and approved by the Director.

A new Subsection 513.9 is added as follows:

513.9 No vendor shall prepare or vend fried chicken, fried fish, french fries, roasted peanuts, honey roasted almonds or cashews, cheese steaks, hamburgers, cheeseburgers, and gyros or any other foods cooked aboard a vending vehicle as listed in subsection 515.19(j) without meeting the following additional requirements

(A) All deep fryers must be protected with a hood suppression system, approved by the Fire Prevention Division of the District of Columbia Fire Department
(B) The hood suppression system in these vehicles must have approved plans and must be inspected by the Fire Prevention Division of the District of Columbia Fire Department;
(C) All vehicles equipped with cooking appliances must have at least one (1) minimum 2A-10BC fire extinguisher mounted in the cooking area;
(D) Vehicles operating with propane must obtain a permit from the Fire Prevention Division of the District of Columbia Fire Department and must be posted in the vehicle at all times;
(E) All propane compartments should be secured and placarded;
(F) No smoking signs must be posted on the vehicle; and
(G) All vehicles with deep fryers, propane and any other electrical or cooling devices must be inspected, by the Fire Prevention Division of the District of Columbia Fire Department every three (3) months, or at a schedule prescribed by the Fire Marshall of the District of Columbia;
(H) Any vending vehicle utilizing propane cylinders in excess of sixty (60) pounds must have direct approval from the Fire Marshall of the District of Columbia".

According to subsection 513.10 "No vendor shall prepare any foods identified in subsection 515.9(j) without meeting the following requirements:

(A) Hot and cold water in sufficient quantity to support routine operations;
(B) A fresh water tank with at least a thirty-eight (38) gallon capacity;
(C) A waste water tank with a capacity fifteen percent (15%) or larger than the fresh water tank;
(D) A three compartment sink with hot and cold running water;
(E) A separate hand washing sink with mixing faucet;
(F) Walls, ceiling and floors that are smooth and easily cleanable;
(G) Natural or electrical lighting to provide a minimum of fifty (50) foot candles of light on work surfaces;
(H) A generator powered refrigerator that will maintain stored foods at forty one (41°F) degrees Fahrenheit or below as approved by the Department of Consumer and Regulatory Affairs (DCRA), Building and Land Regulatory Administration (BLRA), Electrical Inspection Section;
(I) A generator powered freezer, which will hold foods at zero (0°F) degrees Fahrenheit or below, approved by the Department of Consumer and Regulatory Affairs (DCRA), Building and Land Regulatory Administration (BLRA), Electrical Inspection Section;
(J) Both refrigerator and freezer is to have sufficient holding capacity for a one day operation;
(K) Adequate ventilation
(L) All equipment must be commercial in design and comply with National Sanitation Foundation (NSF) standards or the equivalent;

Additional Requirements

Additional Requirements to sell meatless burritos:
Health inspection approval for vendors selling meatless burritos and other specified food items pursuant to subsection 515.19(j) shall be granted only after a thorough inspection of the vending cart, truck, trailer or other vehicle, an inspection of the storage facilities for the cart, the equipment and utensils, and the food supplies; a review of the preparation and holding procedures for the food; and a determination that the submitted HACCP plan will prevent growth of disease causing organisms or germs.