



## COMMUNITY DEVELOPMENT DEPARTMENT

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**Welcome! We thank you for choosing the *City of Bartlesville* to provide your service! Please reach out to our office if you have any questions or concerns, we will be happy to help!**

### **Temporary Food Vendor Packet**

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#### **Application process:**

- **Contact the Fire Marshal, Brady Watson to set up the Fire Inspection. You will work through the Fire Department Checklist and Guide together with the Fire Marshal.**
- **Once your Fire Inspection has been approved, you can turn in the completed packet and required attachments to our office in person or by email.**
- **Fees may be paid in person, check by mail or online.**

**City of Bartlesville Community Development Department**

**401 S. Johnstone Ave. 2<sup>nd</sup> Floor**

**Bartlesville, Ok 74003**

**Ph. 918-338-4238**

**Email: [permits@cityofbartlesville.org](mailto:permits@cityofbartlesville.org)**

**Website: [www.cityofbartlesville.org](http://www.cityofbartlesville.org)**





City of Bartlesville  
401 S. Johnstone Avenue  
Bartlesville, OK 74003  
(918) 338-4244

**TEMPORARY BUSINESS LICENSE APPLICATION**

**(Includes Soliciting, Peddling, and Hawking)**

Name of Applicant: \_\_\_\_\_

Mailing Address (Home: \_\_\_\_\_  
(City, State, and Zip)

Cell Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name & Address of the Company Applicant Represents:  
\_\_\_\_\_

Location of Temporary Business: \_\_\_\_\_

Description of business and product(s) to be sold: \_\_\_\_\_

Time period applicant wishes to do business: \_\_\_\_\_

Vehicle Make and License Number of Vehicle to be used (if applicable): \_\_\_\_\_

Have you ever been convicted of a felony? If so, please indicate date and state where the conviction occurred.

\_\_\_\_\_

Requirements, if applicable:

1. City of Bartlesville Business License \_\_\_\_\_
2. If temporary business, owner's written approval: \_\_\_\_\_
3. Site plan depicting the location of any structure, vehicle, sign, or display to be used while conducting business. \_\_\_\_\_
4. Content of any signs to be used along with City of Bartlesville sign permit \_\_\_\_\_
5. Oklahoma State Sales Tax # \_\_\_\_\_
6. County Health Permit # \_\_\_\_\_ (for sale of food or drink)
7. Oklahoma Agriculture License #. \_\_\_\_\_ (for sale of plants or flowers)

**I declare under penalty of perjury that this application is true and correct to the best of my knowledge. I certify that I will operate in accordance with all applicable Federal, State and City laws and regulations. I further understand that any false statements made above are grounds for denial, cancellation, suspension, or revocation of this license.**

\_\_\_\_\_  
Applicant Signature

**PLEASE READ THE BACK OF THIS APPLICATION FOR RULES CONNECTED TO THE SOLICITOR/PEDDLER LICENSE AS WELL AS A LIST OF LICENSE FEES.**

## FOOD TRUCK

### BUSINESS LICENSE APPLICATION REQUIREMENTS

The business name, ownership names, title and registration, insurance verification, sales tax permit and additional documents must have the same corresponding name.

1. Complete the NEW or CHANGE of OWNERSHIP BUSINESS LICENSE APPLICATION.
2. Present with:
  - A. Incorporation or LLC Documents from the office of the Oklahoma Secretary of State If the business ownership is in the name of a corporation or LLC.
  - B. The Oklahoma Tax Commission Sales Tax Permit.
  - C. The Washington County, State of Oklahoma Health Department, inspection and food truck permit.
  - D. The Washington County, State of Oklahoma Health Department, food handler's permit for those persons preparing and/or serving food from the food truck.
  - E. The State of Oklahoma Vehicle Registration for the Food Truck to be in Bartlesville.
  - F. The Vehicle Insurance Certificate for the Food Truck to be in service in Bartlesville naming the City of Bartlesville as the Certificate Holder.
  - G. Color photographs of the Front, Back, and both Sides of the Food Truck showing current graphics on the Food Truck. Graphic photographs must be re-submitted if changed before the food truck is placed into service.

Present Food Truck Business License Applications to the Community Development Department located on the second floor of the Bartlesville City Hall, 401 S Johnstone Ave. Bartlesville, Oklahoma 74003. Call Fire Chief or Fire Marshal for an inspection of your cooking operation and fire suppression. Please allow three business days for application processing.

Fire Chief: 918338-4090

Fire Marshal: 918-338-4097

For further information, call 918-338-4244.



May 25, 2023

Food Truck Vendor,

The purpose of this letter is to inform you about a code requirement that came into effect in September of 2022. The 2018 International Fire Code that was adopted by the State of Oklahoma and The City of Bartlesville, requires additional Fire safety measures for food trucks that are equipped with appliances that produce smoke or grease-laden vapors. For your convenience the requirements are listed on the following pages.

If any modifications are needed for your particular operation, the deadline will be June 30<sup>th</sup>, 2023, to make these modifications. As of July 1<sup>st</sup> any Food Truck without an approved inspection by The Bartlesville Fire Department, will not receive a business license or be re-issued a business license. All Food Truck Vendors will need to have an inspection by the Fire Department before a business license will be issued, for any function within The City of Bartlesville.

If you have any questions, please notify one of the contacts below.

**Fire Chief**

David Topping                      918-338-4090

**Deputy Chief**

Jerry Berry                              918-338-4275

**Fire Marshal**

Brady Watson                      918-338-4097

**Chief Building Official**

Trey Yankovich                      918-338-4244



## Bartlesville Fire Department

Protecting Community, Health, Property and the Environment

By Delivering Quality Fire and Life Safety Services

Effective July 1, 2023 the City of Bartlesville and the  
Bartlesville Fire Department will enforce the 2018 International  
Fire Code section 319 Mobile Food Preparation Vehicles.

David R. Topping  
Fire Chief  
Bartlesville Fire Dept.



# BARTLESVILLE FIRE DEPARTMENT

## MOBILE FOOD PREPARATION VEHICLE INSPECTION CHECKLIST AND GUIDE

Vendor Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**This document is a general fire inspection checklist for mobile food preparation vehicles with the intent of providing a standardized inspection used within the City of Bartlesville.**

**Note: NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram on Appendix A.**

### GENERAL SAFETY CHECKLIST

- \_\_\_\_\_ OBTAIN LICENSE OR PERMITS FROM THE LOCAL AUTHORITIES. [1:1.12.8(a)] **G1**
- \_\_\_\_\_ ENSURE THERE IS NO PUBLIC SEATING WITHIN THE MOBILE FOOD TRUCK. **G2**
- \_\_\_\_\_ CHECK THAT THERE IS A CLEARANCE OF AT LEAST 10 FEET AWAY FROM BUILDING, STRUCTURES, VEHICLES, AND ANY COMBUSTIBLE MATERIALS. [96:7.8.2; 96:7.8.3 FOR CARNIVAL ONLY] **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. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- \_\_\_\_\_ CHECK THAT APPLIANCES USING COMBUSTIBLE MEDIA ARE PROTECTED BY AN APPROVED FIRE EXTINGUISHING SYSTEM. [96:10.1.2] **G6**
- \_\_\_\_\_ VERIFY PORTABLE FIRE EXTINGUISHERS HAVE BEEN SELECTED AND INSTALLED IN KITCHEN COOKING AREAS IN ACCORDANCE WITH NFPA 10. [96:10.9.3] **G7a**
- \_\_\_\_\_ WHERE SOLID FUEL COOKING APPLIANCE PRODUCE GREASE-LADEN VAPORS, MAKE SURE THE APPLIANCES ARE PROTECTED BY LISTED FIRE-EXTINGUISHING EQUIPMENT. [96:14.7.1] **G7b**
- \_\_\_\_\_ **ENSURE THAT WORKERS ARE TRAINED IN THE FOLLOWING: [96:B.15.1] **G8****
- \_\_\_\_\_ PROPER USE OF PORTABLE FIRE EXTINGUISHERS AND EXTINGUISHING SYSTEMS [10:1.2] **G8a**
- \_\_\_\_\_ PROPER METHOD OF SHUTTING OFF FUEL SOURCES [96:10.4.1] **G8b**
- \_\_\_\_\_ PROPER PROCEDURE FOR NOTIFYING THE LOCAL FIRE DEPARTMENT [1:10.14.9 FOR CARNIVALS ONLY] **G8c**
- \_\_\_\_\_ PROPER PROCEDURE FOR HOW TO PERFORM SIMPLE LEAK TEST ON GAS CONNECTIONS [58:6.16, 58:6.17] **G8d**

### FUEL AND POWER SOURCE CHECKLIST

- \_\_\_\_\_ VERIFY THAT FUEL TANKS ARE FILLED TO THE CAPACITY NEEDED FOR UNINTERRUPTED OPERATION DURING NORMAL OPERATING HOURS. [1:10.14.10.1 FOR CARNIVALS ONLY] **F1a**
- \_\_\_\_\_ ENSURE THAT REFUELING IS CONDUCTED ONLY DURING NON-OPERATING HOURS. [96: B.18.3] **F1b**
- \_\_\_\_\_ CHECK THAT ANY ENGINE-DRIVEN SOURCE OF POWER IS SEPARTED FROM THE PUBLIC BY BARRIERS, SUCH AS PHYSICAL GUARDS, FENCING, OR ENCLOSURES. [96:B.16.2.2] **F2**

\_\_\_\_\_ ENSURE THAT ANY ENGINE-DRIVEN SOURCE OF POWER IS SHUT DOWN PRIOR TO REFUELING FROM A PORTABLE CONTAINER. [1.11.7.2.1.2] **F3**

\_\_\_\_\_ 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 OR POWER COMPLIES WITH THE FOLLOWING:** **F4**

\_\_\_\_\_ AT LEAST 10 FEET IN ALL DIRECTIONS FROM OPENINGS AND AIR INTAKES [96:B.13] **F4a**

\_\_\_\_\_ AT LEAST 10 FEET FROM EVERY MEANS OF EGRESS [96:B.13] **F4b**

\_\_\_\_\_ DIRECTED AWAY FROM ALL BUILDINGS [1.11.7.2.2] **F4c**

\_\_\_\_\_ DIRECTED AWAY FROM ALL OTHER COOKING VEHICLES AND OPERATIONS [1:11.7.2.2] **F4d**

\_\_\_\_\_ ENSURE THAT ALL ELECTRICAL APPLIANCES, FIXTURES, EQUIPMENT, AND WIRING COMPLIES WITH THE NFPA 70. [96:B.18] **F5**

### **PROPANE SYSTEM INTEGRITY CHECKLIST**

\_\_\_\_\_ CHECK THAT THE MAIN SHUTOFF VALVE ON ALL GAS CONTAINERS IS READILY ACCESSIBLE. [58:6.26.4.1(3)] **P1**

\_\_\_\_\_ ENSURE THAT PORTABLE GAS CONTAINERS ARE IN THE UPRIGHT POSITION AND SECURED TO PREVENT TIPPING OVER. [58:6.26.3.4] **P2**

\_\_\_\_\_ PERFORM LEAK TESTING ON ALL NEW GAS CONNECTIONS OF THE GAS SYSTEM. [58:6.16; 58:6.17] **P4**

\_\_\_\_\_ PERFORM LEAK TESTING ON ALL GAS CONNECTIONS AFFECTED BY REPLACEMENT OF AN EXCHANGEABLE CONTAINER. [58:6.16; 58:6.17] **P5**

\_\_\_\_\_ DOCUMENT LEAK TESTING AND MAKE DOCUMENTATION AVAILABLE FOR REVIEW BY THE AUTHORIZED OFFICIAL. [58:6.26.5.1(M)] **P6**

\_\_\_\_\_ ENSURE THAT ON GAS SYSTEM PIPING, A FLEXIBLE CONNECTOR IS INSTALLED BETWEEN THE REGULATOR OUTLET AND THE FIXED PIPING SYSTEM. [58:6.26.5.1(B)] **P7**

\_\_\_\_\_ WHERE A GAS DETECTION SYSTEM IS INSTALLED, ENSURE THAT IT HAS BEEN TESTED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. [96: B.19.2.1] **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 ALL WINDOWS, SERVICE HATCHES, AND VENTILATION SOURCE ARE FULLY OPENED. [96:14.2.2; 96:14.2.3] **OB**

\_\_\_\_\_ CLOSE GAS SUPPLY PIPING VALVES AND GAS CONTAINER VALVES WHEN EQUIPMENT IS NOT IN USE. [58:6.26.8.3] **OC**

\_\_\_\_\_ KEEP COOKING EQUIPMENT INCLUDING THE COOKING VENTILATION SYSTEM, CLEAN BY REGULARLY REMOVING GREASE. [96.11.4] **OD**

### **SOLID FUEL CHECKLIST (WHERE WOOD CHARCOAL. OR OTHER FUEL IS USED)**

\_\_\_\_\_ FUEL IS NOT STORED ABOVE ANY HEAT-PRODUCING APPLIANCE OR VENT. [96:14.9.2.2] **SA**

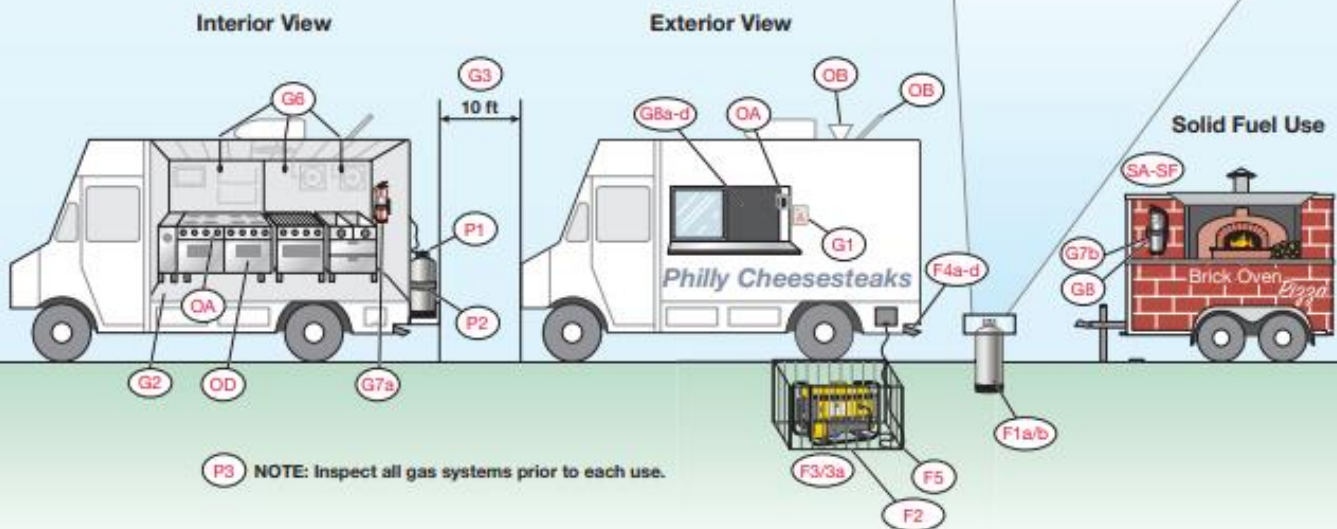
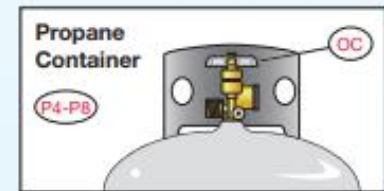
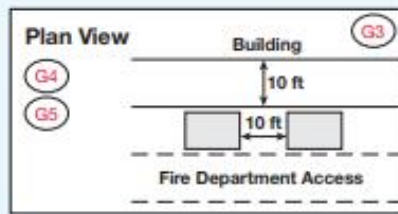
\_\_\_\_\_ FUEL IS NOT STORED CLOSER THAN 3 FEET TO ANY COOKING APPLIANCE. [96:14.9.2.2] **SB**







## FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

### General Safety Checklist

- Obtain license or permits from the local authorities. [1:12.8(a)] **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. [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 using combustible media are protected by an approved fire extinguishing system. [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: [96:17.10] **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
  - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
  - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**

FOOD TRUCK SAFETY *CONTINUED***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. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- 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 and air intakes [96:17.5.2.3(1)] **F4a**
  - At least 12 ft from every means of egress [96:8.13] **F4b**
  - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
  - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®. [96:17.8.1] **F5**

**Propane System Integrity Checklist**

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **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 all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **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] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

**Learn More**

- ▶ Get free digital access to NFPA codes and standards at: [nfpa.org/docinfo](https://nfpa.org/docinfo)
- ▶ Read the latest news and updates at: [nfpa.org/foodtrucksafety](https://nfpa.org/foodtrucksafety)
- ▶ Review the following and other NFPA resources at: [nfpa.org](https://nfpa.org)
  - NFPA 1, *Fire Code*, 2021 Edition
  - *NFPA 1 Fire Code Handbook*, 2021 Edition
  - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
  - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
  - *LP-Gas Code Handbook*, 2020 Edition
  - NFPA 70®, *National Electrical Code®*, 2020 Edition
  - *National Electrical Code® Handbook*, 2020 Edition
  - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
  - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



## **ADDITIONAL CHECKLIST INFORMATION AND GUIDANCE**

MOBILE FOOD PREPARATION VEHICLES ARE REGULATED BY SEVERAL DIFFERENT AGENCIES AS WELL AS SEVERAL DIFFERENT CODES AND STANDARDS. THE BELOW LIST, WHILE NOT INCLUSIVE OF ALL POSSIBLE CODES, STANDARDS, AND REGULATIONS, IS THE GENERAL FOCUS OF LOCAL FIRE JURISDICTIONS WHEN EVALUATING FOOD VEHICLES FOR OPERATIONAL PERMITS.

2018 INTERNATIONAL FIRE CODE SECTIONS:

- 105- PERMITS
- 319- MOBILE FOOD PREPARATION VEHICLES
- 607- COMMERCIAL KITCHEN HOODS
- 608- COMMERCIAL KITCHEN COOKING OIL STORAGE
- 904.12- COMMERCIAL COOKING SYSTEMS
- 906- PORTABLE EXTINGUISHERS

NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS:

- 17A- WET CHEMICAL EXTINGUISHING SYSTEMS
- 58- LIQUID PETROLEUM GAS CODE
- 96- VEHICLE CONTROL AND FIRE PROTECTION OF COMMERCIAL COOKING OPERATIONS

**ADDITIONALLY, THE MANUFACTURER'S RECOMMENDATIONS FOR THE INSTALLATION, USE AND MAINTENANCE OF THEIR PRODUCT SHOULD ALWAYS BE FOLLOWED.**

### **COOKING SYSTEM TYPE 1 HOOD**

**\*\* (IF PRODUCES GREASE LADEN VAPORS) \*\***

**TYPE-1 HOOD INSPECTION SHALL INCLUDE BUT IS NOT LIMITED TO VERIFYING THE FOLLOWING:**

- THEY SYSTEM IS A UL300 SYSTEM.
- THE SYSTEM HAS BEEN SERVICED WITHIN THE LAST SIX MONTHS OR AFTER ACTIVATION.
- FUSIBLE LINKS ARE REPLACED ANNUALLY.
- GREASE FILTERS ARE UL1046.
- GREASE FILTERS ARE ARRANGED SO THAT ALL EXHAUST AIR PASSES THROUGH THEM.
- GREASE FILTERS ARE INSTALLED AT AN ANGLE OF NOT LESS THAN 45 DEGREES FROM THE HORIZONTAL AND ORIENTATION TO DRAIN GREASE
- DRIP TRAYS AND/OR CONTAINERS ARE PRESENT AND INSTALLED CORRECTLY.
- MANUAL ACTUATOR LOCATED IN AN ACCESSIBLE, UNOBSTRUCTED LOCATION IN A PATH OF EGRESS.
- MANUAL ACTUATOR IS INSTALLED BETWEEN 42 TO 48 INCHES ABOVE THE FLOOR.
- SYSTEM ANNUNCIATION INDICATOR (AUDIBLE OR VISUAL) IS PROVIDED TO SHOW THAT THE SYSTEM HAS BEEN ACTIVATED.
- EXHAUST, INCLUDING HOOD, GREASE-REMOVAL DEVICES, FANS, DUCTS AND OTHER APPURTENANCES, SHALL BE INSPECTED, CLEANED AND TAGGED BY A QUALIFIED INDIVIDUAL.

## **COOKING APPLIANCES**

**DEEP-FAT FRYERS** – INSTALLED WITH AT LEAST A 16 INCH SPACE BETWEEN THE FRYER AND SURFACE FLAMES OR ADJACENT COOKING EQUIPMENT. **EXCEPTION:** WHERE A STEEL OR TEMPERED GLASS BAFFLE PLATE IS INSTALLED AT A MINIMUM 8 INCHES IN HEIGHT BETWEEN THE FRYER AND SURFACE FLAMES OF THE ADJACENT APPLIANCE. (NFPA 96.12.1.2.4)

**MOVEMENT OF APPLIANCES** – TO MINIMIZE POSSIBLE DAMAGE AND IMPAIRED OPERATION DUE TO ITEMS SHIFTING IN TRANSIT, COOKING APPLIANCES SHALL BE CONSTRUCTED AND SECURED IN PLACE OR OTHERWISE PROTECTED. (IFC 319.5)

**COOKING EQUIPMENT CLEANING** – COOKING EQUIPMENT THAT COLLECTS GREASE BELOW THE SURFACE, BEHIND THE EQUIPMENT, OR IN COOKING EQUIPMENT FLUE GAS EXHAUST, SUCH AS GRIDDLES OR CHAR-BROILERS, SHALL BE CLEANED AND MAINTAINED. (IFC 607.3.3.2)

## **LP-GAS SYSTEMS (IFC 319.8/IFC 61 NFPA 58)**

**SYSTEM LOCATION** – LP-GAS SUPPLY SYSTEMS, INCLUDING THE CONTAINERS, SHALL BE INSTALLED EITHER ON THE OUTSIDE OF THE VEHICLE OR IN A RECESS OR CABINET THAT IS VAPOR TIGHT TO THE INSIDE OF THE VEHICLE BUT ACCESSIBLE FROM AND VENTED TO THE OUTSIDE, WITH THE VENTS LOCATED NEAR THE TOP AND BOTTOM OF THE ENCLOSURE AND 3 FEET HORIZONTALLY AWAY FROM ANY OPENING INTO THE VEHICLE AND BELOW THE LEVEL OF THE VENTS.

**PROTECTION OF CONTAINERS** – LP-GAS CONTAINERS INSTALLED OR STORED IN OR ON THE VEHICLE SHALL BE:

- SECURELY MOUNTED AND RESTRAINED TO PREVENT MOVEMENT.
- LP TANKS LOCATED ON BACK VEHICLE MUST HAVE ADEQUATE IMPACT PROTECTION PROVIDED.
- STORED IN AN APPROVED MANNER IN AN UPRIGHT POSITION.
- PROTECTED FROM WEATHER.

HAVE A CAP OR COLLAR TO PROTECT AGAINST PHYSICAL DAMAGE REGARDLESS OF WHETHER THEY ARE FULL, PARTIALLY FULL OR EMPTY, AND CYLINDER OUTLET VALVES SHALL BE CLOSED.

**PROTECTION OF SYSTEM PIPING** – LP-GAS SYSTEM PIPING, INCLUDING VALVES AND FITTINGS, SHALL BE ADEQUATELY PROTECTED TO PREVENT TAMPERING, IMPACT AND DAMAGE, AND DAMAGE FROM VIBRATION.

**TANKS WITHIN HYDRO** – ALL TANKS SHALL BE WITHIN HYDRO DATES. DATES CAN BE VERIFIED ON NEW CYLINDERS BY CHECKING FOR A MANUFACTURER'S 4-DIGIT MONTH/YEAR STAMPED ON THE COLLAR. CYLINDERS THAT HAVE PREVIOUSLY BEEN RECERTIFIED WILL HAVE AN AFTERMARKET 6 OR 8 ALPHANUMERIC STAMP THAT WILL READ LIKE THE FOLLOWING **EXAMPLE: 02X07E OR 07ABC07E.**

**INSPECTED FOR DAMAGE** – DAMAGE CAN THREATEN THE INTEGRITY OF THE TANKS.

**LP-GAS ALARM** – A LISTED LP-GAS ALARM SHALL BE WITHIN THE VEHICLE IN THE VICINITY OF LP-GAS SYSTEM COMPONENTS, IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

**SHUTOFF VALVES** – THERE SHALL BE A MINIMUM OF TWO SHUTOFF VALVES:

- MAIN SHUTOFF VALVE ON THE LP-GAS CONTAINERS FOR LIQUID AND VAPOR SHALL BE READILY ACCESSIBLE.
- EMERGENCY SHUTOFF VALVE SHALL BE A QUARTER-TURN MANUAL GAS BALL VALVE INSTALLED WITHIN THE LP-GAS PIPING INSTALLED ON THE EXTERIOR OF THE VEHICLE AND READILY ACCESSIBLE.

**CAUTION PLATE** – A PERMANENT CAUTION PLATE SHALL BE PROVIDED, AFFIXED TO EITHER THE APPLIANCE OR THE VEHICLE OUTSIDE OF ANY ENCLOSURE AND ADJACENT TO THE CONTAINERS(S), AND SHALL INCLUDE THE FOLLOWING ITEMS:



- (1) BE SURE ALL APPLIANCE VALVES ARE CLOSED BEFORE OPENING CONTAINER VALVE.
- (2) CONNECTIONS AT THE APPLIANCES, REGULATORS, AND CONTAINERS SHALL BE CHECKED PERIODICALLY FOR LEAKS WITH SOAPY WATER OR ITS EQUIVALENT.
- (3) NEVER USE A MATCH OR FLAME TO CHECK FOR LEAKS.
- (4) CONTAINER VALVES SHALL BE CLOSED WHEN EQUIPMENT IS NOT IN USE.

#### **CNG SYSTEMS (IFC 319.9)**

**INSPECTED FOR DAMAGE**- DAMAGE OR EXPOSURE TO CERTAIN CHEMICALS CAN THREATEN THE INTEGRITY OF CNG TANKS.

**PROTECTION OF SYSTEM PIPING** – CNG SYSTEM PIPING, INCLUDING VALVES AND FITTINGS, SHALL BE ADEQUATELY PROTECTED TO PREVENT TAMPERING, IMPACT DAMAGE AND DAMAGE FROM VIBRATION.

**METHANE ALARMS** – A LISTED METHANE GAS ALARM SHALL BE INSTALLED WITHIN THE VEHICLE IN ACCORDANCE WITH MANUFACTURER’S INSTRUCTIONS.

**DIAMOND-SHAPED LABEL** – CNG VEHICLES SHALL BE IDENTIFIED WITH A PERMANENT, DIAMOND-SHAPED LABEL COMPLYING WITH THE FOLLOWING:



- MINIMUM OF 4.72 INCHES LONG BY 3.27 INCHES HIGH
- MARKING IN THE LABEL SHALL CONSIST OF A BORDER AND THE LETTERS “CNG” 1 INCH MINIMUM HEIGHT CENTERED IN THE DIAMOND OF SILVER OR WHITE REFLECTIVE LUMINOUS MATERIAL ON A BLUE BACKGROUND.
- PLACED ON AN EXTERIOR VERTICAL SURFACE ON THE LOWER RIGHT REAR OF THE VEHICLE. (NOT ON THE BUMPER)

## **TRAIN YOUR FOOD TRUCK STAFF ON THESE FIRE SAFETY BASICS:**

- **KNOW WHERE THE FIRE EXTINGUISHER IS AND HOW TO USE IT.** YOU MAY FIND THE ACRONYM P.A.S.S. HELPFUL – PULL OUT THE PIN, AIM AT THE BASE, SQUEEZE, AND MAKE A BACK AND FORTH SWEEPING MOTION.
- **CLEAN UP GREASE.** CLEANING EXHAUST HOOD IS ESPECIALLY IMPORTANT SINCE GREASE BUILDUP CAN RESTRICT AIR FLOW. BE SURE TO ALSO CLEAN WALLS AND WORK SURFACES; RANGES, FRYERS, BROILERS, GRILLS, AND CONVECTION OVENS; VENTS AND FILTERS.
- **NEVER THROW WATER ON A GREASE FIRE.** WATER TOSSED INTO GREASE WILL CAUSE GREASE TO SPLATTER, SPREAD, AND LIKELY ERUPT INTO A LARGER FIRE.
- **REMOVE ASHES** FROM CHARCOAL AND WOOD BURNING OVERS AT LEAST DAILY.
- **STORE FLAMMABLE LIQUIDS PROPERLY.** KEEP THEM IN THEIR ORIGINAL CONTAINERS OR PUNCTURE-RESISTANT, TIGHTLY SEALED CONTAINERS. STORE IN WELL VENTILATED AREA AWAY FROM COMBUSTIBLE SUPPLIES, FOOD, FOOD-PREPARATION AREAS OF ANY SOURCE OF FLAMES.

## **HAVE AN EMERGENCY PLAN:**

IF A FIRE BREAKS OUT IN YOUR MOBILE FOOD FACILITY, YOUR STAFF MUST TAKE CONTROL OF THE SITUATION AND ALL EMPLOYEES MUST EXIT THE VEHICLE TO A POINT SAFELY AWAY FROM THE VEHICLE.

- **POWER DOWN** – TRAIN STAFF HOW TO SHUT OFF PROPANE AND ELECTRICAL POWER IN CASE OF EMERGENCY.
- **CALL 911** - ENSURE EVERYONE EXITS THE VEHICLE AND CALL 911. ENSURE YOU ADVISE YOUR CUSTOMERS TO EVACUATE AWAY FROM THE VEHICLE.

# Is your propane cylinder **SAFE?**

Propane cylinders must be periodically requalified to be safe for use\*. Do not use cylinders that have not been requalified because you risk property damage, severe injuries, or death.

To see if your cylinder is okay to use, look for these markings:

- A** **Manufacturing Date:**  
Cylinders must be requalified within 12 years of manufacture (in this illustration by May 2017).
- B** **Requalification Date:**  
If the cylinder is older than 12 years, look for a "requalification date".



Other possible requalification markings:

No alphabetic expiration date means the cylinder must be requalified within 12 years (by July 2026 in this example).	"S" means the cylinder must be requalified within 7 years (by July 2021 in this example).	"E" means the cylinder must be requalified within 5 years (by July 2019 in this example).



\*A list of US DOT approved requalifiers and their ID number (RIN) is available on the PHMSA website: