
SPECIAL TRANSITORY FOOD UNIT (STFU) PLAN REVIEW WORKSHEET

Genesee County Health Department Environmental Health Services

1. Plans, application for license and appropriate fees must be received by the local health department for the STFU unit. 'Plans' include general layout of unit, menu, equipment specifications and Standard Operating Procedures. Plans reviewed and either approved or rejected, pending further information. Once plans approved and unit is constructed, a pre-operational/pre-opening inspection is performed to assure compliance with Law and Code. License fee must be paid at time of opening inspection.

2. First operational inspection with a fee of \$90.00 which may be performed by either MDA or LHD's depending upon operator's first event. The license holder shall notify the LHD in writing not less than 4 business days prior to event before serving food within the jurisdiction. The license holder shall send a copy of all inspection reports to the regulatory authority that approved the license within 30 days after receipt of the operational inspection

3. Second operational inspection with a fee of \$90.00 must be performed by either MDA or LHD depending upon location of operator's mid-term operating season location. Proper pre-notification is required and the operator is required to submit the inspection report back to the regulatory authority within 30 days after the inspection. [Two operational inspections are required per licensing year and must be spaced *generally over the operating season*, according to Act 92 as amended.]

This worksheet is based on one developed by the
Michigan Department of Agriculture
Food and Dairy Division
Food Service Sanitation Section

STFU STANDARD SET-UP PROCEDURES

Business Name _____

Maximum number of meals to be served per day _____ Number of employees during operation _____

Type of Unit:

Mobile trailer _____ Mobile Truck _____ Pushcart _____ Other (explain) _____

List the proposed menu: _____

Will any raw or undercooked animal based foods be served? Yes No

If yes, list foods _____

Describe the structure, vehicle, etc. that is the storage site. _____

Describe the structure, vehicle, etc. that is the preparation site (if different) _____

Describe the structure, vehicle, etc. that is the serving site (if different) _____

Describe the structure, vehicle, etc that is the utensil and equipment-cleaning site. _____

Counter/Shelves/Work Surfaces: All surfaces shall be smooth, easily cleanable, durable and free of seams or difficult to clean areas. DESCRIBE COUNTERS, SHELVES & WORK SURFACES: _____

Floors: Describe the flooring of the STFU:

Floors for self-contained trailer units:

Linoleum Vinyl Tile Other (explain) _____

Floors for all other STFU's:

Concrete Asphalt Tight-fitting wood surface Portable platforms made of duckboards

Non-absorbent matting (provide specification sheet) Other (explain) _____

Note: The floor area must be graded to drain water away from the unit.

Ceiling: The unit must be covered with a canopy or other type of overhead protection. DESCRIBE THE OVERHEAD PROTECTION: _____

Walls: STFU operations with limited menu, food preparation and handling may not require walls or side enclosures. All other operations must have walls or side enclosures of tight and sound construction for the protection against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment utensils, or employees. DESCRIBE THE WALLS, IF REQUIRED: _____

Openings: STFU operations with limited menu, food preparation and handling may not require protected service openings. Service openings shall be protected by tight fitting screening (at least 16 mesh to the inch) and/or effective air curtains to protect outside openings from the entry of insects. DESCRIBE OPENING PROTECTION, IF REQUIRED _____

Handwashing facilities: A handwashing sink with hot and cold running water under pressure with suitable hand cleaner; dispensed paper towels, and waste receptacle must be provided. For limited menu, food preparation and handling, an insulated container (5 gallon minimum) with a spigot which can be turned on to allow potable, clean, warm water to flow over one's hands into a waste bucket of equal or larger volume may be acceptable. Suitable hand cleaner; dispensed towels and waste receptacle must be provided. DESCRIBE THE TYPE AND LOCATION OF ALL HANDWASHING FACILITIES: _____

Lighting: Adequate lighting by natural or artificial means must be provided. Light bulbs shall be shielded, coated, or otherwise shatter resistant in areas where there is exposed food, clean equipment and utensils; or unwrapped singleservice and/or single-use articles. DESCRIBE TYPE, QUANTITY AND STRENGTH OF LIGHTS PROPOSED: _____

Cooking Devices: LIST ALL COOKING DEVICES (provide specification sheets): _____

Ventilation: For STFU units in an enclosed trailer, is a ventilation system proposed? Yes No
If yes, provide the listing by a nationally recognized testing agency: _____

Separation: For STFU units not in an enclosed trailer, all cooking should be done toward the rear of the food booth, and/or when barbecuing or grilling foods, separation from the public of at least 4 feet to protect against hot grease splashing or burns occurring is needed. DESCRIBE HOW COOKING WILL BE SEPARATED FROM THE PUBLIC: _____

Hot and cold holding units: LIST ALL HOT AND COLD HOLDING UNITS (provide specification sheets): _____

Equipment and smallwares: All food service equipment and smallwares must be NSF listed or equivalent. INDICATE WHETHER ALL EQUIPMENT AND SMALLWARES WILL BE NSF LISTED OR EQUIVALENT: _____

Hot water heater: If applicable, list the size of the water heater servicing the unit in kW/Hr. or BTU/Hr. _____

Storage tanks: If applicable, list the size of the fresh water holding tank and the wastewater storage tank in gallons: _____

Dry and refrigeration storage: Adequate dry and refrigeration storage is required. List the L x W x H dimensions (in feet) of each storage space:

LENGTH (ft) WIDTH (ft) HEIGHT (ft) TOTAL (CUBIC FEET)

Storage trailer _____ x _____ x _____ = _____

Cupboards _____ x _____ x _____ = _____

Shelving units _____ x _____ x _____ = _____

Refrigerators (interior) _____ x _____ x _____ = _____

Freezers (interior) _____ x _____ x _____ = _____

Insulated coolers _____ x _____ x _____ = _____ [for sealed beverage containers]

Other: _____ x _____ x _____ = _____

Note: Remote storage of food, equipment, utensils, linens and single service items in a residence, garage, basement, etc. is not approved.

Warewashing: All utensils must be washed, rinsed and sanitized. It is recommended that a commercial dishwasher, or a three-compartment sink set-up be used to wash equipment and utensils that come into contact with food. The minimum requirements for a utensil washing set-up consists of three basins large enough for complete immersion of utensils, a potable hot water supply, and an adequate disposal system for the wastewater. DESCRIBE THE SET-UP FOR THE WASHING OF UTENSILS: _____

Garbage: An adequate number of non-absorbent, easily cleanable garbage containers should be provided both inside and outside of each STFU site. Dumpsters must be covered, rodent-proof, and non-absorbent. Grease must be disposed of properly and shall not be dumped onto the ground surface. Event premises shall be kept clean and free of trash. DESCRIBE GARBAGE FACILITIES PROPOSED INSIDE AND OUTSIDE OF THE STFU: _____

Clothing: Personal clothing and belongings should be stored in a designated place away from food preparation, food service, food storage and warewashing areas. INDICATE LOCATION OF STORAGE AREA: _____

Electricity: Is electricity required for the operation of the STFU? Yes No

If yes, what is the source of electricity? _____

WRITTEN STANDARD OPERATING PROCEDURES (SOPS) ARE REQUIRED FOR ALL THE BASIC OPERATING CONDITIONS UNDER WHICH FOODS WILL BE RECEIVED, STORED, PREPARED, AND SERVED. An SOP worksheet document is included with this packet.

SIGNATURE

I hereby certify that the information provided in this worksheet is accurate to the best of my knowledge.

Signature

Date