



FLOYD COUNTY HEALTH DEPARTMENT

1917 BONO RD NEW ALBANY, IN 47150 • PHONE: 812-948-4726 • FAX: 812-948-2208
• WWW.FLOYDCOUNTYHEALTH.ORG OFFICE HOURS: MONDAY - FRIDAY 8AM - 4PM

Servicing Area Verification Form

For Mobile Retail Food Establishments

Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24-113 (a) states: A mobile retail food establishment must be physically transported to a commissary or servicing area, or both, at least once daily for all: (1) Supplies; (2) cleaning; and (3) servicing operations.

In Indiana, **Mobile Retail Food Establishments** are required to utilize a “**commissary**” and/or “**servicing area**” in conjunction with normal operations of a Mobile Retail Food Establishment (MRFE). One or both must be utilized to obtain a seasonal permit in Floyd County.

THIS BOX FOR FCHD OFFICE USE ONLY

FCHD Mobile Retail Food Establishment Permit #: _____

Questionnaire reviewed and accepted by: _____ (Date) _____

Servicing Area Inspected by: _____ (Date) _____

Name of Establishment: _____

Service Area Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Business Owners Name: _____

Phone #: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____



FLOYD COUNTY HEALTH DEPARTMENT

1917 BONO RD NEW ALBANY, IN 47150 • PHONE: 812-948-4726 • FAX: 812-948-2208
• WWW.FLOYDCOUNTYHEALTH.ORG OFFICE HOURS: MONDAY - FRIDAY 8AM - 4PM

I, _____, Owner or Authorized Representative, am requesting the conditional use of a service area in place of a registered commissary.

“Mobile Retail Food Establishment” (MRFE): a retail food establishment that is wheeled, on skids, mounted on a vehicle, a marine vessel, or otherwise readily moveable such as a pushcart or trailer and designed for the service of food from the unit. The MRFE is intended to physically report to and operate from a **commissary** and/or **servicing area** for boarding food or supplies, servicing operations, and cleaning each operating day.

Requirements of the Mobile Retail Food Establishment:

- A Liquid Waste Retention Tank is required to be at least 15% larger than the potable water storage tank.
- Hot and Cold Water under pressure is required. This is to your 3-compartment sinks and to the separate hand sink.
- Handwash sink is required to be its own fixture.
- Three-compartment sink is required and each compartment is required to be large enough to clean the largest equipment/utensil used on the MRFE. An approved food grade sanitizer (i.e., chlorine, quaternary sanitizer, etc.) is required to be used as well as the corresponding test strips for the sanitizing solution.
- Hot and Cold Holding Equipment is required to be adequate to maintain Time/Temperature Control for Safety (TCS) foods at their required temperatures. Ambient air thermometers are required to be present inside the food holding equipment and in working order.
- **Food Protection Manager Certification** may be required if cooking TCS foods which come from raw animal origin such as raw meats per IC 16-42-5.2.

“Commissary”: a registered catering establishment, restaurant, or any retail food establishment in which food, food containers, or food supplies are:

- (1) Kept;
- (2) Handled;
- (3) Prepared;Packaged; or
- (4) Stored; from which meals are catered and mobile retail food establishment or pushcarts are serviced.



FLOYD COUNTY HEALTH DEPARTMENT

1917 BONO RD NEW ALBANY, IN 47150 • PHONE: 812-948-4726 • FAX: 812-948-2208
• WWW.FLOYDCOUNTYHEALTH.ORG OFFICE HOURS: MONDAY - FRIDAY 8AM - 4PM

“**Servicing Area**”: an operating base location to which a mobile retail food establishment or transportation vehicle returns for such functions as the following:

- (1) Vehicle and equipment cleaning
- (2) Discharging liquid and solid wastes
- (3) Refilling water tanks and ice bins
- (4) Boarding food

No food preparation and/or utensil/ware washing is to be conducted at the Servicing Area. Those must all be completed within the Mobile Retail Food Establishment. The only food related operations to be conducted at the Servicing Area are cleaning the vehicle and equipment, refilling ice and/or potable water from an approved source, removing liquid and solid wastes, boarding supplies or food, and parking and plugging in to necessary electricity the Mobile Retail Food Establishment. Water source must comply with Indiana Food Codes 410 IAC 7-24-364, 410 IAC 7-24-366, 410 IAC 7-24-370, 410 IAC 7-24-371, and FDA Food Code 5-201.11.

The surface of the Servicing Area shall be constructed of a smooth nonabsorbent material, such as concrete or machine-laid asphalt and shall be maintained in good repair, kept clean and be graded to drain.

****NO FOOD SERVICE OPERATIONS MAY OCCUR IN A PRIVATE RESIDENCE****

The following documentations are required to be submitted to the Floyd County Health Department with this conditional servicing area request form:

- Food Protection Manager Certificate (if applicable)
- Servicing area description (please describe the facility and include photos or drawing of the site)
- Menu of all food items to be sold
- Photos of mobile retail food establishment and equipment (interior/exterior)

Public health rationale must be provided as justification for sole use of a servicing area. You may provide the necessary rationale for your request by fully answering the provided questionnaire. Use additional pages, pictures, and photographs for your explanations as necessary.

In order to waive any requirements for a use of a commissary and instead rely on use of a service area for your MRFE, the MRFE owner/operator must demonstrate how the MRFE meets the following requirements:



FLOYD COUNTY HEALTH DEPARTMENT

1917 BONO RD NEW ALBANY, IN 47150 • PHONE: 812-948-4726 • FAX: 812-948-2208
• WWW.FLOYDCOUNTYHEALTH.ORG OFFICE HOURS: MONDAY - FRIDAY 8AM - 4PM

Sufficient space is required for food storage, preparation, cooking, cooling, or otherwise handling food to prevent cross contamination and other health hazards.

- 1. Explain** how your MRFE meets the above requirements (i.e., Size of refrigerator, freezer, limited food portion/quantity, shelving, storage containers, etc.):

Where will you purchase food products? When prior to operations will you purchase your food products?

How will you be storing **non-potentially hazardous** foods prior to operating?

How will you be storing **non-potentially hazardous** foods after operations?

How will you be storing **potentially hazardous** foods prior to operation?



FLOYD COUNTY HEALTH DEPARTMENT

1917 BONO RD NEW ALBANY, IN 47150 • PHONE: 812-948-4726 • FAX: 812-948-2208
• WWW.FLOYDCOUNTYHEALTH.ORG OFFICE HOURS: MONDAY - FRIDAY 8AM - 4PM

How will you be storing **potentially hazardous** foods after operation?

Do you have food storage units such as coolers, refrigerators, freezers or hot holding units on your MRFE which need to be plugged in overnight to electricity to maintain proper temperatures for food storage?

All food equipment, utensils, and single service articles are required to be stored in a manner to avoid contamination.

2. **Explain** how and where you will store the above articles & equipment:

What will you be doing with single-service articles prior to and after operations?

The manual ware washing sink compartments are required to be large enough to immerse all equipment and utensils on the unit to be properly washed, rinsed, and sanitized.

3. What is the **largest** piece of equipment or utensil you are using?

Are the three compartment sink basins large enough to hold the largest piece of equipment to be washed, rinsed, and sanitized? If not, how will you be washing and sanitizing the largest piece of equipment?



FLOYD COUNTY HEALTH DEPARTMENT

1917 BONO RD NEW ALBANY, IN 47150 • PHONE: 812-948-4726 • FAX: 812-948-2208
• WWW.FLOYDCOUNTYHEALTH.ORG OFFICE HOURS: MONDAY - FRIDAY 8AM - 4PM

Potable water is required to be obtained from an approved source.

Potable water can come from outside spigot with a dedicated hose attached & the outlet of the attachment or hose protected. Hose must be made of approved materials and have an appropriate backsiphonage prevention device attached.

4. Where do you fill water and what source?

Describe how the hose/attachment will have a protected outlet when not in use.

Sewage and other liquid wastes shall be removed from a Mobile Retail Food Establishment at an approved servicing area or by a sewage transport vehicle in such a way that a public health hazard or nuisance is not created.

Please **specify** how you will meet this requirement. **Provide physical address** of the wastewater disposal servicing area:

Grease will need to be put into a container after cooling and thrown into trash, not in wastewater. Where and how will you remove and dispose of grease wastes and other solid wastes?



FLOYD COUNTY HEALTH DEPARTMENT

1917 BONO RD NEW ALBANY, IN 47150 • PHONE: 812-948-4726 • FAX: 812-948-2208
• WWW.FLOYDCOUNTYHEALTH.ORG OFFICE HOURS: MONDAY - FRIDAY 8AM - 4PM

All food handling and preparation is required to take place inside the Mobile Retail Food Establishment.

5. Please **specify** how you meet the above requirement:

Will you have a long cooking process or advanced process such as smoking overnight? Or marinating food items? If yes, where does this take place? What foods? What cooking and cooling processes?

Servicing areas will be inspected by Floyd County Health Department during the food application process, prior to operation. **Failure to provide any of the requested information may cause a delay in processing your request and subsequent scheduling of initial inspection.**

*****NO FOOD SERVICE OPERATIONS MAY OCCUR IN A PRIVATE RESIDENCE****

If any changes take place during a period of permittance, the owner or authorized representative is required to contact Floyd County Health Department prior to making said changes.

If you wish to operate your Mobile Retail Food Establishment without the use of a servicing area or a commissary, you will need to attain a variance with the State of Indiana by visiting the link below.

<https://www.in.gov/health/food-protection/variance-requests-and-notices/>