

Mobile Food Establishment Basic Requirements

Dubois County Health Department



Public Health
Prevent. Promote. Protect.

1187 S St Charles Street

Jasper, IN 47546

(812) 481-7055

ksshphard@duboiscountyin.org or clpierini.duboiscountyin.org

Definitions

Commissary

A permitted food establishment to which a mobile food unit returns DAILY for such things as discarding liquid or solid wastes; refilling water tanks and ice bins; storage of utensils and single-service items, cooking or prepping foods (chopping, cutting, or re-heating) and for loading food.

Certified Food Manager

Means a food handler who holds a certificate recognized by the Conference of Food Protection or an equivalent nationally recognized certification program as determined by the department.

Mobile Food Establishment

A unit mounted on or pulled by a motor vehicle. It must be self-contained with its own potable (drinkable) water supply and waste water tank, unless handling only pre-packaged foods. It is designed to be readily movable and must return to its commissary daily.

Pushcart

A Mobile Pushcart is defined as a retail food establishment that is readily movable. Due to the open-air type design, NO food prep is allowed. The cart can be used to hot/cold hold foods which were cooked and prepared at the commissary, and to assemble from and serve only: tacos, hotdogs, nachos to name a few.

1. Foods cooked or prepared at the commissary and maintained at the proper temperature (below 41 degrees or above 135 degrees)
2. Pushcarts must have overhead protection to cover the food area.

Requirements for Mobile Units

All mobile units must have appropriate facilities for the specific type of food operation conducted on the mobile unit or pushcart.

Equipment

All equipment must have durable, corrosion-resistant, non-absorbent, smooth, and easily cleanable surfaces. Equipment must be clean, in good repair, of approved design, and properly installed to meet all fire, safety, and food codes as stated in 410 IAC 7-24 (or as amended).

Mobile food units or pushcarts must provide only single-service articles that are individually wrapped or in sanitary containers or approved dispensers for use by the consumer.

Floors, Walls, and Ceilings

The floors, walls, and ceilings must be smooth, easily cleanable, nonabsorbent, and in good repair. The juncture between such floors and adjoining walls must not have a seam more than 1/32 inch.

Garbage Containers

Garbage containers with tight fitting lids must be provided.

Light

Adequate lighting must be provided in all food preparation areas, on equipment, and in ware washing areas. All light fixtures must be shielded or shatterproof.

Outside Openings

All outside openings (such as exterior doors, pass-through windows, etc.) must be protected against the entry of insects by tight-fitting, self-closing doors, closed windows, screening, fly fans, or other means.

Refrigeration

Refrigeration facilities must be provided to maintain potentially hazardous foods at the required temperature (below 41 degrees F) during storage. Non-commercial equipment must be on legs or locking wheels to provide at least a six-inch clearance above the floor.

Sinks

Handwashing facilities must be provided on mobile food units or pushcarts where any food is prepared or unpackaged foods are handled. This facility must include a hand sink, soap and paper towels in dispensers, and a reliable, adequate supply of hot and cold water dispensed through a mixing valve faucet. Handwashing sinks must be located to be accessible and unobstructed for use by the operator. Gloves may not be allowed as a substitute for a handwashing facility.

Each unit preparing, handling, or selling open foods must be equipped with either a three compartment sink or a mechanical ware washing machine capable of proper sanitation. Proper drain boards, utensil racks, or movable dish tables must be provided for storage of soiled and cleaned dishes.

A two compartment sink is required to serve unpackaged foods. A three-compartment sink on the unit is required when cooking raw potentially hazardous foods.

Each unit shall be provided with a labeled container of approved sanitizer. Test kits are not required as the sanitizer shall be prepared at the commissary where test kits are required. Cleaners and sanitizers shall be stored in the truck cab unless an empty storage area of the mobile unit is available.

Storage

Adequate space/equipment/shelving must be provided for the storage of all food products, supplies, cleaning implements, and chemicals.

Thermometers

Accurate and properly located thermometers must be provided in each cold-holding (refrigeration/freezer) unit. A probe/stem thermometer must also be provided for monitoring internal food temperatures.

Ventilation

Must meet local regulatory codes.

Water

A potable (drinkable) water holding tank must be installed on the unit. The system must furnish at least 5 gallons of hot and cold water under pressure for handwashing. Additional hot and cold water must be provided if necessary for food preparation and utensil washing. The water inlet must be located so that it will not be contaminated by waste discharge, dust, oil, or grease. It must be kept capped unless being filled. The water inlet must be fitted with a connection that will prevent its use for any other service, and all connecting hoses must be food grade. Tank inlet must be $\frac{3}{4}$ " internal diameter or less. All water must be obtained from an approved and potable source operated in accordance with the law. All plumbing codes must be met at all times.

Facilities to heat water must be on the mobile food unit. The water heater must provide enough warm water (more than 100 degrees F) for food preparation, utensil cleaning, sanitizing, and handwashing and be able to fill the utensil washing sink on the unit at all times.

Waste Water

A wastewater holding tank that has at least 15% larger capacity than the water supply tank and water heater must be installed on the unit. Liquid waste must be discharged into an approved disposal facility at the commissary. Connections on the unit for servicing the waste disposal facilities must be of a different size or type from those used for supplying potable water to the mobile food unit. The waste connection must be lower than the water inlet connection to prevent contamination of the potable water system and must be equipped with a shut-off valve. Liquid waste shall not discharge from the retention tank when the mobile retail food establishment is being moved. If the mobile unit's operation involves the creation of grease-laden waste (cooking raw meat, etc.), the commissary must have appropriate grease trap facilities.

NOTE: Dishwashing facilities are not required for units in which the only open foods being prepared/handled are frankfurters.

Identification

Clearly visible: Current Dubois County Retail Food Establishment Permit

Restricted Operation

A mobile food unit must be approved by the Health Officer to operate within EACH county before operating within that county. Authorization to operate in one county does NOT confer authorization to operate in any other county.

It is the responsibility of the mobile food establishment operator to obtain proper approval and authorization to operate within each county.

During operation, all food must be conveyed, held, stored, displayed, and served from the mobile food unit.

All foods, single-service articles, and other items used for the operation of the mobile food unit must be stored at the approved commissary except during normal business operation when it is on the mobile food unit. All unpackaged

potentially hazardous foods, or those in packages or containers that have been opened, must be discarded at the end of each day.

When facilities for cleaning utensils exist at the commissary, water and waste water systems are not necessary if mobile food units are serving only:

1. Food pre-packaged in individual servings and transported and stored under the required conditions; and/or
2. Non-potentially hazardous beverages that are dispensed from covered dispensers, or other protected equipment, and ice is not scooped.

Food Preparation

Provide a list of proposed foods to be sold or served (menu), and handling or processing steps for those foods. (Please indicate any foods that will be cooked from “raw” or made from scratch)

All foods sold from the mobile unit must be from a permitted facility.

NO foods can be stored or prepared in a private home, or in any non-permitted facility. Foods must come from sources that comply with all laws relating to food and food labeling.

Proper labeling is required for all pre-packaged food items. This includes name of product, name and address of manufacturer, net weight, and list of ingredients.

Sanitation and Education Requirements

Under the Indiana Retail Food Establishment Sanitation Requirements, Title 410 IAC 7-22-15, it is law to employ at least one (1) certified food manager per establishment. This person is required to oversee the storage, preparation, display or serving of food to the public. A food establishment’s designated certified food manager must not allow their certification to expire.

Serving

Single service items shall be protected from contamination.

Deli tissues or handled utensils are required for customer handling of non-packaged food items such as donuts.

Tops of beverage containers shall be extended from cooling ice. Ice shall be self-draining, any changes to food handling procedures or your Mobile Unit after licensing must be preapproved by Dubois County Health Department

Plan Review Mobile Unit

Turn in plans for review: type, model, and capacity of the water heater, and a menu must be provided. A drawing showing the location of the mobile unit's water supply tank, waste water tank, hand washing facility, utensil washing facility, food storage compartments and any other information requested by the Health Officer must be provided in conjunction with the Commissary Agreement.

A plan of operations must be filed with the Health Officer stating the proposed menu and methods of complying with the requirements of these rules for temperature control, hand washing, and servicing at the commissary.

Mobile Food Vendor Permit with City of Jasper

Any mobile units which plan to operate within the city limits of Jasper will have to apply for a Mobile Food Vendor Permit after you have been approved for your Mobile Retail Food Establishment Permit by the Dubois County Health Department.

Contact: Jasper City Hall at 812-482-4255

Commissary Plan Review

Mobile food units or pushcarts must operate from a commissary and must report at least daily (unless the unit is involved in a fair or festival and moving the unit is impossible) to such location for all supplies and for all cleaning and servicing operations.

The commissary must be a licensed food establishment that meets all applicable requirements of 410 IAC 7-24 and Title 10, Article 2 (Dubois County Food and Beverage Ordinance). Private homes may not be used as commissaries. The commissary does not have to be located in Dubois County, but it still must be an approved licensed food establishment.

If the owner of the mobile unit and the owner of the commissary are not one in the same, a Commissary Agreement must be completed and submitted along with the Mobile Food Unit Application.

The commissary is to be used for:

1. Proper cleaning of the mobile food unit.
2. Proper disposal of wastewater.
3. Proper disposal of any grease or grease laden waste.
4. Gaining potable water for the water tank.
5. Storage of all extra food and supplies.
6. Refrigeration and Freezer storage of all foods that cannot be temperature maintained on the unit during times when the unit is not operating.
7. General servicing of the unit.

If the mobile unit is motorized and is actually pulled into/parked inside of the commissary for servicing/cleaning, all food storage and equipment must be completely separated to prevent any potential contamination. If an outdoor servicing area is provided, it must contain concrete or asphalt surface and overhead covering to prevent environmental contamination during the servicing/cleaning of the unit.

The commissary must provide enough storage space (dry, refrigeration, and freezer) and garbage facilities to meet the needs of both the mobile and stationary facilities. A drawing of the storage area should be submitted with the plans for review.

The commissary or other fixed food service establishment used as a base of operation for mobile food units or pushcarts must be constructed and operate in compliance with these rules, and must include at minimum:

1. Employee toilet facilities;
2. Handwashing sink;
3. Ware washing sink; and
4. Food preparation area
5. Mop sink

An existing food establishment proposing to convert to a commissary for a mobile food establishment must furnish plans for review and approval showing compliance with the requirements of the above stated rules.

What Else Should I Know?

- All codes must be satisfied before approval can be given.
- Before a mobile unit changes to a different commissary, the owner must notify the Health Department.
- Plan Review fee is \$75.00. Fee is due when plans are submitted.

Commissary Summary Requirements

- Food Establishment to which mobile unit reports daily for servicing/cleaning.
- Commissary must be permitted and approved.
- Commissary permit holder must ensure mobile unit's compliance with plan of operation.
- All food and other items used for the mobile unit must be stored at the commissary.
- Must meet all Food Service Establishment structural requirements for commissaries.
- No outdoor cooking is allowed. (Some exceptions with DCHD approval)
- The commissary should have a servicing/cleaning area with concrete or asphalt surface for supplying and cleaning the mobile unit, and over-head protection covering the following:
 - Location for loading/unloading of food/supplies,
 - Drinking water servicing location, and
 - Mop service basin with hot and cold (separate from drinking water servicing location and loading/unloading of food/supplies).

Mobile Unit Summary Requirements

- Three main types:
 - Food Truck
 - Mobile Unit
 - Pushcart
- Plan review required for mobile unit (separate from commissary)
- Commissary is REQUIRED as a base of operation for most units.
- May operate ONLY in the county in which it holds a permit, unless prior approval is obtained from another county Health Department.
- All food and supplies must be stored on the unit during operation.
- The following are REQUIRED:
 - Adequate refrigeration,
 - Approved equipment,
 - Meeting all local fire regulatory requirements for cooking equipment that produces grease or steam.
 - Certified food manager certificate
- If unpackaged foods are handled on the mobile unit, it must have:
 - Hand sink with hot and cold running water, soap, and paper towels;
 - Drinking water holding tank and water heater of sufficient size; and
 - Waste water holding tank at least 15% larger than supply tank.

MOBILE FOOD UNIT APPLICATION

A completed application must be submitted and approved before your Mobile Food Unit, Food Truck, Pushcart, or Ice Cream Truck can be licensed to operate. All applications will be reviewed in the order in which they are received and may take up to 5 business days to complete. Once your application has been reviewed, a Health Officer will contact you with any additional questions and will set up an appointment to do a pre-licensing inspection of your mobile unit. During the inspection we will determine your mobile unit's compliance with the Indiana State Retail Food Code 410 IAC 7-24.

Temporary Permit: \$ 20 per day / Seasonal Permit: \$ 75
Yearly Permit \$150 / Yearly Non-Motorized \$100

Please contact the Dubois County Health Department to obtain a permit prior to operation.

Send following information along with the application and correct application fee.

1. Copy of Certified Food Manager Certificate
2. Drawing of Food Truck Floor Plan
3. Copy of your County Permit (where commissary is located)
4. A signed copy of the commissary agreement and permit

I hereby certify the above information is correct and the food service facility will be maintained in compliance with the Indiana Code 410 IAC 7-24.

I understand the food establishment permit is non-transferable and will be kept posted on the above mentioned premises.

I understand that fees associated with the application and permits are non-refundable.

Signed _____ Date: ____/____/____

Office Use Only



Food Establishment Application

Date: ____/____/____

Type of Establishment ☐ Permanent \$200 ☐ Seasonal \$100
☐ Mobile \$150 ☐ Non Motor Mobile \$100 ☐ Seasonal \$75
☐ Commissary \$100 ☐ Temporary* \$20/day

Are you a School, Govt. ☐ No
Agency, or Fee-Exempt ☐ Yes
Institution?

Establishment Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Main Email: _____ Fax: _____

Days/Hours of Operation: _____

Owner Name: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Owner Email: _____

Manager Name (if different from owner): _____

Where would you like your Permit/Bills sent to: ☐ Establishment ☐ Owner ☐ Other: complete below...

Other Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Billing Email: _____ Fax: _____

Name of Certified Food Safety Manager: _____ Expiration Date: ____/____/____

Certificate Number: _____ (Certificate or copy thereof must be available on the premises of an establishment or temporary event location at all times.)

FOR MOBILE ESTABLISHMENTS- please list Commissary Info Name: _____

Street: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Is the commissary inspected by a Local Health Department?: ☐ Yes ☐ No County: _____

If yes, is there a written commissary agreement: ☐ Yes ☐ No (If Yes, Please provide a copy of agreement)

FOR SEASONAL OR TEMPORARY ONLY: Dates of operation: ____/____/____ thru : ____/____/____

The undersigned applies for a license to operate a food service establishment pursuant to retail food establishment sanitation requirements in Dubois County Ordinance 2016-05, and the Indiana Food Code 410 IAC 7-24. The undersigned certifies that the establishment will be operated and maintained in accordance with this ordinance and food code. If not followed, the undersigned agrees that license can be revoked.

Applicant's Signature: _____ Date: ____/____/____

FOR TEMPORARY AND MOBILE UNITS ONLY:

Event Name(s) if applicable: _____

Type of Structure: ☐ Trailer ☐ Truck ☐ Cart ☐ Tent ☐ Building

Type of Hand Washing: ☐ Hand Sink ☐ Thermos with Spigot

Type of Dishwashing: ☐ Three-compartment sink ☐ Tubs/Buckets

1. List all food and beverages to be prepared and served: _____

2. List food items that will be prepared at other locations and brought to the event:



Public Health
Prevent. Promote. Protect.

COMMISSARY AGREEMENT

Name of Mobile or pushcart unit _____

Name of operator/phone#: _____

Name of Owner: _____

Street Address of Owner: _____

City/State/Zip: _____

Phone Number: _____

Title 410 IAC 7-24-113 of the Indiana State Department of Health Retail Food Establishment Sanitation Requirement states that *"A Mobile retail food establishment must be physically transported to a commissary or servicing area, or both, at least once daily for all; supplies, cleaning, and servicing operations."* In order to meet these requirements, a mobile unit operator must secure an agreement with a licensed commercial kitchen space inspected by a regulatory authority.

I hereby certify that an agreement exists between:

(Name of Mobile Unit) _____ and

(Name of Facility) _____

to use my facility during the stated time period of _____ and

that my facility is in compliance with the regulations of Title 410 IAC 7-24 of the Indiana State Retail Food

Establishment Requirements and will remain in compliance for the indicated time period.

Please indicate what services are being allowed by your facility: (example: ware washing, storage, food prep, waste water disposal) _____

Commissary Owner Signature: _____ Date: _____

Commissary Address: _____

Phone Number: _____

*****If at any point the agreement between these two parties is changed or voided in any way, the Monroe County Health Department must be notified immediately (within 24 hours). If the department is not notified of the changes within your commissary agreement you will be in non-compliance with the terms of the issuance of your mobile permit, and your permit may be suspended until compliance is reached.***

Revised 11/18