

# MOBILE UNIT OR TEMPORARY RETAIL FOOD ESTABLISHMENT APPLICATION

All vendors must complete and submit this application to the Event Coordinator for EACH event. **If applicable, please attach a copy of your current mobile/temporary retail food establishment license** issued by another health department in Colorado.

Event Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

**Please complete the following information**

Mobile unit or Temporary Retail Food Establishment Name		Legal Owner's Name
Mailing Address		Colorado Sales Tax Account #
City	State	Zip Code
Telephone Number	Fax #	
Contact Name	Contact #	
Which county Issued your Mobile/Temporary RFE License?	E-mail	

**\*All vendors shall have the original Colorado Retail Food Establishment license displayed on the premises at all times\***

**\*\*Any incomplete or grossly inadequate applications may be returned\*\***

**Are you:**

Unlicensed Mobile or Temporary RFE       Non-profit (**provide documentation**)  
 Licensed Mobile Unit (**provide copy**)       Licensed Temporary RFE (**provide copy**)

**Hours of operation of the temporary food booth for this event:**

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_  
 Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

How many people do you anticipate serving each day of the event? \_\_\_\_\_

<b>FOR HEALTH DEPARTMENT USE</b>	
Licensed _____	APPROVED
Needs a license _____	Yes _____
Non-profit _____	No _____
<i>EH Representative Signature</i> _____	<i>Date</i> _____

**MENU** *(Please attach additional sheets, as necessary)*

A. Submit a complete menu

B. Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.) Be sure to include items such as toppings and condiments.

Food and Drink Items	Where is the Food Obtained
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

**\*\*FOOD SHALL BE OBTAINED FROM APPROVED SOURCES THAT COMPLY WITH THE APPLICABLE LAWS RELATING TO FOOD AND FOOD LABELING\*\***

**\*\*PREPARATION OF FOOD OR STORAGE OF ANY ITEMS RELATED TO THE OPERATION IS PROHIBITED IN A PERSONAL HOME\*\***

**FOOD PREPARATION** *(Please attach additional sheets, as necessary)*

**Preparation at the Approved Facility or Commissary before event**

What is the name and location of your Commissary (**COMPLETE COMMISSARY AGREEMENT**)

Name: \_\_\_\_\_

Contact Person and Phone Number: \_\_\_\_\_

FOOD HANDLING PROCEDURES					
Procedure	Y	N	If yes, indicate where procedure will take place		Which Foods?
			Commissary	On Site at Event	
Will produce be washed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will frozen foods be thawed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will foods be prepared in advance? <i>(eg. Sliced, chopped, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will food be cooked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will food be rapidly cooled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will food be rapidly reheated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will food be held hot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will food be held cold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. Describe how foods will be rapidly cooled to 41° or below? (at commissary and at event)

2. Please provide the distance you will be transporting food to the event? \_\_\_\_\_

**\*\*Transportation of Potentially Hazardous Foods by Food Booth Vendors farther than a distance of 30 miles or a duration of longer than 30 minutes is prohibited\*\***

**\*\*Self-contained mobile units may operate without the use of a commissary, provided the unit is compliant with section 9-107 D of the *Colorado Retail Food Rules and Regulations*\*\***

*If the unit is a self-contained mobile unit, please provide a written operational plan and supportive documentation for review by the department*

3. What equipment will you use to control food temperatures during transport?

4. How will cold foods be held at 41°F or below at the event?

5. What utensils will you use to dispense or serve hot & cold items?

6. What kind and how many probe food thermometers (0-220°F) do you have?

7. How will foods be cooked at the event?

8. How will hot foods be held at 135°F or above at the event?

9. How will foods be re-heated to at least 165°F at the event?

10. How will you prevent bare hand contact with ready to eat foods?

**A HANDWASHING station is REQUIRED WITHIN each booth or unit unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your unit or booth / unit.**

I will be serving only prepackaged foods that require no preparation and / or cooking.

I will be serving foods that require preparation and / or cooking and will provide the following for hand-washing.

1.) A minimum of 2 gallons of WARM potable water that must be refilled as needed in a container with a 'HANDS FREE' spigot.

2.) Soap

3.) Paper towels

4.) 5 gallon container (minimum) to catch and contain wastewater until it is properly disposed

5.) A handsink USED ONLY FOR HANDWASHING that is conveniently located and accessible to personnel performing food preparation

11. *If applicable*, how will you be conducting hand-washing at the event?

**\*\*Hand sanitizers are NOT an acceptable substitute for required hand-washing\*\***

12. How and where will wastewater be disposed?

**\*\*Waste water CANNOT be dumped on the ground or into storm drains. Waste water MUST be placed in an approved receptacle or sanitary sewer\*\***

13. Where will utensil washing take place?

14. Where will you be acquiring potable water for the event?

## **BOOTH LAYOUT AND MAP**

**Provide a drawing of the booth and / or unit drawn to scale. IDENTIFY AND DESCRIBE all equipment. (attach additional sheets as necessary)**

**The map shall include the following (as applicable):**

- |  |   |
|--|---|
| <input type="checkbox"/> Handsinks                 | <input type="checkbox"/> Food Preparation Sinks   |
| <input type="checkbox"/> Warewashing Sinks         | <input type="checkbox"/> Mop Sinks  |
| <input type="checkbox"/> Storage Areas             | <input type="checkbox"/> Refrigeration Units <i>(please specify power supply, if any)</i> |
| <input type="checkbox"/> Hot Holding Units         | <input type="checkbox"/> Cooking Equipment  |
| <input type="checkbox"/> Food Preparation Surfaces | <input type="checkbox"/> Customer Service Area  |
| <input type="checkbox"/> Garbage Container         | <input type="checkbox"/> Fresh Water Supply   |
| <input type="checkbox"/> Wastewater Container      | <input type="checkbox"/> Water Heater   |

15. How will you prevent flying insect and airborne dust contamination of food and food preparation / service utensils?

16. How will overhead protection be provided?



# COMMISSARY AGREEMENT

2018

Date

I, \_\_\_\_\_ of \_\_\_\_\_  
(Commissary Owner / Operator) (Commissary Establishment Name)

located at \_\_\_\_\_  
(Address of Establishment, City, State, Zip)

give my permission to \_\_\_\_\_ of \_\_\_\_\_  
(Mobile Unit Owner / Operator) (Name of Mobile Unit)

to use my kitchen facilities to perform the following tasks on their operational days:

- Preparation of food such as produce, cutting meats / seafood, cooking, cooling, reheating
- Warewashing
- Filling water tanks
- Dumping waste water
- Storage of foods, single service items, and cleaning agents
- Service and cleaning of equipment
- Other (specify) \_\_\_\_\_

A **Commissary Use Log** will be maintained and made available to the department upon request.

Indicate how and where the commissary use log will be maintained:

\_\_\_\_\_

Commissary Water Supply:

Public       Private      Public Water System ID Number (PWSID#) \_\_\_\_\_

Commissary Sanitary Sewer Service:

Public       Private

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Commissary Owner / Operator)

Commissary Contact phone number: \_\_\_\_\_

Commissary Contact Email address: \_\_\_\_\_

\*\*\*\*\*

*This Commissary Agreement is valid for this calendar year only*

## Annex: Mobile Unit General Requirements

**NOTE:** The following list of requirements has been provided to assist with frequently asked questions specific to mobile unit plan reviews. The list does not represent the entirety of the requirements. Mobile retail food establishments must comply with all the requirements provided in Chapter 9 of the *Colorado Retail Food Establishment Rules and Regulations*.

### **I. HANDWASHING SINKS**

- A. Handwashing sinks must be capable of providing a hands-free, continuous flow of 100°F water delivered under pressure.
- B. Handwashing sinks must be easily accessible at all times and used for no other purpose.

### **II. VENTILATION**

- A. If the mobile unit is enclosed (floors, hard sided walls, ceiling) and grease-cooking is conducted (i.e. cooking meats on a stove top or deep frying), then a Type 1 hood is required.
- B. A single smoker, grill, or oven may be used outside the unit, provided that all foods are prepared, assembled, and served from within the mobile unit and not from the external piece of cooking equipment.

### **III. WATER SUPPLY**

- A. Water must be obtained from an approved source, as described in Section 5-101 of the *Colorado Retail Food Establishment Rules and Regulations*.
- B. For food booths, the water supply tank must have a minimum capacity of at least five gallons.
- C. For mobile units equipped with a three-compartment warewashing sink, the water supply must be sized to adequately fill warewashing sinks at least every four hours of operation.
- D. The mobile unit must supply three gallons of water to each handwashing sink for each hour of operation. For example, a mobile unit operating for six hours must have a minimum of 18 gallons of drinking water available just for the hand sink. Water can be provided through additional food grade containers if approved by the Department.
- E. Adequate water pressure must be provided to all fixtures at all times.
- F. Only food-grade hoses can be used to fill or transfer drinking water to or within a mobile unit.

### **IV. WASTEWATER**

- A. All wastewater (except water from clean ice) must be contained in a permanently installed holding tank that is at least 15% larger than the water supply tank.
- B. Wastewater from the holding tank must be disposed in an approved sanitary sewer system (e.g. toilet or plumbed drain) daily. The wastewater holding tank must never be emptied onto the ground or in the storm drainage system.
- C. When using wastewater containers that are not attached to the unit, they must be clearly marked and used for no other purpose.
- D. All connections to the wastewater holding tank must be of a different size or type than the connections to the water supply tank in order to prevent a cross-connection between drinking water and wastewater.
- E. The connections that release or catch wastewater must be located below the connections on the water supply tank in order to prevent contamination of the supply tank.

## V. DEFINITIONS

A. **Mobile Retail Food Establishment:** Means a retail food establishment that is a wheeled vehicle or trailer that is readily moveable and designed for the service of food from the *interior* of the unit that is intended to physically report to and operate from a commissary for servicing, restocking, and maintenance each operating day.

B. **Food Booth:** Means a retail food establishment that is a non-motorized stationary unit designed so foods are served from the *exterior*, which is intended to physically report to and operate from a commissary for servicing, restocking and maintenance each operating day. Food Booths shall be limited to cooking approved menu items and serving commercially prepared or commissary prepared food that will result in simple assembly.

C. **Self-Contained Mobile Unit:** Means a licensed mobile retail food establishment that is approved to operate without a commissary. It is not connected to fixed utilities (i.e. water, sewer, and electricity) and it is required to report to an approved servicing location for sewage disposal and water.

### **Additional Requirements for Self-Contained Mobile Retail Food Establishments**

#### **NOTE: Mobile retail food establishments must use a commissary unless:**

A. A pre-approved facility is provided and used to supply drinking water to the unit and for the disposal of wastewater generated by the unit.

B. The mobile unit's drinking water system and waste retention system is sufficiently sized, operated properly to serve the needs of the unit, and liquid waste is emptied only at service locations that have been approved by the Department.

C. Adequate storage areas are provided within the mobile unit for all food, dry goods, single-service articles, and cleaning supplies.

D. Adequate facilities are provided for food preparation; cleaning and sanitizing of equipment and utensils; storage of additional food, equipment, utensils, and other supplies; and other servicing operations.

E. Adequate facilities, as required by the menu, are provided, including hand sink, food preparation sink, ware-washing facilities, mop sink, mechanical refrigeration, and any other necessary equipment.

F. A written operational plan is submitted for the mobile unit demonstrating that its operation as a self-contained unit can be accomplished in compliance with the Colorado Retail Food Establishment Rules and Regulations. Review and approval of the operational plan must include the menu and standard operating procedures for the unit. After an operational plan is approved, any additions or changes to the plan must be approved by the Department prior to implementation. The approved operational plan must be available on the mobile unit at all times.