# NAVAJO COUNTY
## PUBLIC HEALTH SERVICES DISTRICT

*Promoting Quality Health through Community Education, Planning and Partnerships*

Jeffrey Lee, MS, MPA, CEM
Health Director

Wade Kartchner, MD, MPH
Medical Director

Dear Vendors,

Please complete the following information a minimum of 30 days prior to the event. *Do not send payment* as we will collect at time of inspection. Only checks or cashiers' checks will be accepted at the event. Permit fee for one event is $50 for up to 5 days. A new application is required for each event. Send completed application to the address below or to Kathryn.mathewson@navajocountyaz.gov:

NAVAJO COUNTY HEALTH DEPARTMENT
ATTN: ESTABLISHMENT PERMITS
600 NORTH 9TH PLACE
SHOW LOW, ARIZONA 85901

**PLEASE PRINT CLEARLY OR TYPE INFORMATION** **VENDOR INFORMATION**

| | | | |
|---|---|---|---|
| Vendor Name | | | |
| Name of Event | | Dates of Event | |
| Physical Location | | Physical City | |
| Menu or attach | | | |
| List of Equipment or attach | | | |

**OWNER / CORPORATION INFORMATION**

| | | | |
|---|---|---|---|
| Owner or Corporation Name | | | |
| Contact Person | | | |
| Mailing Address | | City | |
| State | | Zip | |
| Phone Number | | Fax | |
| Contact Email | | | |

**SIGNATURE OF APPLICANT:** _____ **DATE:** _____

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**DEPARTMENT USE ONLY**

Date Application Processed: _____ Type of Payment Rec'd: Check # _____ Money Order # _____

Date Permit Issued: _____ Permit #: _____ Approved by: _____

# Mobile Food Unit Requirements

Navajo County Public Health Services District
Office of Environmental Health
600 N. 9th Place , Show Low, Arizona, 85901 (928)532-6050
117 E Buffalo, Holbrook, Arizona, 86025 (928)524-4750

This guideline has been created to help assist in the permitting and safe operation of a mobile food unit within Navajo County, Arizona. In addition, this guideline will help applicants understand the design and operational requirements necessary to properly operate a mobile food unit.

Each unit must operate in complete compliance of all Navajo County Food and Beverage Laws as well as other applicable regulations. The Navajo County Public Health Services Department requires that all mobile food vendors be permitted, operate out of an approved commissary (if applicable), and employ individuals knowledgeable in food safety and sanitation.

All mobile food units must be self-contained and readily moveable at all times. Generally, permanent sewer and water connections are not acceptable. Please remember that some foods are not meant to be prepared and sold in a mobile environment and thus may not be allowed for sale.

For further information and assistance, please contact any Navajo County Public Health Services District Sanitarian at (928)532-6050, or (928)524-4750.

## Permits

All Mobile Food Units must be in full compliance before any permit is issued. New units or units which have not been permitted in the last two years, and units lacking proper plan review are required to go through the plan review process and pay any and all associated fees.

In order to obtain a PERMIT TO OPERATE a mobile food unit, each unit must have on record with the department a passing inspection that has been completed within the past six months. To receive an inspection, the mobile food unit must be fully operational, equipped and functional. All power supplies must be self contained (on site generator) or plan approved to operated in some other fashion. In addition to the facts, the following information must also be disclosed to the department:

- Properly completed application on file
- Signed Commissary agreement(if applicable)
- Vending route
- Complete Menu
- Toilet use agreement(if applicable)

# Definitions

The Navajo County Public Health Services District issues permits for operations which deal with the processing and service of foods within Navajo County. According to the Navajo County Public Health Services District Food Service Code, the following rules apply:

"Mobile Food Unit" identifies and refers to an enclosed vehicle- mounted food establishment designated to be readily moveable from which food is composed, compounded, process or prepared from which the food is vended, sold or given away.

"Pushcart" means or refers to a unit which is not self propelled yet also readily moveable which is limited to serving of non-potentially hazardous foods or commissary-wrapped potentially hazardous foods maintained at proper temperatures, or limited to the assembly and serving of frankfurters.

"Food Peddler" means and refers to a retail food establishment in operation from a vehicle designated to be readily moveable from which pre-prepared and wrapped, properly labeled non potentially hazardous foods, potentially hazardous foods held at proper temperatures, frozen or canned prepared foods which, packaged, portioned, kept in ready to eat-units or raw un-cut fruits or vegetables are vended, sold, or given away but in which establishment the food is not composed, compounded, thawed, reheated, cut, cooked, processed, or prepared. Food peddlers may dispense soda fountain drinks, hot drinks, and assemble snow cones from approved and properly installed equipment. An approved self contained hand washing facility must be installed for a food peddler to dispense any type of open and unpackaged food or drink product.

"Temporary Food Establishment" means and refers to a food establishment that operates in conjunction with a fair, rodeo, exhibition, or similar public event that does not exceed fourteen(14) consecutive days within any permit year provided it is the same person issued the permit, at the same location and same event. At the termination of the event the temporary food establishment shall be removed from the premises.

"Food Caterer" means and refers to any establishment in which the process of preparing food products or food is carried on at one premise for the service and consumption at another off-site location for a temporary event or other occasion. A copy of the valid catering permit must be on-site.

"Commissary" means a food establishment or any other approved place in which food, food containers, or food supplies are kept, handled, prepared, packaged or stored.

# Commissary

The commissary is a base of operations for all mobile food units and pushcarts. Each vehicle is required to operate from an approved commissary and report as necessary for all supplies, cleaning and servicing operations. Each commissary is required to be constructed and operated in compliance with the requirements of the Navajo County Public Health Services District's Food and Beverage Code.

Depending on the needs of the vehicle, commissaries may have different services available. In general, commissaries are used for the following purposes:

Fresh Water Supply
Food Preparation
Grey Water/Sewage Disposal
Vending Unit Cleaning Facilities
Vending unit Storage
Food Storage
Garbage Disposal
Ware-washing Facilities
Chemical Storage and Disposal

In order to obtain a permit from The Navajo County Public Health Services District for food service, regardless of whether or not the food is sold or given away, it is required for each unit at the time of initial permitting and at permit renewal. Be aware that each commissary agreement will be verified to ensure the facility is able to provide your mobile food vending unit the necessary services to properly purchase, prepare, and vend food safely within Navajo County.

In addition, The Navajo County Public Health Services Districts' policy is that all mobile vendors keep or maintain a log listing all the times they have used the approved commissary. This log must be written in permanent, waterproof ink, and, maintained within the unit at all times. Logs will be randomly requested. Please keep records for each permit cycle on hand.

The Navajo County Public Health Services Department recognizes all permitted facilities able to meet the preparation demands of the mobile food unit operator. Please be prepared to show a signed affidavit from the permitted operator and respective proof of their operation if necessary. Additional facilities will gladly be evaluated at written request prior to permit approval and issuance.

# Plan Submittal

A minimum of one complete set of plans must be submitted for each vehicle or trailer. The plans must be drawn to scale (e.g. ¼" = 1 ft.) on 81/2 x 11 inches or larger white paper with dark ink only, blue prints, or other standard floor plans. The plans must show schematic top view of equipment layout and model numbers, and a side view of electrical and plumbing specifications.

The plans must also include the name and submittal date on each page of the plans. Also include the number of pages `submitted (i.e. page 4 of 6).

Plan reviews may take up to 14 business days to complete. For more information on plan reviews please check the Navajo County Environmental Health Departments fee schedule or contact a Sanitarian directly at either the Show Low or Holbrook offices.

After your plans have been reviewed, an approval/ needs improvement letter will be sent out directing you further. Upon receipt of this letter you will either be allowed to commence construction of your mobile food unit or you will be directed as to how to modify the plans to meet the health and safety standards of Navajo County Public Health Services District. All improvements must be accomplished in order to obtain a permit to operate.

Approval to construct:

Upon completion of construction or necessary improvements/ upgrades, you will be responsible to contact the Navajo County Public Health Services District to arrange an inspection location and time. At the inspection it will be expected that the unit will be clean and ready to operate with all mechanical equipment on and operating properly. If the unit is considered to be in compliance with the Navajo County Public Health Services Districts Food and Beverage Code, a permit will be issued. The following information must be submitted at the time of permitting:

- All applicable Permit Fees
- Signed Commissary Agreement
- Timeline of Commissary use(hours to which you will be present at the commissary)
- Vending Route
- Complete Menu

## Plan Review Requirements

The plans and specifications for all Mobile Food Units shall include the following information:

- Proposed layout, mechanical schematics, construction materials, and finish schedules. In addition, the make and model of all food equipment. The plans should be submitted with a ¼ inch= 1 foot scale and must include the following:
    1) Number, types and location of all sinks and drain boards. In addition, provide the dimensions for all sink compartments and drain boards.
    2) Refrigeration and other cold holding equipment.
    3) Food preparation and service areas. Provide the dimensions of service windows.
    4) Dry goods and food storage areas.
    5) Provide details in the plans such as the capacities, positioning, and placement of the potable water tank, wastewater tank, and hot water heater. In addition, the placement of the water inlets and outlets for the potable and wastewater tanks.
    6) Show the location of vents for the water tanks and the backflow prevention and overflow devices in the plumbing system.
    7) Provide a finish schedule for the floor, wall, and ceiling surfaces.
    8) Show the design, positioning and placement of the hood/ventilation system.

## Construction Requirements

The following list is meant to help outline certain requirements of the Navajo County Public Health Services District's Health Code. It is not all inclusive and other requirements may be applied depending upon the menu and special needs of the unit. In general,

- Equipment must be constructed of approved materials, adequate in size, easily cleanable, and in good repair. Equipment design, construction and installation must meet NSF requirements for commercial use. The use of Household refrigerators, stoves, sinks, vent hoods, and other equipment is not allowed.
- Food contact surfaces in the food preparation and utensil washing areas shall be free of breaks, open seams, cracks, chips, inclusions, sharp angles or edges, etc. Formica, Melamine, laminated shelving or similar surfaces are not allowed in food preparation, storage, production or ware washing areas.
- Service openings shall be limited to 216 square inches (i.e. 12"x18") each, and equipped with a screen or window which shall be closed when not in use. Multiple service openings shall be at least 18 inches apart. Protect the serve-out windows against fly entrance by an approved screen, window or a mechanical air curtain over windows.
- The cab or driving portion of the vehicle must be separated from the food preparation/service area by a solid partition.
- An NSF approved stainless steel, 3 compartment sink with an adequate drain board or other device is required. The sink must be large enough to safely and effectively wash the largest cooking/food contact utensil you will use. Minimum sink compartment sizes are 12"x12"x10" deep.
- All sink faucets must be mixing or combination types and all faucet necks shall reach all the necessary compartments in multi compartment sinks.

# Construction Requirements Continued

- Provide a permanently installed hand wash sink in the food preparation area. Minimum hand sink size is 9"x9"x5" deep.
- Provide a permanently mounted potable water tank or tanks that can hold a minimum cpacity of 30 gallons. This potable water system must be directly and fully recharged when filled from a water inlet. The water heater capacity may be inluded in the potable water system capacity if the water heater is fully charged when the potable water system is recharged.
- Provide a permanently installed wastewater storage tank that is 15% greater than the combined capacity of all potable water tanks plus the water heater tanks capacity.
- The water heater shall be of adequate capacity and recovery rate to furnish a continuous supply of hot water to all fixtures whenever the vehicle is in operation. Minimum capacity of the water heater is 5 gallons. On demand hot water will be approved on a case by case basis.
- Exhaust Hood Requirements: Commercial cooking or display equipment,which produces smoke, steam,grease,mists, particulate matter,condensation,vapors,fumes,odors, or create sanitiation or indoor air quality issues or other safety issues will require a hood. Hoods shall be constucted of stainless steel and all outer edges shall extend past the surfaces of all equipment protected by the hood apparatus. All hood systems must meet the current Uniform Mechanical Code. All hoods must be flashed to adjoining ceiling and wall junctions. Exhaust fans, makeup air fans and inside fan motors shall be operated by a single switch.
- Provide a food grade water hose designed for drinking water use only. This hose is only use to fill the fresh water tank. Store the hose with ends connected and in a clean environment.
- All wall surfaces shall be FRP(Fiberglass Re-enforced Plastic), stainless steel, or aluminum.
- Floor surfaces must consist of diamond plated aluminum, stainless steel, or commercial grade VCT(vinyl composite tile) and shall be light in color.
- Ceiling surfaces could be stainless steel, plastic laminate, plastic coated fiberboard, letal clad fiberboard or FRP.
- All waste disposal connections on the vehicle shall be of different size or type that those used to supply potable water to the vehicle(hoses must not be interchangable). In addition, outlet lines for wastewater shall be 1"minimum unless approved by the Department.
- All water tanks, pumps, and hoses shall be flushed and sanitized before being placed into service after construction, repair, modification, and periods of nonuse longer than 7 days. Potable water tanks shall be flushed and sanitized monthly or as necessary.
- Provide adequate ventilation and lighting. Minimum lighting requirements are 50 foot candles where a food employee is working with food. All bulbs must be shatterproof or shielded.

## General Operating Requirements

- The business name and vehicle number must be plainly visible on the unit. Letters must be of contrasting colors and at a minimum 3" in height and 1" in width.
- Permits for each vehicle must remain on board at all times. No photo copies are allowed.
- All food sales must occur within the mobile food unit. Outside grills will be reviewed on a case by case basis.
- All food service workers are required to obtain a Food Service Worker Card. For more information on this subject contact a Navajo County Sanitarian.
- All mobile food units must be maintained readily moveable at all times. Connections to sewer and water are allowed on a case by case basis, however, are generally not allowed.
- All mobile units will have a continuous supply of electricity, propane, or other such commodity which allows for uninterrupted use of all mechanical devices.
- As with any food establishment, employees who are sick are not allowed to work in the food preparation areas.
- Glassware is not allowed for any purpose within a Mobile Food Unit.

## Food Source

- All food and beverages must be from an approved source. It shall be safe, unadulterated, and honestly presented. Food prepared in a private home may not be offered for human consumption regardless if it is offered for sale or given away. ALL HOMEMADE FOOD PRODUCTS ARE PROHIBITED!
- All packaged foods shall be labeled in accordance with FDA guidelines (product name, processor name, address/phone number of processor, weight and ingredients must be in English). Records of food purchases, invoices, and receipts must be kept on the mobile unit or some other convenient location for at least 90 days following the date of purchase.
- Ice that is consumed or comes in contact with food shall be obtained only in chipped, crushed, or cubed form. All ice must come from an approved source.
- All condiments must be dispensed either in squeeze bottles, pump type dispensers, or individual packets.

## Date Marking/Labeling

For packaged, potentially hazardous foods that will be sold out of the Mobile Food unit (wrapped sandwiches, lunch plates, etc.), a "sell by date is required. All potentially hazardous foods must be sold or disposed of within 24 hours of preparation or placement on the vehicle given an approved commissary.

Food supplies stored in commissary areas must be date marked if removed from the original package. Date marks must indicate the date and time of preparation or removal from the original package. Food stored below 41 F is allowed for up to 7 calendar days. Food stored below 45 F is allowed for 4 calendar days.

All potentially hazardous food products must be date marked to ensure proper rotation of foods, help control spoilage, and maintain the highest quality possible.

# Hand Washing

Each Mobile Food Unit must have a fully functioning hand wash sink with hot and cold water under pressure. The sink must be supplied with pump type soap and disposable towels at all times.

Proper methods of hand washing include:

- Hands and exposed portions of arms must be washed with hot, soapy water.
- Vigorous scrubbing and rubbing together of the hands for a minimum of 20 seconds.
- A thorough rinse with clean water.

When to wash your hands:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms,
- Prior to putting on food service gloves.
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking, or after using the bathroom facilities.
- When switching between working with raw food and ready to eat foods (foods which will not be cooked prior to eating) or when engaging in activities that may contaminate the hands.
- After caring for or handling animals or other items.

Bare hand contact:

- Bare hand contact with ready to eat foods is not allowed. Non latex, food service gloves shall be used unless tongs, spatulas, deli wrap, or other approved and suitable utensil is in place. Remember to always wash your hands prior to putting on gloves. Always change your gloves when switching tasks or when the gloves become compromised. When employees have sores, cuts, or other wounds, these areas may require additional protection prior to putting on the gloves.

# Food Temperatures

Potentially Hazardous Foods:

Including but not limited to meats, fish, poultry, eggs, milk, pasta, cooked vegetables and other produce, and dairy products must be stored and displayed at proper temperatures during storage, preparation, display, and service.

- Precooked foods must be rapidly reheated to 165 F and held above 130 F at all times. You may only reheat a precooked food 1 time.
- Hot foods must be held at 130 F or hotter.
- Cold foods must be held at 41 F or colder.
- Refrigerated foods may be reused and reheated ONLY if they were kept at or below 41 F at all times.

A metal stem thermometer is necessary to properly record food temperatures. Approved metal stem thermometers consist of accuracy to 2 degrees F, and have a range from 0 F to +220 F. Hot foods may not be reheated the following day. No Cooling of foods is allowed in a mobile food unit.

Consumers must be advised of any raw or undercooked meats and the potential for contracting a food borne illness from the consumption of such foods. All foods must be fully cooked unless requested by the consumer on an individual basis.

## Menu

The properly constructed and permitted mobile food unit may create a diverse array of food products. It is imperative that the menu fits within the capabilities of the unit itself. A menu must be supplied to the inspector upon permitting. Any changes in the menu must be disclosed to the Department within 72 hours of creation. Please note that items which require extensive preparation are not ideal in the mobile food environment as the risk for cross contamination rises in such cases. Please select menu items carefully taking into consideration the amount of work required in preparing and holding the food until it is served. Do not over extend your ability to prepare foods safely at all times.

If you have any questions or are in need of any assistance regarding any portion of the Navajo County Public Health Services Districts Mobile Food Guidelines please contact one of our Sanitarians at either the Show Low Health Office or the Holbrook Health Office. These Mobile Food Guidelines are comprehensive enough that your unit will comply with the local Food and Beverage rules anywhere in Arizona. You will be responsible to obtain permits in each County as well as operations conducted on Reservation Lands.


***Navajo County Public Health Services District***

**Office of Environmental Health**

600 N. 9th Place
Show Low, Arizona
85901
Phone: (928)-532-6050
Fax: (928)532-6054

117 E. Buffalo
Holbrook, Arizona
86025
Phone: (928)-524-4750
Fax: (928)524-4754

# NAVAJO COUNTY PUBLIC HEALTH DISTRICT

## COMMISSARY AGREEMENT

MAIN OFFICE
117 EAST BUFFALO STREET
HOLBROOK, AZ 86025
PHONE: 928.524.4750
FAX: 928.524.4754

SHOW LOW OFFICE
600 NORTH 9TH PLACE
SHOW LOW, AZ 85901
PHONE: 928.532.6050
FAX: 928.532.6054

**I agree to report daily to the commissary listed below. The facility will be providing the following services to my food peddler/push cart/mobile food unit (check all that apply):**

- □ Fresh water supply
- □ Grey water disposal
- □ Warewashing facilities (i.e. 3 compartment sink)
- □ Chemical storage
- □ Garbage disposal
- □ Food storage
- □ Facilities for food preparation
- □ Vending unit cleaning facilities
- □ Vending unit storage

Owner Name: _____ Telephone: _____

Business Name: _____ Telephone: _____

Permit Type: □ Pushcart □ Mobile Food Unit □ Food Service

Permit Number: _____

Signature: _____ Date: _____

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**This facility will be providing the following services for the above mentioned food peddler/pushcart/mobile food unit (check all that apply):**

- □ Fresh water supply
- □ Grey water disposal
- □ Warewashing facilities (i.e. 3 compartment sink)
- □ Chemical storage
- □ Garbage disposal
- □ Food storage
- □ Facilities for food preparation
- □ Vending unit cleaning facilities
- □ Vending unit storage

Commissary Name: _____

Commissary Owner/Manager: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Signature: _____ Date: _____

Title: _____