B

Application

Sidewalk to Success

Free Carts for Sidewalk Vendors

Part B – Tamale Cart (Pre-packaged Hot Food

CITY OF LONG BEACH

Cart Application Steps:

Part A: Business License Form & Readiness Checklist *(This Packet)*

If you would like help filling out these forms, call the Health Department at 562-570-4132. You can schedule an appointment and we will walk through the process with you in person.

- ☐ Fill out Business License Form
- ☐ Fill out Readiness Checklist
- ☐ Refer to Frequently Asked Questions, if needed, to help complete these forms
- ☐ Once you are done filling out this packet, please submit both forms to the Health Department. You can email your packet to he-sidewalkvending@longbeach.gov or make an appointment to turn in your application in person. To make an appointment, please call 562-570-4132

After you finish Part A, please wait to hear back from us. This may take approximately 2 weeks, depending on the volume of applications.

Part B: Plan Submittal Checklist

We will send you this packet once Part A of your application is approved.

- ☐ Fill out your Long Beach Standard Operational Procedures – Page 2
- ☐ Fill out your Full Menu – Page 3
- ☐ Sign the signature acknowledgement page – Page 4
- ☐ Read about and understand all aspects of your cart – Pages 5-6
- ☐ Read through and understand the Manufacturer's Standard Operational Procedures for your cart – Pages 7-10
- ☐ All carts with open/unpackaged foods need to have Appendix E completed before Part B will be approved
- ☐ Once you are done filling out this packet, please submit both forms to the Health Department. You can email your packet to he-sidewalkvending@longbeach.gov or make an appointment to turn in your application in person. To make an appointment, please call 562-570-4132
- ☐ An Environmental Health Specialist will verify and confirm that this part has been filled out completely and accurately. If we have questions about your form, we will contact you. Then if carts are available, you will be placed on a waiting list to receive one!
  - Y*ou may use the Manufacturer's Standard Operational Procedures as written. However, if you want to deviate from that procedure, you will need to fill out a Written Operational Procedure and have that procedure approved by the Health Department.*
  - *Depending on your what you are planning on selling, a Written Operational Procedure may also be required by the Health Department, please check with your Environmental Health Specialist to see if you will need to fill one out.*

Part C: Final Approval checklist

We will send you this packet once Part B is approved.

Some set-ups will require extra paperwork, like a restroom agreement or written operational procedures. The Environmental Health Specialist will let you know if you need to fill these out.

Standard Operational Procedures for Prepackaged Compact Mobile Food Operations

CMFO Name: _____ Business License Number: _____

Hours of Operation:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm
End	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm	☐ am ☐ pm

Location of Operation: _____Long Beach, CA_____

Business Owner Name:_____

Phone #: (_____) _____-_____ Email: _____

Mailing Address: _____
Street Address City State Zip Code

1. Indicate the location where you will store food at the end of the day (Note that leftover potentially hazardous foods must be discarded at the end of each operating day).

Food Stored at: _____
Street Address City State Zip Code

2. Indicate the location where you will store the CMFO unit at the end of the day.

CMFO Stored at: _____
Street Address City State Zip Code

3. If operating at one location for more than one hour, name the business providing restroom facility during the hours of operation.

Business location: _____
Street Address City State Zip Code

4. Describe the procedures you will use to clean and sanitize the CMFO and equipment at the commissary.

Clean	
Sanitize	

5. Indicate the specific sanitizer or sanitizing method that you will use by checking the box below:
   - ☐ Contact with a solution of 100 parts per million (ppm) available chlorine for at least 30 seconds.
   - ☐ Contact with a solution of 200 ppm available quaternary ammonium for at least 1 minute.

   Check the option you will use: ☐ Commercial pre-mixed solution
   ☐ I will prepare my own sanitizer solution.

6. Indicate location for disposal of trash and refuse.

Trash/Refuse Disposal at: _____
Street Address City State Zip Code

Menu Description

Because a CMFO may only conduct limited food preparation, it is important that ONLY the foods approved on this application be prepared.

Write below a complete list of food and/or beverages that will be offered on the CMFO	**Where will this food be purchased? Provide name & address of food facility**

SIGNATURE AND ACKNOWLEDGEMENT
I certify that my operation on this CMFO does not and will not include any of the following: thawing, cooling of cooked potentially hazardous foods (PHF), grinding raw ingredients or PHF, reheating PHF for hot holding (except steamed or boiled hot dogs, and tamales in the original inedible wrapper), hot holding non-prepackaged PHF (except steamed or boiled hot dogs, and tamales in the original inedible wrapper or food prepared at an approved permanent food facility), washing of foods, cooking PHF for later use, and any operation requiring licensing through the California Department of Food and Agriculture, Milk and Dairy Branch. **Health & Safety Code, Section 113818** I declare under penalty of perjury that to the best of my knowledge and belief, the description of use and information contained on this application and plans are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this review and the operation of this business. I also agree to conform to all conditions, orders, and directions, issued pursuant to the California Health and Safety Code, and all applicable County and City Ordinances. I understand that if the plans are incomplete due to a lack of any of the required information, the plans will be rejected and upon resubmission, a plan recheck fee will be charged. I am aware that plan check fees are not fully refundable once plans are reviewed. Plans are valid for one year after stamp of approval and must be restamped within 60 days of expiration or they will be purged. Authorized Signature: _____ Date: _____

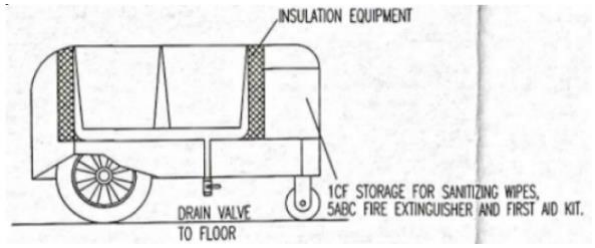
OFFICE USE ONLY	
SCHEDULING INFORMATION	**APPROVAL STAMP**
Congratulations! Your plans are approved by the Department of Health & Human Services, Bureau of Environmental Health. Your application for a cart is now being placed on a waitlist for purchase. If you do not live one of the priority areas for the Program, your application will be processed after the first three months of the Cart Program. Final cart distribution and health permit are contingent on the final post plan check inspection. Contact your Environmental Health Specialist to schedule a final inspection.	

For Office Use Only:

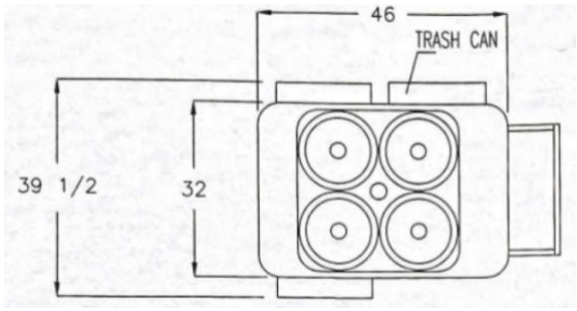
Date Approved:	Date entered in Database:	Reviewed By:	Plan Check#:

Cart Operational Illustrations

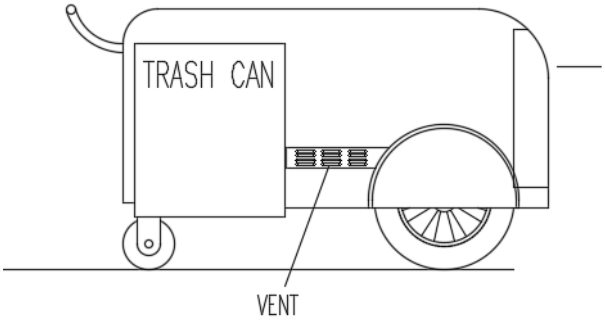
Left Side



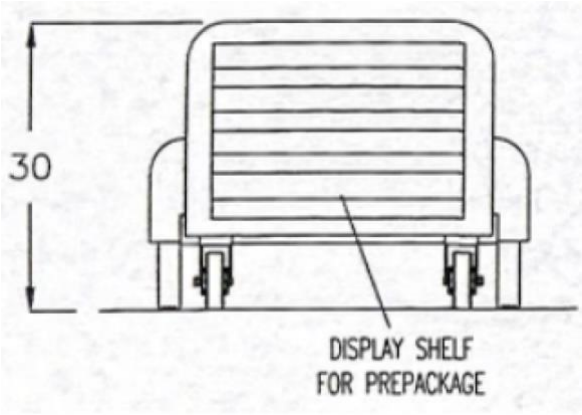
Top Side



Right Side



Front



Finishing Materials

Raw wood is not permitted to be used as exterior CMFO material.

Location/Equipment	Material
Exterior of CMFO	*Fiberglass*
Interior of CMFO	*Stainless Steel*
Food Storage Area	*Stainless Steel*
Food Preparation Compartment	*N/A*
Other:	*N/A*

Food Service Equipment

Equipment	Manufacturer	Model
Hot Holding Unit	*ANSI approved hot holding*	*ANSI approved hot holding*

POWER/GAS PLAN

Select all applicable options and fill in blanks for each one.

☐ DC Battery (Quantity ____) ☐ AC Battery (Quantity ____) ☐ Propane Tank (Pounds ____; Quantity ____)

DC Battery Requires Inverter

Sidewalk Vending Cart Standard Operational Procedure (SOP) for Prepackaged Tamales

PURPOSE: To ensure the safe operation of a food cart that offers for sale prepackaged tamales that are hot held prior to sale and prepacked non-potentially hazardous food.

SCOPE: This SOP applies to a foodservice operator and/or permit holders who handles, prepares, or serve food out of an approved food cart.

KEY WORDS: Commercial kitchen, Commissary, Limited food preparation, Mobile food facility
The following definitions are excerpts from the California Retail Food Code (CRFC):

113751. "Commissary" means a food facility that services mobile food facilities, mobile support units, or vending machines where any of the following occur:

a. Food, containers, or supplies are stored.
b. Food is prepared or prepackaged for sale or service at other locations.
c. Utensils are cleaned.
d. Liquid and solid wastes are disposed, or potable water is obtained.

For purposes of this SOP, the term "Commercial Kitchen" will be used.

113818. (a) "Limited food preparation" means food preparation that is restricted to one or more of the following:

1. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming, or boiling of hot dogs, or assembly of nonprepackaged food.
2. Dispensing and portioning of nonpotentially hazardous food.
3. Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.
4. Holding, portioning, and dispensing of any foods that are prepared by a catering operation for a host facility.
5. Slicing and chopping of food on a heated cooking surface during the cooking process.
6. Cooking and seasoning to order.
7. Juicing or preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

(b) "Limited food preparation" does not include any of the following:

1. Slicing and chopping unless it is on the heated cooking surface.
2. Thawing.
3. Cooling of cooked, potentially hazardous food.
4. Grinding raw ingredients or potentially hazardous food.
5. Reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.
6. Except as authorized in paragraph (3) of subdivision (a), hot holding of nonprepackaged, potentially hazardous food, except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in the original, inedible wrapper.

7. Washing of foods.
8. Cooking of potentially hazardous foods for later use.
9. Handling, manufacturing, freezing, processing, or packaging of milk, milk products, or products resembling milk products subject to licensing under Division 15 (commencing with Section 32501) of the Food and Agricultural Code.

113831. "Mobile food facility" means any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. "Mobile food facility" does not include a "transporter" used to transport packaged food from a food facility, or other approved source to the consumer.
For purposes of this SOP, the term "food cart" will be used.

Operations while at approved Commercial Kitchen
A food cart is required to operate in conjunction with an approved and permitted commercial kitchen. The following operations are to occur at the commercial kitchen.

- • Tamales or Tamales ingredients will be purchased from an approved source.
- • All food items will be from an approved source.
- • Vendors have the option to buy prepackaged tamales from wholesalers like Sysco; or Vendors may prepare tamales in an approved permitted commercial kitchen.
- • Proof of Commercial Kitchen Permit will be provided the day of cart inspection.
- • Tamales will be prepackaged and labeled according to CRFC Section 114089. Sample of label will be provided on the day of cart inspection.

Vendors that chose to prepare tamales at an approved permitted commercial kitchen are required to adhere to all food employee practices and food handling requirements contained within the California Retail Food Code. This includes obtaining a Food Manager Certificate and/or Food Handler Card, as applicable.

Heating Tamales for Hot Holding
Tamales will be cooked or re-thermalized at commercial kitchen. Food cart operators must use NSF approved pot model 473SSPOT24. The pot will be used as the cooking/heating vessel. The Cart is designed so that this pot is used as an insert on the cart steam table. The cart is designed to hold temperature continuously while being transported and while traveling to different locations.

- Food cart operator is required to ensure that final cooking/re-thermalized cooking temperatures are obtained prior to hot holding.
- The steam table (listed by Intertek for safety and sanitation) on the cart will be preheated prior to inserting hot product.
    - Steam table is powered by a 1.3-gallon propane tank that is large enough to heat food for one day of operation.
    - The lid must be kept locked when cart is in motion to prevent any spills.
- Tamales will be transferred hot in the same cooking pot and inserted directly into cart steam table to be held hot for sale.

Cart Transportation

- Carts are to adhere to street vending ordinances, when applicable.
- Carts will be pushed onto street for service or loaded to a flatbed to be dropped off at selling locations.
- Cart "Route Reporting" will be done via BFT App which will have real time access to data on cart location with plug in provided to local enforcement agency or through Route Slip provided to local enforcement agency.
- Carts will have an optional hitch that allows:
    - A bicycle to be connected for vendors to travel the street following all vehicle codes.
    - Cart to be connected to an automobile to be towed to selling location following all vehicle codes.

Cart Operating Instructions

Tamale food vendors are expected to vend no longer than six (6) hours or when sold out. After 6 hours or once sold out, carts are required to go back to the commercial kitchen to service the cart and restock before that start of a new shift.

Tamales will be sold per order, using disposable tongs, and bagged with a napkin and prepackaged spork (if requested).

- Six (6) to twelve (12) disposable tongs are to be stored in storage compartment in food cart.
    - Disposable tongs are to be replaced every two (2) to four (4) hours.
    - Disposable tongs are to be replaced if soiled or dropped.
- Shelf-stable food and disposable utensils will be stored in designated compartment within cart.
- Commercially prepackaged, shelf stable hot sauce/salsa will be offered to customers (e.g. Cholula, Tapatio, Valentina, etc. to be selected by each individual cart vendor).
- Additional prepackaged non-potentially hazardous food items such as pastries or chips may be available for sale. Product will be displayed on the front shelves of the cart.
- Hot holding of tamales to ensure that product is maintained at or above 135°F
    - Use a clean, sanitized, and calibrated probe thermometer (Refer to attachment on how to calibrate thermometers). Calibrate thermometer regularly (at least once per week or when dropped).
    - Alcohol wipes or approved sanitizer available on cart to wipe thermometers before and after use.
    - Take temperature of food at least every two hours by inserting the thermometer into the thickest part of the food product and at various other locations. Any product that is below 135°F must be disposed.
    - Temperature log will be kept daily. (Refer to Temperature Log Sheet)
- Food spills are to be wiped using an approved sanitizer wipe.
- Hand sanitizer must be available for use by food employees.
- Hand sanitizer, alcohol wipes will be stored in designated compartment within cart away from shelf-stable food and disposable utensils.
- First aid kit and fire extinguisher will be stored in designated compartment within cart.

Returning to Commercial Kitchen

At the end of the operating day, the food cart is to be returned to the commissary.

- ☐ The cart is to be cleaned and sanitized in the wash bay as required by rules and regulations before storing at its designated parking number.
- ☐ Any tamales left at the end of the operating day are to be disposed per CRFC.
- ☐ All trash must be dumped in designated trash cans when entering the commissary gate and before entering wash bay.
- ☐ All liquid waste must be disposed in designated area when entering the commissary gate and before entering wash bay.
- ☐ No grease shall be drained in the sewer at the wash bay.
- ☐ The cart must be kept free of any vermin infestation. If any pest is observed, the cart must be fumigated the same day to prevent spreading and properly cleaned and sanitized before resuming operation.
- ☐ No food preparation or cooking is allowed inside the commissary cart storage area.
- ☐ All food preparation is to be done within the approved commercial kitchen.
- ☐ All supply purchases must be from an approved vendor as required by law.