

ROLLING FORWARD



MANAGING YOUR FOOD TRUCK

OPERATION TO ENSURE
SAFE FOOD PRACTICES FOR ALL



WWW.MICHIGANFOODSAFETY.COM



ROLLING FORWARD

A FOOD TRUCK STARTUP & FOOD SAFETY RESOURCE

PRESENTED BY THE MICHIGAN RESTAURANT & LODGING ASSOCIATION (MRLA)

The Michigan Restaurant & Lodging Association is proud to present *Rolling Forward* — a dynamic initiative designed to fuel the growth of Michigan's food truck community while prioritizing the highest standards in food safety.

Whether you're launching your first mobile kitchen or growing your mobile brand, *Rolling Forward* offers a comprehensive suite of resources to help you operate safely, confidently, and in full compliance. From licensing and plan review guidance to real-world food safety tools, we're here to ensure your business is built on a solid foundation.

Included in this initiative are:

- **Plan Review Support:** Step-by-step guidance to navigate the plan review process and prepare your mobile unit for inspection and approval.
- **ServSafe® Certification & Training:** Accredited food safety training provided by the MRLA to help you meet regulatory requirements and protect your guests.
- **Active Managerial Control Resources:** Tools to help owners and operators implement strong food safety systems and daily oversight procedures.
- **Food Safety Postings & Signage:** Printable materials and templates for required in-unit signage, temperature logs, allergen alerts, and more.
- **Health & Personal Hygiene References:** Easy-to-follow guidelines and best practices to promote personal cleanliness, proper handwashing and the development of staff illness policies.
- **Operating Resources:** Checklists, maintenance schedules, waste disposal guidelines, and essential information to keep your truck running efficiently and safely.

Food trucks are a vital and growing part of Michigan's culinary scene. With *Rolling Forward*, the MRLA is proud to support the innovation, energy, and passion of mobile food entrepreneurs — while championing the safety and satisfaction of every guest you serve.

Getting Started

Your plan to operate will require you to get a license from the Michigan Department of Agriculture and Development (MDARD) among other requirements such as registering your business with the state and obtaining a EIN number.

MDARD food truck license types are explained in the following pages. Some of the types of licenses are explained here.

Temporary

A **temporary** food service establishment means a food service establishment which operates at a fixed location for a temporary period not to exceed 14 consecutive days. Temporary food service establishments use a different application than a fixed, mobile, or special transitory food unit food service establishments.

Mobile

A **mobile** food service establishment means a food service establishment operating from a vehicle, trailer, or watercraft that returns to a mobile food establishment commissary for servicing and maintenance at least once every 24 hours. The commissary license number must be recorded in the appropriate location on the application for it to be processed. See the application on page 7 of this manual.

Special Transitory Food Unit (STFU)

An STFU is a temporary food establishment licensed to operate throughout the state without the 14-day limits or a mobile food establishment that is not required to return to a commissary.

You may also have to pay different or additional fees based on the county that you operate in. Contact the local health department for information. Remember, if you move your truck to a new location, a new county or city, you may have to seek different licenses or permits. You should research in advance.

Important!

You cannot prepare food in your home to sell in your food truck. All offsite food brought to your food truck must be made in an inspected and licensed commercial or commissary kitchen. There is a commissary agreement included in this manual. Commissary kitchens allow food trucks to focus more on customer service than food preparation.

 <https://www.michigan.gov/mdard/licensing/food/service>

Plan Review

You will have to submit a plan review to either state or local health department for approval. This includes your truck kitchen layout, your menu items throughout the flow of food and your food safety practices. The resources for this process are available on the MDARD website Plan review page.

The mobile plan worksheet will help you prepare and is available on the MDARD website at this address:

https://www.michigan.gov/mdard/-/media/Project/Websites/mdard/documents/food-dairy/pr/stfu-mobile_plan_review_worksheet_and_sop_form_fillable.pdf?rev=c57eb09d40124d49b929f63967fff127&hash=E9481DDD339003F734D515AC0991EBCB

This includes a Standard Operating Procedure for each offering on your menu. Your SOP for your

menu will ask about individual ingredients, including purchasing from approved sources, cold storage, transportation from a commissary kitchen, thawing, cross contamination prevention, cooking, reheating, holding, and date marking.



Any time your menu changes you must submit the new SOPs to your health department.

Food Safety Certification & Training Requirements

Every food truck must have a Person in Charge (PIC) who is certified in food safety and sanitation. This requirement can be met by completing a ServSafe® Manager Certification course, which is offered multiple times each month by the Michigan Restaurant & Lodging Association (MRLA) at locations across the state. You can view available courses and register at mrla.org.

During a health department inspection, if the certified PIC is not present, the individual operating the food truck must be able to answer questions related to cooking and holding temperatures, sanitation procedures, and equipment operations. It's also essential to train all employees in basic food safety practices. A convenient and effective way to do this is by enrolling them in the ServSafe® Food Manager or Food Handler course.

Michigan Department of Agriculture & Rural Development Food Service License Application

Instructions to Applicant

NEW APPLICATION

A. **Organization Details**

- Organization Name – The Name of the Corporation, LLC, Owner, Company, etc.
- Business Email and Phone Number
- Mailing Address, City, State, Zip – This is the location the license will get mailed too.

B. **License Details**

- Select License Type – The Information needed to be filled in will be based on the license type selected.
- Location Name – **All License Types**
- Location Address, City, State, Zip – **All License Types**
- Business Name on Vehicle – **Mobile Establishment, Special Transitory Food Unit**
- VIN Number, Vehicle Make, License Plate No. & State – **Mobile Establishment, Special Transitory Food Unit**
- Commissary/Related License Number – **Mobile Establishment**

C. **Payment Information**

- Contact your local health department for the fee.

D. **Authorized Agent Information**

- Required Fields
 - i. Printed Name & Title
 - ii. Signature & Date

Return the completed application form along with the fee to your local health department

Mail Application and Fee Payable to (*Please Contact your local health dept. for this information*):

Definitions

Special Transitory Food Unit (STFU):

Means a temporary food service establishment that operates throughout the state without the 14-day limit.

Mobile Food Service Establishment:

Means a food service establishment operating from a vehicle, trailer, or watercraft which is not fully equipped for full food service and, therefore, must return to a licensed commissary at least once every 24 hours for servicing and maintenance.



Michigan Department of Agriculture
and Rural Development
Bureau of Food Safety and Animal Health

Food Service License New Application

License Application must be completed in accordance with provisions of the Michigan Food Law, Public Act 92 of 2000, as amended.

LICENSING PERIOD DATES – JANUARY 16, 2025 TO APRIL 30, 2026

SECTION A: ORGANIZATION DETAILS

Organization/Owner Name (Name of LLC, Corporation, Individual Owner, etc.)

Business Email

Business Phone Number (###)###-####

Mailing Address

City

State

Zip

SECTION B: LICENSE DETAILS

License Type (Select One)

- Food Service - Fixed Establishment
 Food Service - Mobile Establishment
 Food Service - Mobile Commissary
 Food Service - Special Transitory Food Unit

Location Name (Enter the Business or Establishment Name, Include the Store Number if Applicable)

Location Street Address

Location City

Location State

Location Zip

Location Phone Number (###)###-####

Seasonal License

- Yes
 No

MOBILE ESTABLISHMENT INFORMATION

Business Name on Vehicle

VIN Number

Vehicle Make

License Plate No. & State

Commissary/Related License Number

SECTION C: PAYMENT INFORMATION

Mail Application and
Make Checks Payable to:

Total Fee Due

\$

SECTION D: AUTHORIZED AGENT INFORMATION

Authorized by the Owner to Manage the License
Enter the Name and Information of the Owner or Agent

Contact Name

Phone Number (###)###-####

Email

Title

Signature of Authorized Agent

I Certify That This Information Is Accurate

X

Date (MM/DD/YYYY)

INTERNAL USE ONLY

This Area for Local Health Department Use
Amount Received

Date Received (MM/DD/YYYY)

Check/Transaction/Receipt Number

Decal Number:

LHD County and Number

Exemptions

- State
 Local
 Veteran

Signature of Health Department Representative

X

Date (MM/DD/YYYY)

MOBILE FOOD ESTABLISHMENT COMMISSARY VERIFICATION FORM

VERIFICATION FORM GUIDANCE

Mobile Food Establishment

The Michigan Food Law of 2000, as amended defines a mobile food establishment as a food establishment operating from a vehicle or watercraft that returns to a licensed commissary for servicing and maintenance at least once every 24 hours.

Mobile Food Establishment Commissary

A mobile food establishment commissary is defined as an operation that is capable of servicing a mobile food establishment. Any licensed food establishment can serve as a mobile food establishment commissary if that food establishment can support the needed services of the mobile food establishment. A food establishment acting as a commissary must be assessed to determine it has adequate facilities (e.g. cold storage space, dry storage space, water supply, waste water disposal, hot water, appropriate equipment, etc.) to support the services needed by the mobile food establishment.

A licensed food establishment that serves as a mobile food establishment commissary shall provide:

- Adequate equipment and space for proper storage of food, utensils, equipment, linens and single service articles.
- The ability to safely handle the volume of food and food preparation activities.
- Sufficient capacities for washing, rinsing, sanitization and drying of equipment and utensils
- Approved and adequate facilities for the sanitary disposal of liquid waste (Michigan Food Law §6131).
- Approved and adequate potable water supply (Michigan Modified Food Code §5-101, 5-102, 5-103).
- Approved and adequate facilities for the collection of solid waste.



- A servicing area with overhead protection (Michigan Modified Food Code §6-202.18).

Verification Form

A "Mobile Food Establishment Commissary Verification Form" has been developed to verify the food establishment acting as the mobile food establishment commissary is properly licensed and has the capacity/ability to provide necessary services to the mobile food establishment. When the food establishment acting as the mobile food establishment commissary is licensed under a different operator than the operator of the licensed mobile food establishment, the license holder of the mobile food establishment will need to complete this verification form and provide copies to the appropriate regulatory agencies. A new verification form shall be completed and submitted to the appropriate regulatory agencies whenever a change in the mobile food establishment commissary location occurs.

The operator of the mobile food establishment is required to obtain the necessary signatures and distribute the completed copies of the verification form as follows:

- Maintain the original document on board the mobile food establishment.
- Send one copy to the food establishment acting as mobile food establishment commissary.
- Send one copy to the mobile food establishment licensing regulatory authority (Local Health Department-LHD or Michigan Department of Agriculture and Rural Development-MDARD).
- Send one copy to the licensing regulatory authority (LHD or MDARD) who oversees the food establishment that is acting as the mobile food establishment commissary.

Mobile Food Establishment Commissary Verification Form

Part A – To be completed by the MOBILE FOOD ESTABLISHMENT operator:

Mobile Food Establishment Name: _____

Business Address: _____

Owner: _____

License/Establishment Number: _____

Number of Licensed Mobile Food Establishment Units: _____

Approved Liquid Waste Disposal Site: _____

Approved Water Supply Filling Location: _____

Signature of Mobile Food Establishment owner: _____ Date: _____

Part B – To be completed by the FOOD ESTABLISHMENT (acting as the Mobile Food Establishment Commissary) operator:

Food Establishment Name: _____

Business Address: _____

Owner: _____

License/Establishment Number*: _____

*A copy of the current license may be requested

I hereby verify that I have agreed to provide and oversee all the following marked services to the above mobile food establishment operator at least once every 24 hours of operation for each unit listed:

- Adequate equipment and space for proper storage of food, utensils, equipment, linens and single service articles.
- The ability to safely handle the volume of food and food preparation activities.
- Sufficient capacities for washing, rinsing, sanitization and drying of equipment and utensils
- Approved and adequate facilities for the sanitary disposal of liquid waste (Michigan Food Law §6131).
- Approved and adequate potable water supply (Michigan Modified Food Code §5-101, 5-102, 5-103).
- Approved and adequate facilities for the collection of solid waste.
- A servicing area with overhead protection (Michigan Modified Food Code §6-202.18).

Use the following space to list additional services provided by the Food Establishment to the Mobile Food Establishment:

By signing this form, you have agreed to act as a Mobile Food Commissary supplying and overseeing the above services for the listed Mobile Food Establishment(s).

Signature of Food Establishment owner: _____ Date: _____

Part C – To be completed by MDARD/LHD INSPECTOR of the Food Establishment acting as a Mobile Food Establishment Commissary.

By signing this form, you have verified that the named Food Establishment can adequately service the named Mobile Food Establishment. The liquid waste disposal facility and the water supply facility have been inspected and are approved by the Local Health Department.

Signature of Regulatory Agency Representative: _____

Regulatory Agency Name: _____ Date: _____



FOOD ESTABLISHMENT PLAN REVIEW SUBMISSION INSTRUCTIONS

Congratulations! You are proposing to build or remodel a fixed or traveling (e.g. mobile food establishment or special transitory food unit-STFU) food establishment in Michigan. The regulatory agency responsible for conducting the plan review is dependent upon the food establishment type.

- Submit your plan review package to the Local Health Department (LHD) if your fixed or traveling food establishment is predominately going to be a **food service establishment**. This is a restaurant, coffee shop, cafeteria, short order cafe, luncheonette, grill, tearoom, sandwich shop, soda fountain, tavern, bar, cocktail lounge, nightclub, drive-in, industrial feeding establishment, private organization serving the public, rental hall, catering kitchen, delicatessen, theater, commissary, food concession, or similar place in which food or drink is prepared for direct consumption through service on the premises or elsewhere, and any other eating or drinking establishment or operation where food is served or provided for the public.
- Submit your plan review package to the Michigan Department of Agriculture and Rural Development (MDARD) if food establishment is predominately going to retail sell food (e.g. grocery store).

All the following items should be completed and compiled into a single package or the plan review may be delayed as additional material is requested by the regulatory authority. Documents listed below in italics can

be found at https://www.michigan.gov/mdard/0,4610,7-125-50772_50775_51203---,00.html or contact the LHD for copies.

1. Completed Plan Review Application and applicable plan review fees

- Food service establishment plan review that is conducted by LHD is mandatory. LHD plan review fees vary by jurisdiction. Contact the LHD who will be conducting the plan review for applicable fees.
- MDARD plan review fee is \$197.00. Mandatory plan review through MDARD is dependent upon the operation of the proposed retail food establishment. If the retail food establishment will have a deli section with seating and/or has a defined independent food service section, then plan review is mandatory. Indicators to consider if the food service section is independent include:
 - A menu that includes food items for immediate consumption.
 - A food service counter independent from a deli service counter.
 - Made to order foods in an area operating independently from a deli.
 - Assembling of time/temperature controlled for safety foods for direct consumption.
 - Carry Out.
 - A food service area operating independently from the deli operation.

The listed indicators do not stand alone when determining when a plan review is mandatory.

These indicators are used to define a food service area and show independent operation from a deli area. Both factors must be established for mandatory plan review. Voluntary plan reviews are an option for retail food establishments that are not considered mandatory and do not have a cost associated with them. MDARD encourages all operators to submit remodeling or construction plans for review. For questions regarding if your proposed operation will be a mandatory or voluntary plan review, please call 1-800-292-3939.

2. Completed Plan Review Worksheet

- For fixed establishments, complete the *Fixed Food Establishment Worksheet*.
- For STFUs and mobile food establishments, complete the *Special Transitory Food Unit (STFU) and Mobile Food Establishment Plan Review Worksheet and Standard Operation Procedures (SOP)*.

3. Complete Menu

- For facilities that do not have a formal/ set menu (e.g. school with a rotating menu), a list of food and drink offered, or representative sample menu is acceptable.

4. Standard Operating Procedures (SOPs)

- SOPs appropriate to the operation are required prior to opening.
- Guidance on SOPs for fixed establishments can be found in Fixed Food Establishment SOP Manual while SOPs for STFUs/mobile food establishments can be done within *Special Transitory Food Unit (STFU) and Mobile Food Establishment Plan Review Worksheet and Standard Operation Procedures (SOP)* document.

5. Certified Manager Documentation

- Most food establishments are required to employ at least one (1) full time certified manager employee who is certified under the American National Standards Institute (ANSI) accredited certification program

(Food Law 2000, as amended, §289.2129). Documentation verifying this requirement needs to be provided prior to opening.

6. One Complete Set of Scaled Plans (1/4" per foot is a normal, easy to read scale) that show:

- Proposed equipment layout plan with all items accurately identified.
- Mechanical plan (e.g. cooking ventilation systems: including hood, duct and exhaust fans).
- Plumbing plan (e.g. handsinks, food preparation sink, warewashing sinks, dishmachines, water heater, hot and cold water lines, sewer drains, grease traps, floor drains/sinks, fresh water and waste water holding tanks for traveling units).
- Lighting plan, indicating light fixtures and type of shielding where applicable.
- Site Plan (e.g. details outside garbage storage and containers, exterior storage areas, on-site water well and sewage disposal)

7. Equipment Specifications

- Include manufacturer's specifications "cut" sheet for each piece of equipment. Minimum information needed includes the following:
 - Type, manufacturer, model number, performance capacity, dimensions.
 - How equipment will be installed (e.g. on legs or wheels, fixed or flexible utility connections)
 - Indicate if equipment is new or used and if it is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program (e.g. NSF, ETL, UL, etc.).
 - Sanitation Standard Operating Procedures (SSOPs): Include any available cleaning and maintenance instructions for food processing, cutting, grinding equipment.

FOOD ESTABLISHMENT PLAN REVIEW PROCESS

1

New Food Establishment/Remodeling/Conversion Proposed. Note: Construction may not begin until approval is granted.

2

Operator assembles required documentation, completes the application forms and other required items – submits the materials along with payment to appropriate regulatory authority.

3

Review conducted by regulatory authority. Note: If the facility is serviced by on-site water supply or sewage disposal systems additional approvals will be necessary prior to food establishment plan approval.

4

If applicable, regulatory authority requests additional information regarding missing materials or information provided that does not meet requirements.

5

Plans are approved and regulatory authority sends a plan review approval letter.

6

CONSTRUCTION BEGINS*

7

Approved plans kept on site during construction. If plans are changed after approval, the changes must be submitted to regulatory authority in writing and approved again before proceeding with construction.

8

Applicant applies for food license 30 days prior to intended opening date.

9

Complete and submit an air balance test report plus local mechanical department's approval of ventilation system as well as approval from any other applicable departments (e.g. plumbing, building, etc.) if requested by regulatory authority.

10

Applicant requests an appointment for a pre-opening inspection, once all construction is complete, as required by the regulatory authority.

11

Pre-opening inspection conducted and approval of food license and operation given by regulatory authority if establishment is compliant with Michigan Food Law and Michigan Modified Food Code. SOPs must be submitted and reviewed prior to opening.

*Regulatory agency has authority to issue a stop work order when construction begins before plans are approved.



TRANSITORY FOOD UNIT (TFU)/MOBILE FOOD ESTABLISHMENT PLAN REVIEWER'S CHECKLIST

Transitory Food Unit or Mobile Unit Name: _____

Business Mailing Address: _____ County: _____

Complete Plans Verification

- Transitory Food Unit/Mobile Food Establishment Plan Review Application Form
- Completed TFU/Mobile Worksheet and Standard Operating Procedures
- Mobile Food Establishment Commissary Verification Form (If Applicable)

The plans are complete and ready for review.

Reviewer: _____ Date: _____

CONTINUED ON P.12

ITEM FROM WORKSHEET	Satisfactory	Not Applicable	**NEED MORE INFO.	Info. Request Date	Info. Received Date	COMMENTS
PART 1 Menu, Food, and Processes						
Person In Charge - Manager Certification						
Menu (Item A)						
Food Source (Item B)						
Consumer Advisory						
Storage (Item C)						
Food Transportation (Item D)						
Thawing Practices (Item E)						
Preparation and Preventing Barehand Contact (Item F)						
Cross-Contamination Prevention (Item G)						
Cooking (Item H)						
Cooling (Item I)						
Reheating for Hot Holding (Item J)						

ITEM FROM WORKSHEET	Satisfactory	Not Applicable	**NEED MORE INFO.	Info. Request Date	Info. Received Date	COMMENTS
Hot Holding (Item K)						
Cold Holding (Item L)						
Time Alone as Control (Item M)						
Date Marking (Item N)						
PART 2 Employee Health and Hygiene						
Hygiene Practices (Item A)						
Handwashing (Item B)						
• How and when?						
• Number of handwash stations?						
• Warm water provided?						
Employee Health (Item C)						
PART 3 Food Contact Surfaces						
Warewashing (Item A)						
Chemical Storage (Item B)						
PART 4 Water Supply						
Water Source (Item A)						<input type="checkbox"/> Municipal: _____ <input type="checkbox"/> On-site: _____ Food grade hose Yes __ No __ N/A__
Water Storage (Item A)						Water holding tank capacity _____ Gallons
Cleaning and Sanitizing of Water Supply Equipment (Item B)						
Backflow Prevention (Item C)						

ITEM FROM WORKSHEET	Satisfactory	Not Applicable	**NEED MORE INFO.	Info. Request Date	Info. Received Date	COMMENTS
PART 5 Sewage Disposal						
Liquid Waste Disposal (Item A)						<input type="checkbox"/> Municipal: ____ <input type="checkbox"/> On-site: ____
Waste Disposal Capacity (Item A)						Waste water holding tank capacity ____ Gallons
Backflow Prevention (Item B)						
Toilet Facilities (Item C)						
Service Sink (Item D)						
PART 6 Environmental Hazards						
Pest and Environmental Controls (Item A)						
PART 7 Floors, Walls, and Ceilings						
Floors (Item A)						
Walls (Item B)						
Ceiling (Item C) Lighting Adequate and Shielded						
Exterior (Item D)						
PART 8 Equipment Specifications						
Food Equipment (Item A)						
Hot Water Capacity (Item B)						
Dish (Warewashing) Sinks (Item C)						
PART 9 Electricity						
Electricity Needs (Item A)						

ITEM FROM WORKSHEET	Satisfactory	Not Applicable	**NEED MORE INFO.	Info. Request Date	Info. Received Date	COMMENTS
PART 10 Ventilation						
Mechanical Ventilation (Item A)						
Equipment placed under mechanical ventilation (Item B) (If Applicable)						
PART 11 Additional Circumstances						
Additional or Special Circumstance Notes						
Special Processing 3-502.11 / 3-502.12						
PART 12 Diagram						
Diagram or layout provided with scale indicated						

**Documentation should exist in plan review file for all items marked "NEED MORE INFORMATION".

Reviewed by: _____ Approval Date: _____

Agency: _____

Notes: _____



Special Transitory Food Unit (STFU) and Mobile Food Establishment Plan Review Worksheet and Standard Operation Procedures (SOP)

STFU/MOBILE Name:	
Owner:	
Address:	City:
State/Zip:	Phone:
Mark one: <input type="checkbox"/> STFU <input type="checkbox"/> MOBILE	Date:

Instructions: Answer all questions. Use additional pages if needed. If a question does not apply, mark the section as “N/A”. This document is to be used in conjunction with the “Special Transitory Food Unit and Mobile Food Establishment Plan Review Manual” found at: <https://www.michigan.gov/mdard/food-dairy/regulators/planreview>

By initialing this statement, I verify that food establishment operations may not be conducted in a private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters and that all food handling must comply with Michigan Food Law and Michigan Modified Food Code.

Initial:

PART 1 MENU, FOOD, & FOOD PROCESSES

(Note: Any changes to the menu must be submitted and approved by the regulatory authority (LHD or MDARD) prior to their service, you may be required to show approval during inspections.)

Item A - Menu: List all foods, including beverages, that will be served (attach an additional sheet or menu if necessary)

Reviewers Initials: _____ Approval Date: _____



SCAN THE QR CODE

TO ACCESS THE MDARD FOOD
ESTABLISHMENT PLAN REVIEW MANUAL



RESOURCES

FOR ACTIVE MANAGERIAL CONTROL

Active Managerial Control: Protecting Your Customers and Business

Active Managerial Control (AMC) is the proactive approach you use to prevent foodborne illness by consistently monitoring and managing food safety practices. It focuses on controlling the five most common risk factors identified by the Centers for Disease Control and Prevention (CDC):

1. Purchasing food from unsafe sources
2. Failing to cook food to the required temperatures
3. Failing to hold food at safe temperatures
4. Poor personal hygiene
5. Inadequate cleaning and sanitizing of equipment and surfaces

To implement AMC effectively, you must establish a consistent, documented system for monitoring critical points in your daily operations. This includes:

- Logging refrigeration and hot holding temperatures
- Documenting cooking temperatures
- Tracking handwashing and hygiene practices
- Recording cleaning and sanitizing procedures

We've provided some sample log templates to help you get started. You can access additional tools and resources by visiting michiganfoodsafety.com and clicking on the industry tab.

FOOD TRUCK MANAGER OVERSIGHT CHECKLIST

Daily

IN MEANS IN COMPLIANCE. OUT MEANS OUT OF COMPLIANCE

In	Out	
<input type="checkbox"/>	<input type="checkbox"/>	Cleaning checklists in progress/completed (Daily, weekly, monthly)
<input type="checkbox"/>	<input type="checkbox"/>	Temperature logs in use/acceptable results
<input type="checkbox"/>	<input type="checkbox"/>	Employee health acceptable
<input type="checkbox"/>	<input type="checkbox"/>	Handwashing sinks have proper supplies, not blocked, not used for storage, water temp
<input type="checkbox"/>	<input type="checkbox"/>	Dishwashing area used properly, temperatures monitored, sanitizer active
<input type="checkbox"/>	<input type="checkbox"/>	Check water supply levels, check waste tank levels
<input type="checkbox"/>	<input type="checkbox"/>	Check generator fuel
<input type="checkbox"/>	<input type="checkbox"/>	Ice Scoops properly stored (handle out of ice or clean surface) ice machine storage clean
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen equipment- clean, no grease or food waste build-up, ventilation working
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerated foods covered, labeled, and dated
<input type="checkbox"/>	<input type="checkbox"/>	Wipe cloths properly stored in clean sanitizing solution
<input type="checkbox"/>	<input type="checkbox"/>	Single service articles properly stored, dispensed
<input type="checkbox"/>	<input type="checkbox"/>	Doors and Windows properly closed; pest resistant
<input type="checkbox"/>	<input type="checkbox"/>	No signs of pests (Roaches, mice, flies, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Chemicals and spray bottles properly stored and labeled
<input type="checkbox"/>	<input type="checkbox"/>	Floors, walls and ceilings clean
<input type="checkbox"/>	<input type="checkbox"/>	Trash stored properly; area clean around truck
<input type="checkbox"/>	<input type="checkbox"/>	Food Source- Sound condition

Weekly

In	Out	
<input type="checkbox"/>	<input type="checkbox"/>	Cutting boards, pots, pans – clean and in good repair
<input type="checkbox"/>	<input type="checkbox"/>	All lights working and properly shielded
<input type="checkbox"/>	<input type="checkbox"/>	Floors/ floor drains cleaned and maintained (walls and ceilings)
<input type="checkbox"/>	<input type="checkbox"/>	Valid Food Handler Permits/ Manager Certification



TIME-TEMPERATURE MONITORING CHECKLIST

PROTECTING YOUR CUSTOMERS, YOUR FOOD, AND YOUR LICENSE.



Cold Holding – Refrigerator/Freezer Thermometers

Purpose: To ensure all cold holding units stay at or below 41°F.

Requirement: Each unit must have a visible thermometer inside.

EVERY REFRIGERATOR MUST HAVE
AN INTERNAL THERMOMETER



Digital Thermometers with Removable Probes

Use: For different food types and equipment temperatures.

Tip: Choose interchangeable probes (needle, surface, air).

USE THE RIGHT PROBE FOR THE
RIGHT JOB



Bimetallic Stemmed Thermometer

Use: For thick or dense foods. Insert to the dimple for accurate readings.

Note: Not suitable for thin foods like burger patties or fillets.

INSERT UP TO THE DIMPLE FOR
PROPER READING



Inspection Readiness & Best Practices

Staff Must Be Able To:

- Demonstrate the use of each thermometer
- Explain cooking, holding, and refrigeration temps
- Understand thermometer types and calibration

BE PREPARED TO DEMONSTRATE
THERMOMETER USE



Digital Pocket Thermometers (Color-Coded)

Use: Ideal for a wide range of foods; fast and accurate readings.

Benefit: Color-coded to prevent cross-contamination (e.g., red = meat, green = produce).

COLOR CODING HELPS PREVENT
CROSS-CONTAMINATION

Get Resources Online

Find downloadable logs, checklists, and training materials at:

michiganfoodsafety.com → *Industry Tab*

TRANSPORTATION TEMPERATURE LOG

FROM COMMISSARY KITCHEN TO STU

Hot Holding

DATE: _____

Food Item	Out Time	Out Temp	Initial	In Time	In Temp	Initial

Cold Holding

Food Item	Out Time	Out Temp	Initial	In Time	In Temp	Initial



FOOD SAFETY POSTINGS

To help ensure proper food safety routines are followed, please post the following reminders at the appropriate workstations.

In Michigan, employers are **required** to provide notices and comply with **posting requirements in English, Spanish, and any other language spoken by at least 10% of their workforce**. This requirement applies to all signage mandated by the state of Michigan.

Additional posters and materials to support food safety practices are available at:



<https://www.michiganfoodsafety.com/industry-resources/posters-stickers/>

PLEASE REVIEW YOUR CURRENT POSTINGS TO ENSURE COMPLIANCE AND VISIBILITY FOR ALL TEAM MEMBERS.

Product	Minimum Internal Temperature & Rest Time
Beef, Pork, Veal & Lamb Steaks, chops, roasts	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Ground Meats	160 °F (71.1 °C)
Ground Poultry	165 °F
Ham, fresh or smoked (uncooked)	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Fully Cooked Ham (to reheat)	Reheat cooked hams packaged in USDA-inspected plants to 140 °F (60 °C) and all others to 165 °F (73.9 °C).
All Poultry (breasts, whole bird, legs, thighs, wings, ground poultry, giblets, and stuffing)	165 °F (73.9 °C)
Eggs	160 °F (71.1 °C)
Fish & Shellfish	145 °F (62.8 °C)
Leftovers	165 °F (73.9 °C)
Casseroles	165 °F (73.9 °C)



CLEAN UP OF VOMIT AND DIARRHEA EVENTS



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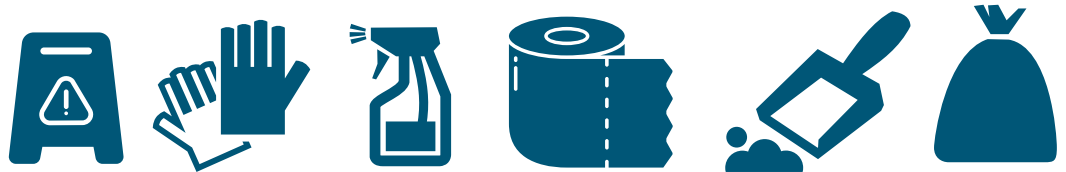
CLEAN UP OF VOMIT AND DIARRRHEA EVENTS

STEP 1 BE PREPARED

Identify and train employees using proper techniques and equipment. Best practice is to select an employee that is not a food handler.



STEP 2



Assemble or purchase a Clean Up Kit

- ✓ PPE- protective clothing
- ✓ 2 pairs of disposable gloves
- ✓ Face mask/shield
- ✓ Protective eye wear
- ✓ Disposable gown or plastic apron, shoe covers and hairnet
- ✓ EPA-registered disinfectant spray that kills Norovirus, E. coli etc.
- ✓ Absorbent powder or absorbent mat/pad
- ✓ Paper towel
- ✓ 2 plastic bags
- ✓ Scoop
- ✓ Disposable mop head

1.



Block off the area. Remove any individuals within a 25-foot radius, encourage hand washing.

2.



Spray area with disinfectant.

3.



Put on protective clothing including 2 pairs of gloves.

6.



Dispose of all food and single use containers, wash all utensils and equipment within the 25 ft radius.

7.



Remove the first layer of gloves.

8.



10.



Disinfect the area. Apply disinfectant to all surfaces within 20 feet. Apply using towel, mop with disposable mop head, or disinfectant spray. When using Chlorox disinfectant, mix 1 cup of chlorine bleach with 1 gallon of water. Leave surface wet for at least 5 minutes. Or use an EPA registered disinfectant, following directions on the label. For more information, visit <https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants>

12.



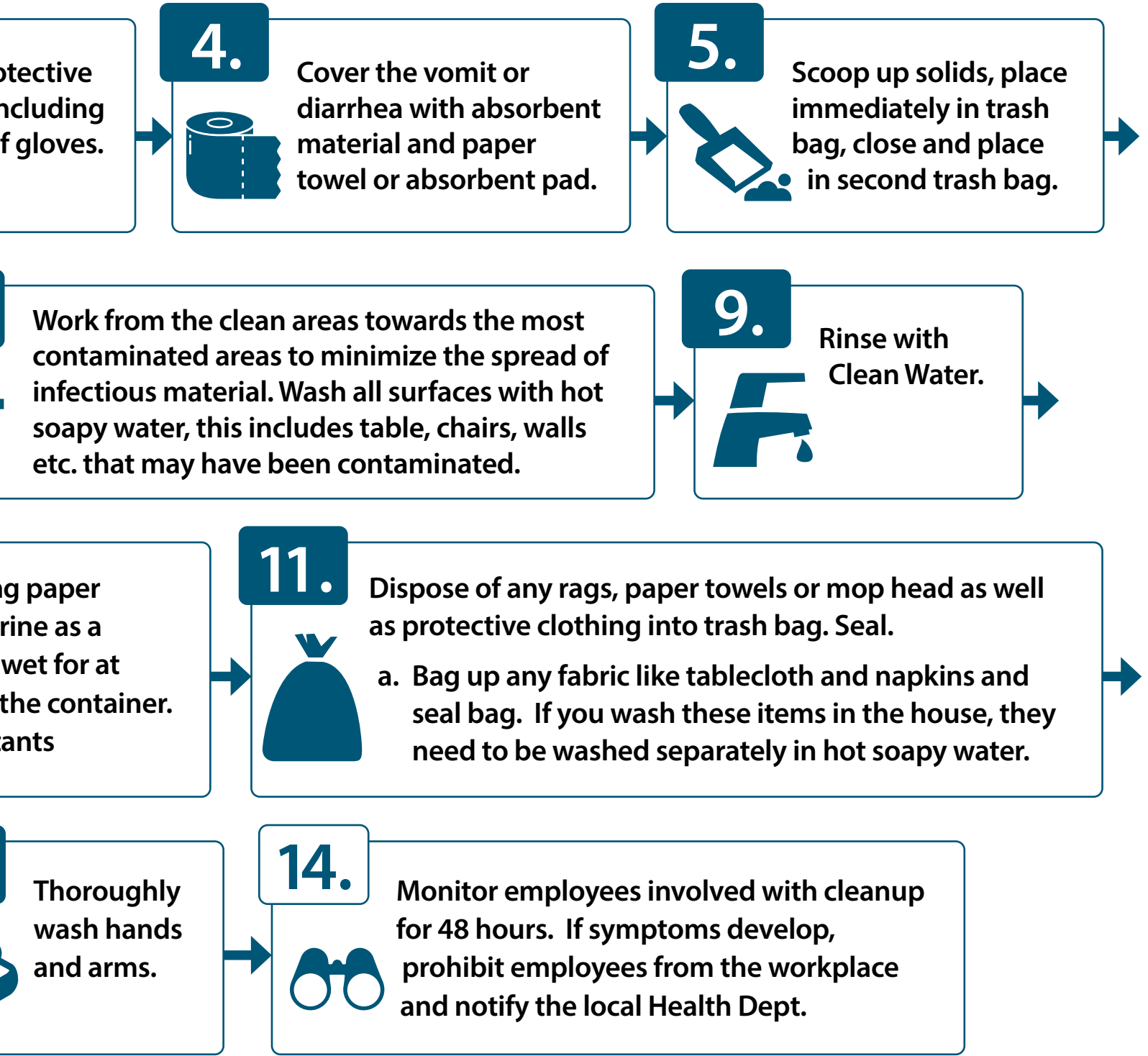
Discard trash immediately to outside dumpster. Avoid walking through food service areas. Remove the gloves directly into the outside waste container, being careful not to touch clothing.

13.



For Carpet or Upholstery: *DO NOT VACUUM.* Follow the above steps for cleaning furniture using steam at 158° F for five minutes or 212° F for one minute. Use an EPA (Environmental Protection Agency) registered antimicrobial product.

STEP-BY-STEP



1-9. Clean carpet or
ute. OR disinfect with an EPA
Continue with steps 11-14.



CRITICAL CONTROL POINTS FOR REHEATING FOOD & FOR HOT HOLDING



165°

REHEAT WITHIN
TWO HOURS

APPROVED WAYS TO
REHEAT FOOD:



MICROWAVE



OVEN



STOVETOP

135°

HOLD AT 135°



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Department of
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CRITICAL CONTROL POINTS FOR TWO STAGE COOLING



135° - 70°

IN 2 HOURS
OR LESS

*HOT FOOD MUST
BE COOLED
COMPLETELY
WITHIN 6
HOURS TO
AVOID GROWTH
OF BACTERIA.
FOODS MUST
BE MOVED
QUICKLY
THROUGH THE
TEMPERATURE
DANGER ZONE
135°F - 41°F.*

70° - 41°

IN 4 HOURS
OR LESS



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Department of
AGRICULTURE
& Rural Development

The BIG 9 allergens



Milk/ Dairy
(butter, cheese, ice cream)



Eggs



Fish



Peanuts



Tree Nuts
(almonds, pine nuts, pecans)



Crustacean Shellfish
(shrimp, crab, lobster)



Wheat



Sesame
(oil, seeds)



Soy
(tofu, soy sauce, edamame)

Symptoms of allergic reactions

- Drop in blood pressure
- Loss of consciousness
- Anaphylaxis
- Shortness of breath
- Hives (welts)
- Rashes
- Itching
- Wheezing
- Difficulty breathing
- Swelling of face, tongue, hands, or feet
- Sudden onset of vomit, diarrhea, abdominal cramps
- Tightening of the throat / difficulty swallowing

Symptoms can occur within a few minutes or up to 2 hours later

When a guest informs you of a food allergy

- ✓ Refer the food allergy to the Person In Charge (PIC)
- ✓ Review the food allergy with the customer and check ingredient labels
- ✓ Respond to the guest's request and inform them of your findings
- ✓ Remember to check the preparation procedure for potential cross-contact

Sources of Cross-Contact:

- Utensils
- Cutting boards
- Knives
- Aprons
- Gloves
- Hands
- Cooking equipment
- Cooking oils
- Steam
- Splatters

When possible, a designated allergy preparation area is best. Ensure the front of the house team is also trained in cross-contact and delivers food safely.

911

If a guest exhibits symptoms of an allergic reaction CALL 911, notify the person in charge and stay with the guest.



REPORTING

ILLNESS AND SYMPTOMS

It is essential to have a training plan in place that ensures all employees understand how and when to report symptoms or illnesses that could relate to foodborne illness.

One effective method is to use the attached **Staff Illness Reporting Form** during training. Review it with your employees and have them **sign and date an acknowledgment page** to confirm their understanding.

BY ACTIVELY PROMOTING SYMPTOM AWARENESS AND REPORTING, YOU PROTECT BOTH YOUR TEAM AND YOUR CUSTOMERS.

In addition, post **visible symptom reminder signage** in break areas, restrooms, or near time clocks to prompt staff to notify management if they experience any of the following:

- Vomiting
- Diarrhea
- Jaundice (yellowing skin or eyes)
- Sore throat with fever
- Open cuts or lesions on hands/wrists
- Diagnosis of a foodborne illness (e.g., Norovirus, Salmonella, E. coli, Hepatitis A)

STAFF ILLNESS

AND REPORTING ILLNESS

Policies for reporting health issues

Provide proof that staff have been informed of the need to report illness:

- Signed statements in which staff has agreed to report illness.
- Documentation of completed training that includes the need to report illness.
- Posted signs that remind staff to notify managers of illness.

Reporting Illness:

- Staff must report illness before they come to work. They should let you know immediately if they get sick while working. You may need to restrict them from working with exposed food and utensils and equipment.
- Sometimes you may need to exclude them from the operation. This is especially important if they have these symptoms:
 - Vomiting.
 - Diarrhea.
 - Jaundice (yellowing of the skin or eyes).
 - Sore throat with a fever.
 - Infected wound or boil that is open or draining (unless it is properly covered).

- Staff must also tell you if they have been diagnosed with an illness from one of these pathogens:

- Norovirus.
- Hepatitis A.
- Shigella spp.
- E. coli.
- Salmonella Typhi.
- Nontyphoidal Salmonella.

- If a food handler is diagnosed with an illness from any of these pathogens, you must report the illness to your regulatory authority.

- Your staff must also tell you if they live with someone who has been diagnosed with any of these illnesses, except nontyphoidal Salmonella.

Signs of illness you should watch for:

- Vomiting.
- Excessive trips to the bathroom.
- Yellowing of the skin, eyes, and fingernails.
- Cold sweats or chills (indicating a fever).
- Persistent nasal discharge and sneezing.

POST THE EMPLOYEE ILLNESS GUIDE SHOWING THE BIG 6



https://michiganfoodsafety.com/images/MFSDocs/Posters/18FoodborneIllnessGuidelines_FINAL.pdf

FOOD WORKER FOODBORNE ILLNESS GUIDELINES

ILLNESS SYMPTOMS ACTION GUIDANCE (FOOD CODE SECTIONS 2-201.12, AND 2-201.13)

SYMPTOMS	ACTION	RETURN TO WORK CRITERIA FOR FOOD EMPLOYEES	LOCAL HEALTH DEPARTMENT (REGULATORY AUTHORITY) APPROVAL
Vomiting	Exclude from food establishment	Symptom free for at least 24 hours or provide medical documentation that states the symptom is from a noninfectious condition	No, if not diagnosed as one of the Big Six
Diarrhea	Exclude from food establishment	Symptom free for at least 24 hours or provide medical documentation that states the symptom is from a noninfectious condition	No, if not diagnosed as one of the Big Six
Jaundice	Exclude from food establishment; call manager; Notify Health Department	Medical documentation that food employee is free of Hepatitis A virus or other fecal-orally transmitted infection	Yes
Sore Throat with Fever	Restrict from food area of food establishment	Medical documentation stating received antibiotic therapy for >24 hours; one negative throat culture; or is free from infection from Streptococcus pyogenes	No
*Infected Wound or Pustular Boil	Restrict from food area of food establishment	*After the skin, infected wound, cut, or pustule boil is properly covered	No

*Note: Associates hands and wrists must be free of cuts or sores that are red or oozing, unless an impermeable cover is used over the sore and a single-use glove is worn over the impermeable cover. Cuts or sores on exposed portions of the arms and other body parts must be covered with an impermeable cover or tight-fitting bandage.

If you have been diagnosed with, or exposed to these illnesses, they are so contagious that you must be excluded from work at a food establishment, and you cannot return to work at a food establishment until approval has been received from the Local Health Department.

Criteria for Exclusion from Work: Any food worker diagnosed with an illness due to the Big Six must report the diagnosis to the manager. The food worker must be excluded from working in the food establishment and the law requires the manager to notify the local health department immediately. Before a food worker is allowed to return to work, check with the Local Health Department.

- 1** Typhoid Fever caused by *Salmonella typhi*
- 2** Shigella
- 3** Shiga toxin-producing *Escherichia coli*
- 4** Hepatitis A
- 5** Norovirus
- 6** Nontyphoidal Salmonella



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PAUTAS SOBRE LA INTOXICACIÓN ALIMENTARIA PARA LOS TRABAJADORES DE SERVICIOS DE ALIMENTOS

GUÍA DE MEDIDAS QUE DEBEN TOMARSE ANTE LOS SÍNTOMAS DE ENFERMEDAD (SECCIONES 2-201.12 Y 2-201.13 DEL CÓDIGO ALIMENTARIO)

SÍNTOMAS	MEDIDA	CRITERIOS DE REGRESO AL TRABAJO PARA LOS EMPLEADOS DE SERVICIOS DE ALIMENTOS	¿REQUIERE APROBACIÓN DEL DEPARTAMENTO DE SALUD LOCAL (AUTORIDAD REGULADORA)?
Vómitos	Prohibir el acceso al establecimiento de alimentos.	El empleado de servicios de alimentos no debe presentar este síntoma durante, al menos, 24 horas o debe presentar documentación médica en la que se indique que el síntoma se debe a una enfermedad no infecciosa.	No, si no se diagnostica como una de las seis enfermedades ("Big Six") .
Diarrea	Prohibir el acceso al establecimiento de alimentos.	El empleado de servicios de alimentos no debe presentar este síntoma durante, al menos, 24 horas o debe presentar documentación médica en la que se indique que el síntoma se debe a una enfermedad no infecciosa.	No, si no se diagnostica como una de las seis enfermedades ("Big Six") .
Ictericia	Prohibir el acceso al establecimiento de alimentos. Llamar al gerente. Informar al Departamento de Salud.	El empleado de servicios de alimentos debe presentar documentación médica en la que se indique que no presenta el virus de la hepatitis A ni otra infección transmitida por vía fecal-oral.	Sí
Dolor de garganta con fiebre	Prohibir el acceso del trabajador al área de alimentos del establecimiento de alimentos.	El empleado de servicios de alimentos debe presentar documentación médica en la que se indique que recibió tratamiento con antibióticos durante más de 24 horas, un cultivo de la garganta con resultado negativo o que no está infectado por la bacteria <i>Streptococcus pyogenes</i> .	No
*Herida infectada o forúnculo pustuloso	Prohibir el acceso del trabajador al área de alimentos del establecimiento de alimentos.	*Después de que se haya colocado un vendaje de manera adecuada sobre la piel, la herida infectada, el corte o el forúnculo pustuloso.	No

*Nota: Las manos y las muñecas de los empleados no deben presentar cortes ni llagas que sean rojos ni que supuren, a menos que tengan colocada una venda impermeable sobre la llaga y usen un guante descartable en esa mano. Los cortes o las llagas en las partes expuestas de los brazos y otras partes del cuerpo deben estar protegidas con una venda impermeable o un vendaje ajustado.

LAS SEIS ENFERMEDADES ("BIG SIX") SON:

1 Fiebre tifoidea
causada por la bacteria Salmonella typhi

2 Shigella

3 Escherichia coli productora de la toxina Shiga

4 Hepatitis A

5 Norovirus

6 Salmonella no tifoidea

Si se le ha diagnosticado o ha estado expuesto a alguna de estas enfermedades, debido a que son muy contagiosas, se le prohibirá el acceso al establecimiento de servicios de alimentos y no podrá volver a trabajar hasta que se haya recibido la aprobación de parte del Departamento de Salud local.

Criterios para prohibir el acceso al trabajo: Todo trabajador de servicios de alimentos diagnosticado con una de las seis enfermedades ("Big Six") debe informar el diagnóstico al gerente. Debe prohibirse el acceso del trabajador de servicios de alimentos al establecimiento de servicios de alimentos y, según lo exige la ley, el gerente debe informar al Departamento de Salud local de inmediato. Antes de que un trabajador de servicios alimenticios pueda volver a trabajar, se deberá consultar al Departamento de Salud local.



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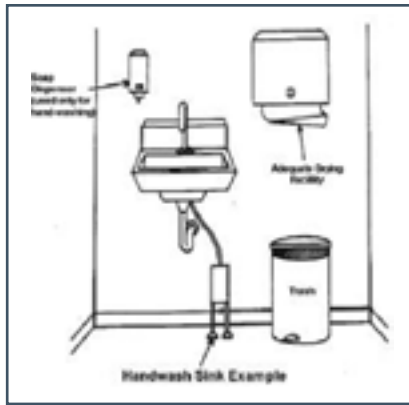
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Personal Hygiene and Handwashing

A strong food safety management system must include clear policies and training on **personal hygiene**. This covers:

- **Proper handwashing procedures**
- **Uniform or clothing standards**
- **Use of hair restraints**



Handwashing: A Critical Defense

Proper handwashing is one of the most effective ways to prevent the spread of foodborne illness. Never assume employees already know how to wash their hands correctly—**provide training and ongoing reminders** to ensure compliance with all steps.

Every Handwashing Sink Must Have:

1. **Hot water** that reaches at least **100°F**
 2. **Soap**
 3. **Disposable paper towels** or an **air dryer**
 4. A **trash can** for used towels
 5. A **sign** directing employees to wash their hands
- Handwashing sinks are for handwashing only.

They must never be used for storage, food prep, or cleaning equipment.

Maintaining proper hygiene practices supports a safer workplace and protects your customers from illness.

Personal Hygiene and Handwashing Standards

To maintain food safety and regulatory compliance, every food establishment must ensure proper hygiene, handwashing facilities, and protective clothing standards are met.

Handwashing Sink Placement

When installing or locating handwashing sinks, follow these guidelines:

- Place a sink **close to each employee work station**
- Ensure sinks are **within the employee's line of sight**
- Locate sinks **near the flow of food**
- Provide easy access for those **handling both raw and ready-to-eat foods**
- Place a sink **near dishwashing areas**

Remember: Handwashing sinks must only be used for handwashing—no storage or other purposes.

Hair Restraints Requirements

In Michigan, food employees **must wear effective hair restraints** to prevent contamination of food, equipment, and utensils.

Effective Hair Restraints Include:

- Hats, hair coverings, or hair nets
- Beard restraints for facial hair
- Clothing that covers body hair

Why They Matter:

- Prevent cross-contamination with hair, which may carry bacteria
- Maintain a high standard of food hygiene and professionalism

Clean Clothing and Aprons

- Employees must report to work in **clean clothes every shift**
- **Clean aprons are required** during food preparation
- Aprons must be **removed before leaving the food prep area** and stored in a designated, sanitary location to avoid contamination

Glove Use Guidelines

General Use:

- **No Bare Hand Contact** with ready-to-eat foods
 - Use deli tissue, spatulas, tongs, single-use gloves, or dispensing tools
- **Cuts, Burns, or Wounds:**
 - Must be covered with a **waterproof bandage** and then a **single-use, impermeable glove**
- **Handwashing:**
 - Wash hands **before and after** wearing gloves and **each time gloves are changed**

Single-Use Gloves:

- Use only once for one specific task
- Must be properly sized
- Change gloves:
 - Between handling raw and ready-to-eat foods
 - When switching tasks
 - When torn, contaminated, or removed for any reason

Maintaining these hygiene and safety standards not only complies with Michigan food code but also builds trust with customers and protects public health.



www.michigan.gov/mda

Food Employee Personal Hygiene

Importance of Proper Hygiene

Good personal cleanliness, including proper and frequent hand washing, is vital to prevent foodborne illness.

Sick or Infected Food Employees

Food employees with the following symptoms must immediately notify their supervisor:

- Fever
- Persistent sneezing or coughing
- Diarrhea or vomiting
- Jaundice
- Sore throat with fever

Sick food employees must be assigned to duties that minimize the potential for contaminating food and equipment (including utensils, linens, single-service or single use items).

Hand Washing

Hands must be washed and thoroughly dried before starting to work with food. Wash hands between tasks, and if work is interrupted.

Effective hand washing includes the backs of hands, palms, and exposed portions of the arms, between fingers and under the fingernails.

Vigorously rub together the surfaces of lathered hands and arms for at least 20 seconds, thoroughly rinse with clean water. Pay particular attention to the areas under fingernails and between fingers.

Cuts, Wounds, and Sores

Any cuts, wounds, or open sores on the hands and arms must be completely covered by a waterproof bandage. Wear single-use gloves over any bandages or finger cots on the hands and fingers.

Note: This document is for educational purposes only and should not be considered a substitute for studying the Food Code of 1999 and Michigan Food Law of 2000. Food safety information and additional copies of this and other fact sheets are available from the Michigan Department of Agriculture's web page www.michigan.gov/mda

Hair Restraints

Food employees are required to wear hair restraints such as hairnets, hats, scarves, or beard nets that effectively control hair. Employees such as counter staff, hostesses, wait staff, and bartenders are not required to wear hair restraints if they present a minimal risk of contaminating food and equipment.

Proper Work Clothing

Food employees must wear clean outer garments when preparing or serving food products or washing and sanitizing equipment and utensils.

Store spare personal clothing and other personal items separate from food handling and storage areas. Employers must provide adequate storage areas for employees' personal belongings.

If employees routinely change clothing at the establishment, a room or area must be designated and used for that purpose. Such changing areas must be separate from food and equipment.

Fingernails and Jewelry

- Food employees must keep their fingernails trimmed so that they are easily cleanable.
- Food employees wearing fingernail polish or artificial nails must wear intact gloves when working with exposed foods.
- While preparing food, employees may not wear jewelry on the arms and hands. This does not apply to a plain ring such as a wedding band.

Other Practices

Eating and tobacco use of any kind are activities that must take place in designated areas only. The designated area must be located where no contamination of food and equipment can result.

**THIS SINK IS FOR
HAND WASH
ONLY**

Hand Washing 101

How can you be sure you're washing your hands regularly enough? You should always wash your hands **BEFORE** you handle food or begin any food-related task, but it's also very important that you wash your hands **AFTER** these activities:

- Handling raw meat, poultry and seafood.
- Sneezing, coughing or using a tissue.
- Emptying or taking out the garbage.
- Using the restroom.
- Smoking, eating, drinking or chewing gum.
- Clearing tables or washing dirty dishes.
- Touching your hair, face, body, clothes or apron.
- Using chemicals that might affect the safety of food.
- Handling money and making change.

HAND WASHING HOW TO:

-  **1** | **WET YOUR HANDS AND ARMS WITH RUNNING WARM WATER.**
-  **2** | **APPLY ENOUGH SOAP TO BUILD UP A GOOD LATHER.**
-  **3** | **VIGOROUSLY SCRUB HANDS & ARMS** for at least 10-15 seconds. Clean the finger tips, under fingernails, and between fingers.
-  **4** | **RINSE HANDS & ARMS THOROUGHLY UNDER RUNNING WARM WATER.**
-  **5** | **DRY HANDS & ARMS** with a single-use paper towel or hand dryer. Use a paper towel to turn off the faucet. If leaving the restroom, use a paper towel to open the door.

For more information and resources on food safety, visit:

foodsafetyfocus.com

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Lavado de las manos 101

¿Cómo puede asegurarse de que se está lavando las manos con la frecuencia necesaria? Siempre debe lavarse las manos ANTES de manipular alimentos o comenzar cualquier tarea relacionada con alimentos, pero también es muy importante que se lave las manos DESPUÉS de estas actividades:

- Manipular carne cruda, aves de corral y mariscos.
- Estornudar, toser o usar un pañuelo desechable.
- Vaciar o sacar la basura.
- Ir al baño.
- Fumar, comer, beber o mascar chicle.
- Limpiar mesas o lavar platos sucios.
- Tocarse el cabello, la cara, el cuerpo, la ropa o el delantal.
- Usar productos químicos que puedan afectar la seguridad de los alimentos.
- Manejar dinero y cambio.

CÓMO LAVARSE LAS MANOS:

- 1** MOJARSE LAS MANOS Y LOS ANTEBRAZOS BAJO UN CHORRO DE AGUA TIBIA.
- 2** APLICAR SUFICIENTE JABÓN PARA HACER BASTANTE ESPUMA.
- 3** FROTARSE VIGOROSAMENTE LAS MANOS Y LOS ANTEBRAZOS durante al menos 10-15 segundos. Límpiense la punta de los dedos, debajo de las uñas y entre los dedos.
- 4** ENJUAGARSE BIEN LAS MANOS Y LOS ANTEBRAZOS BAJO UN CHORRO DE AGUA TIBIA.
- 5** SECARSE LAS MANOS Y LOS ANTEBRAZOS con una toalla de papel de un solo uso o un secador de manos. Use una toalla de papel para cerrar el grifo. Si sale del baño, use una toalla de papel para abrir la puerta.

Para obtener más información y recursos sobre la seguridad alimentaria, visite:

foodsafetyfocus.com

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WHEN AND HOW TO WASH YOUR HANDS

You Should Wash Your Hands:

- Before you begin a task
- After you use the restroom
- Before and after you handle raw meat, poultry, and seafood
- After you touch your hair, face or body
- After you sneeze, cough, or use a tissue
- After you smoke, eat, drink or chew gum or tobacco
- After you use chemicals that might affect the safety of food
- After you take out the garbage
- After you clear tables or bus dirty dishes
- After you touch your clothes or apron
- After you handle money
- After you touch anything that may contaminate your hands

The whole process should take approximately 20 seconds.



1. Wet your hands with running water as hot as you can comfortably stand (at least 100°F/38°C).



2. Apply soap. Apply enough to build up a good lather.



3. Vigorously scrub hands and arms for at least 10 to 15 seconds. Clean under fingernails and between fingers.



4. Rinse hands and arms thoroughly under running water.



5. Dry hands and arms with a single-use paper towel or warm-air hand dryer. Use a paper towel to turn off the faucet. Do not use your apron or any part of your uniform. When leaving the restroom, use a paper towel to open the door.



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WAREWASHING

STANDARDS FOR FOOD TRUCKS

Warewashing in a food truck is **held to the same standards as any brick-and-mortar restaurant**. Proper dishwashing procedures help prevent cross-contamination and ensure food safety.

Required Warewashing Setup

You must have **three separate compartments or tubs** for:

1. **Washing**
2. **Rinsing**
3. **Sanitizing**

The **handwashing sink must be separate** and used **only for handwashing—not for dishwashing** or food prep.

Dishwashing Procedures

- **All dishes, utensils, and equipment** must be **washed, rinsed, and sanitized after each use**.
- **Frequently used utensils** (e.g., tongs, spatulas, scoops, spoons) must be **cleaned at least every 4 hours** during continuous use.
- After sanitizing, all items must be **air-dried—do not towel-dry**.

Hot and Cold Water Requirements

- Your warewashing area must have a reliable supply of **hot water at a minimum of 110°F** for washing.
- If using **chemical sanitizers**, water temperatures between **68°F–100°F** are acceptable and often more efficient for mobile units.

Sanitizing Options

Acceptable chemical sanitizers include:

- **Chlorine (bleach)**
- **Quaternary Ammonium (Quat)**
- **Iodine**

You must:

- Use a sanitizer at the correct **concentration (ppm)**
- Have the **appropriate test kit** to monitor sanitizer strength

Storage and Contamination Prevention

- **Air-dry** all dishes and utensils
- Store clean items in a way that protects them from **dirt, splash, or cross-contamination**

Efficiency Tips for Food Trucks

- Consider using **single-serve, disposable items** whenever practical
- Explore compact **dishwasher options** that meet food code requirements

Additional Training & Resources

Visit michiganfoodsafety.com for tools, training materials, and warewashing guides tailored for mobile food operations.

PROPER CLEANING AND SANITIZING

Steps to properly clean and sanitize:

1. Scrape or remove food bits from the surface.
2. Wash the surface.
3. Rinse the surface.
4. Sanitize the surface.
5. Allow the surface to air dry.

When to properly clean and sanitize

All food-contact surfaces need to be cleaned and sanitized at these times:

- After they are used.
- Before working with a different type of food. Example: Between prepping raw chicken and cutting lettuce.
- After handling different raw TCS fruits and vegetables. Example: Cutting melons then cutting leafy greens.
- Any time there is an interruption during a task and the items being used may have been contaminated.
- After four hours if items are in constant use.

Cleaning and Sanitizing Stationary Equipment:

- Unplug the equipment.
- Take removable parts off. Wash, rinse, and sanitize by hand. If able and allowed, run through a dish machine.
- Scrape and remove food bits from the equipment surface.
- Wash the equipment surfaces.
- Rinse the equipment surfaces with clean water.

- Sanitize the equipment surfaces. Make sure the sanitizer comes into contact with each surface.
- Allow all surfaces to air dry before putting the unit back together.

Preparing a Three-Compartment Sink:

- Clean and sanitize each sink and the drain boards.
- Fill the first sink with detergent and water at least 110°F (43°C).
- Fill the second sink with clean water.
- Fill the third sink with water and sanitizer to the correct concentration.
- Provide a clock with a second hand to let food handlers know how long items have been in the sanitizer.

Cleaning and Sanitizing in a Three-Compartment Sink:

1. Scrape items before washing them. If necessary, items can be rinsed or soaked.
2. Wash items in the first sink. Change water and detergent when suds are gone, or when the water is dirty.
3. Rinse items in the second sink. Make sure to remove all traces of food and detergent from the item being rinsed. Change the rinse water when it becomes dirty or full of soap suds.
4. Sanitize items in the third sink. Change when the water temperature or sanitizer concentration falls below requirements. NEVER rinse items after sanitizing them. This could recontaminate the surface.
5. Air dry items on a clean and sanitized surface. Place items upside down so they will drain. NEVER use a towel to dry items. This could contaminate them.

Machine Dishwashing:

- Dishwashing machines sanitize by using either hot water or a chemical sanitizing solution.
- High Temperature Machines - The temperature of the final sanitizing rinse must be at least 180° (82°C). Or 165 for stationary rack, single-temperature machines.
- Chemical-Sanitizing Machines - They sanitize at much lower temperatures. Follow the dishwasher manufacturer's guidelines.
- The dishwasher must have a built-in thermometer that checks water temperature at the manifold. This is where the water sprays into the tank.

Guidelines for different types of sanitizers:

1. Chlorine.
 - a. Water temperature between 75-100°F, temperature depends on water pH.
 - b. Concentration between 50-99 PPM.
 - c. Sanitizer contact time 7 Seconds.
2. Iodine.
 - a. Water temperature of 68°F.
 - b. Concentration between 12.5-25 ppm.
 - c. Sanitizer contact time 30 seconds.
3. Quats.
 - a. Water temperature of 75°F.
 - b. Concentration level - follow manufacturer's recommendations.
 - c. Sanitizer contact time 30 seconds.

Store clean and sanitized Tableware and equipment six inches off the floor.

Clean and sanitize drawers and shelves before items are stored.

Store glasses and cups upside down on a clean and sanitized shelf or rack.





Towel Bucket and Sink sanitizers

You are required to use a warewashing and surface cleaning sanitation method. Most mobile units utilize chemical sanitizers. Your regulatory agency may require a certain type and strength for use. The most common chemical sanitizers are chlorine, quats, and acids. The test strips for these chemicals are shown below and must be present and within code date at all times.



Waste Management

Trash

Your operating plan should include the process for trash during open hours and the removal off the unit and premises on a daily basis. Trash cans for guest use should be covered and located away from the service area. Waste cans in the prep/cooking area should be covered when not in constant use and removed as soon as they are full.

Wastewater

A sewage holding tank on the STFU/mobile food establishment shall be:

- **Sized to be 15% larger in capacity than the water supply tank;** and
- Sloped to a drain that is one inch in diameter or greater and equipped with a shut-off valve.
- If a sewage holding tank is utilized, the location of the tank needs to be indicated on the layout plans of the unit.

If you are not operating at a full hook-up site, disposal sites must be planned and pre-approved if not provided at event locations.



Fire Extinguishers

In Michigan, food trucks operating with cooking equipment typically need both a Class K fire extinguisher for grease fires and a Class ABC extinguisher for other types of fires. Additionally, a fire suppression system may be required, along with annual inspections of all fire safety equipment.



CLASS K EXTINGUISHER

- Fire safety systems
- Ventilation systems
- Propane tanks and hoses
- Generators

Check with your local health department to determine:

- When your **initial fire safety inspection** must take place
- Any **local scheduling requirements** or frequency guidelines

Use the **Mobile Food Service Unit Inspection Consortium Form** provided as a reference to prepare for your inspections.



NFPA Code & Standard 1 – Fire Code Reference

Food Truck Physical Maintenance

Maintaining your food truck's physical system is essential for safety, compliance, and operational success. The same expectations apply to mobile food units as to stationary food establishments, and inspections are part of your ongoing responsibilities.

Pre-Operational and Ongoing Inspections

Before beginning operations—and regularly thereafter—you must have the following systems inspected:

Ventilation System Maintenance

- Ventilation systems must be **professionally cleaned** as needed, based on your cooking volume (especially when using grills, fryers, or vats).
- After cleaning, the **service company must leave a tag** on the system to confirm the work was completed.
- This **tag must be kept available on the truck** during operation for verification during inspections.



PEST CONTROL GUIDE

FOR FOOD TRUCKS

Maintaining a pest-free environment is essential for food safety, regulatory compliance, and customer trust. Due to the mobile and compact nature of food trucks, **proactive pest control is critical.**

Why Pest Control Matters

- **Pests spread bacteria and disease** through droppings, saliva, and contact with food and surfaces.
- Rodents, cockroaches, flies, and ants are common culprits that **can quickly contaminate** your food or food prep areas.
- A single infestation can result in **violations, fines, or even closure** of your business.

Common Food Truck Pests

- **Rodents** (mice, rats): Chew through packaging, leave droppings
- **Cockroaches**: Thrive in warm, damp areas; active at night
- **Flies**: Attracted to garbage, grease, and uncovered food
- **Ants**: Enter through small cracks to access sugar or grease

Preventive Measures

1. Seal Entry Points

- Inspect and seal **cracks, crevices, and holes** in the floor, walls, and around utility lines.
- Install **tight-fitting doors and screens** on vents and windows.

2. Practice Strict Sanitation

- **Clean all surfaces** regularly with food-safe sanitizer.
- **Empty trash and grease traps daily**, and clean trash cans frequently.
- **Store food in sealed containers** off the floor and away from walls.
- **Sweep and mop floors** at the end of each shift to remove food debris.

3. Proper Food and Waste Storage

- Keep dry goods in **rodent-proof, airtight containers**.
- Store waste in **lidded, pest-proof garbage bins**—never leave trash or food scraps outside the truck.
- Remove any food waste **from the truck each night**.

4. Monitor High-Risk Areas

Regularly inspect:

- Under and behind equipment
- Water lines and floor drains
- Grease traps
- Storage bins and containers

Detection and Monitoring

- Use **glue boards** or **mechanical traps** in non-food areas to monitor pest activity.
- Keep a **log of sightings or evidence** (droppings, nests, chew marks).
- Look for signs of infestations: grease smears, gnawed materials, unusual odors.

When to Call a Professional

- If you see **multiple pests** or ongoing signs of activity, contact a **licensed pest control professional**.
- Schedule **regular preventative visits** (e.g., quarterly or monthly).
- Ensure all pest control services use **food-safe products** and leave service logs.

Documentation and Compliance

- Keep **pest control service records** on the truck for health inspectors.
- Include pest control procedures in your **Food Safety Management Plan**.
- Train staff to recognize pest activity and report issues immediately.

Pro Tip: Park Smart

- Avoid parking near **dumpsters, standing water, or tall grass**—these attract pests.
- Park on **paved, clean surfaces** whenever possible.

BY TAKING PREVENTIVE STEPS, MONITORING CLOSELY, AND RESPONDING QUICKLY, YOU CAN KEEP YOUR FOOD TRUCK PEST-FREE AND OPERATING SAFELY.

WINTERIZING

YOUR FOOD TRUCK

Proper winterization protects your food truck from costly damage during the off-season and ensures a smooth start when you're ready to reopen. Follow these key steps:

1. Preventative Maintenance

- **Change engine oil, air filters, and fluids** before long-term storage.
- Leave a **small amount of fuel in the tank** (follow manufacturer guidelines).
- **Service generators** or **remove them for indoor storage**.
- **Remove and store propane tanks** in a safe, ventilated space away from the truck.
- Cover the truck with a **weather-resistant tarp** to protect it from snow, ice, and UV damage.

2. Deep Cleaning

- **Remove all supplies and food products** from the truck.
- Wipe down **all interior surfaces**, including storage compartments and shelving.
- **Sweep and mop** the floors thoroughly.
- Clean and **prop open refrigerator and freezer doors** to prevent mold and odors.
- This step discourages pests and **makes spring startup easier**.

3. Plumbing and Waterline Drainage

Prevent frozen pipes and equipment damage by doing one of the following:

Option A: Manual Drainage

- **Drain water lines manually** by unscrewing fittings or flushing with air.

- Clean and drain the **grey water tank** using a bleach water solution.
- Drain the **freshwater tank** and **hot water heater** completely.
- Remove or drain the **water pump**.
- Don't forget to **empty and dry handwashing sinks and lines**.

Option B: RV Antifreeze Method

- Pour **non-toxic RV antifreeze** into the freshwater tank.
- Turn on each tap to circulate antifreeze through:
 - **All water lines**
 - **Wastewater tank**


This method protects lines from freezing and cracking.

4. Battery Care

- **Remove all batteries**, including:
 - Truck starter battery
 - Pump batteries
 - Appliance batteries
- Store them in a **warm, dry place off the floor** to prevent freezing and drain.

5. Secure the Truck

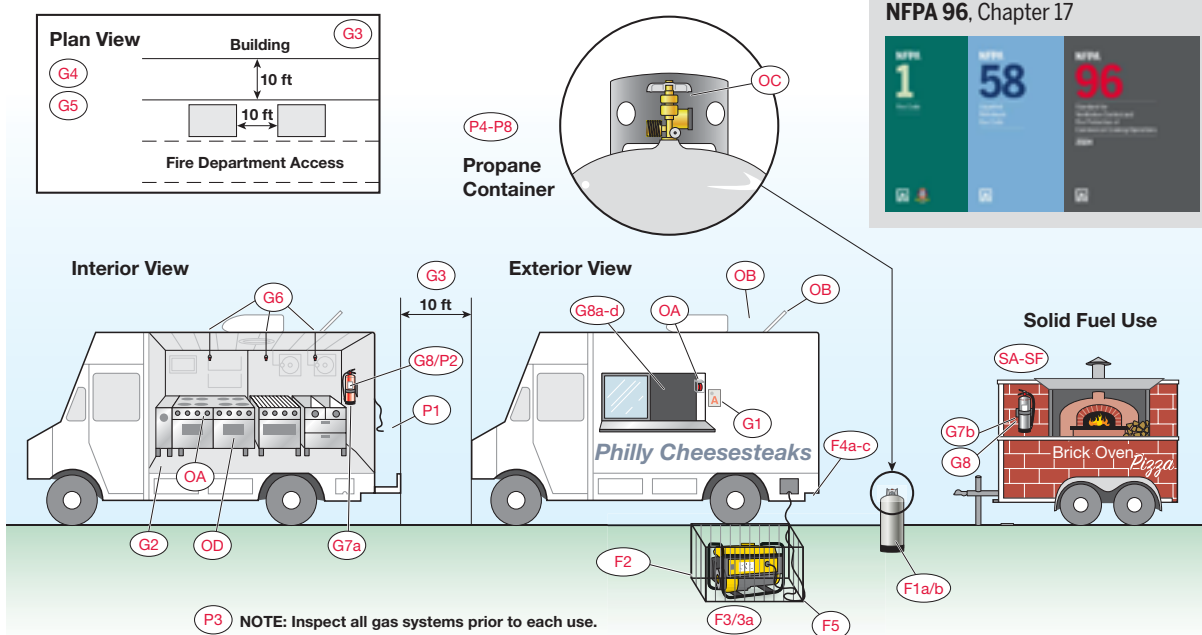
- If the truck is not indoor storage:
 - Lock **all windows, doors, and hatches**
 - Park in a **visible, secure location**
 - Use **security lighting and cameras** if possible
 - Consider a **wheel lock or GPS tracker** for added security



BY THOROUGHLY WINTERIZING
YOUR FOOD TRUCK, YOU'LL
PROTECT YOUR INVESTMENT,
REDUCE COSTLY REPAIRS,
AND START YOUR NEXT
SEASON WITH CONFIDENCE.

FOOD TRUCK SAFETY

The safety requirements in NFPA® codes that apply to food trucks are shown in the diagram below. NFPA code references are in brackets at the end of each checklist item and the red keys correspond to the keys in the diagram.



Key Codes

NFPA 1
NFPA 58, Chapter 16
NFPA 96, Chapter 17

General Safety Checklist

- ❑ Obtain license or permits from the local authorities. [1:1.13.8] **G1**
- ❑ Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- ❑ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials or as prescribed by the AHJ. [96:17.2] **G3**
- ❑ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ❑ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- ❑ Check that appliances that produce grease-laden vapors and that might be a source of grease in the hood, grease removal device, or duct are protected by fire-extinguishing equipment. [96:10.1.2] **G6**
- ❑ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- ❑ Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**

- ❑ Ensure that workers are trained in the following: [96:17.11] **G8**
 - ❑ Proper use of portable fire extinguishers and extinguishing systems [96:17.11.1(1)] **G8a**
 - ❑ Proper method of shutting off fuel sources [96:17.11.1(2)] **G8b**
 - ❑ Proper procedure for notifying the local fire department [96:17.11.1(3)] **G8c**
 - ❑ Proper procedure for how to perform simple leak test on LP-Gas connections [96:17.11.1(5)] **G8d**

Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:17.9.3] [1:10.14.11.2 for carnivals only] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.6.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**



FOOD TRUCK SAFETY *Continued*

- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - ❑ At least 12 ft in all directions from openings, air intakes, and means of egress [96:17.6.2.3(1)] **F4a**
 - ❑ Directed away from all buildings [96:17.6.2.3(2)] **F4b**
 - ❑ Directed away from any mobile or temporary cooking operations [96:17.6.2.3(3)] **F4c**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®.[96:17.9.1] **F5**

Propane System Integrity Checklist

- ❑ The main shutoff valves on a container for liquid and vapor are either accessible without the use of tools, or other equipment is provided to shut off the container valve. [58:16.3.4] **P1**
- ❑ Ensure that during cooking operations at least one person is trained in emergency response procedures and knows how to shut off fuel sources, change out LP-Gas containers, and the properties of LP-Gas. [58:16.8.1] **P2**
- ❑ Visually inspect LP-Gas systems daily for damage and proper operation prior to each use. [96:17.8.2.3] **P3**
- ❑ Perform pressure testing on all new or modified piping systems. [58:16.6.10] **P4**
- ❑ Perform leak testing on cylinder connections with a noncorrosive leak-detecting fluid or other approved leak detection method each time a cylinder(s) is replaced. [58:16.11.5] **P5**
- ❑ Document leak testing and keep documentation in the mobile food facility. [58:16.11.3, 16.11.3.1] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:16.6.8.1] **P7**
- ❑ Where a gas detection system is installed, ensure that it is tested monthly. [96:17.8.2.2] **P8**

Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- ❑ Operate cooking equipment only when exhaust systems are on. [96:12.1.1] **OB**
- ❑ Close LP-Gas container valves when system is not in use. [58:16.9.1] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1, 15.9.3.6.2] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**



NFPA Resources

Review these and other NFPA resources at: nfpa.org:

- NFPA 1, *Fire Code*, 2024 Edition
- NFPA 1, *Fire Code Handbook*, 2021 Edition
- NFPA 10, *Standard for Portable Fire Extinguishers*, 2022 Edition
- NFPA 58, *Liquefied Petroleum Gas Code*, 2024 Edition
- *LP-Gas Code Handbook*, 2024 Edition
- NFPA 70®, *National Electrical Code®*, 2023 Edition
- *National Electrical Code® Handbook*, 2023 Edition
- NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2024 Edition
- NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo.
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety.



IT'S A BIG WORLD.
LET'S PROTECT IT TOGETHER.®

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VIETNAMESE
BREAD

BBQ Chicken

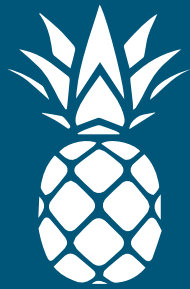
Pork Bread

Fried Egg Bread

Decorative flourish

Add

2 Eggs



M I C H I G A N
R E S T A U R A N T
& L O D G I N G
A S S O C I A T I O N

