

Commissary Application Packet

**Kern County Public Health Services Department
Environmental Health Division**

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Definitions

1. **Approved** means acceptable to the enforcement agency based on determination of conformity with applicable laws, current public health principles, practices and/or generally recognized industry standards that protect public health [CRFC 113734].
2. **California Health and Safety Code** is the collection of state laws that govern, among other things, retail food facilities.
3. **California Retail Food Code (CRFC)** is the part of California Health and Safety Code that has established uniform health and sanitation standards for retail food facilities to assure that food will be pure, safe and unadulterated.
4. **Commissary** means a food facility that services MFFs, MSUs, or vending machines where any of the following occur:
 - a. Food, containers, or supplies are stored
 - b. Food is prepared or prepackaged for sale or service at other locations
 - c. Utensils are cleaned
 - d. Liquid and solid wastes are disposed, or potable water is obtained [CRFC 113751].
5. **Enforcement Agency** means the department or the local health agency having jurisdiction over the food facility [CRFC 113733].
6. **Floor Sink** is a receptacle located at floor level used to receive the discharge from indirect waste and floor drainage.
7. **Food Preparation** means packaging, processing, assembling, portioning, or any other operation that changes the form, flavor, or consistency of food, but does not include the trimming of produce [CRFC 113791].
8. **Food Preparation Area** is an area composed of a handwashing sink, a three-compartment sink, a one compartment food preparation sink, and food cooking/preparation equipment.
9. **Food Preparation Sink** is a separate sink for food preparation such as, thawing, washing, or soaking, that drains by means of an indirect connection [CRFC 114163].
10. **Grease Trap/Interceptor** means a plumbing device designed to intercept grease and solids before they enter the wastewater disposal system.
11. **Handwashing Sink** is a sink separated from other sinks and/or food preparation areas by at least 24 inches. It shall be equipped to provide warm water of at least 100 °F under pressure for a minimum of 15 seconds through a mixing valve or combination faucet. The sink shall be equipped with soap and single-use paper towels [CRFC 113953, 113953.2].

12. **Kern County Environmental Health Services (KCEHS, EHS, or Department)** is part of Kern County Public Health Services Department. The Food Program is part of the KCEHS. The KCEHS is the local enforcement agency of the CRFC.
13. **Janitorial Sink** is either a one (1) compartment, non-porous sink or a slab basin on the floor constructed of concrete or equivalent material, curbed and sloped to a drain [CRFC 114279].
14. **Liquid Waste** means waste that contains free liquids which has separated from solid waste and shall be disposed of through an approved plumbing system and shall discharge into the public sewerage [CRFC 114197].
15. **Mobile Food Facility (MFF)** means any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. "Mobile food facility" does not include a "transporter" used to transport packaged food from a food facility, or other approved source to the consumer [CRFC 113831].
16. **Mobile Support Unit (MSU)** means a vehicle, used in conjunction with a commissary, or other permanent food facility, that travels to, and services, MFFs as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes. MSUs shall only service MFFs conducting limited food preparation [CRFC 113833 and 114295].
17. **Prepackaged Food** means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, a food facility, or other approved source [CRFC 113876].
18. **Refrigeration Unit** means a mechanical unit that extracts heat from an area through liquefaction and evaporation of a fluid by a compressor, flame, or thermoelectric device, and includes a mechanical thermostatic control device that regulates refrigerated blown air into an enclosed area at or below the minimum required food storage temperature of potentially hazardous foods [CRFC 113885].
19. **Refuse** means solid waste not carried by water through the sewage system [CRFC 113887].
20. **Three Compartment Warewashing Sink** is a three compartment sink with two integral metal drainboards for manual washing, rinsing, and sanitizing equipment and utensils [CRFC 114099].

Commissary Requirements

1. All commissaries and other approved facilities servicing mobile support units, mobile food facilities, and vending machines shall meet the applicable requirements in this part and any of the following to accommodate all operations necessary to support mobile support units, mobile food facilities, and vending machines [CRFC 114326]:
 - a. Adequate facilities shall be provided for the sanitary disposal of liquid waste from the mobile food facility or mobile support unit being serviced.
 - b. Adequate facilities shall be provided for the handling and disposal of garbage and refuse originating from a mobile food facility or mobile support unit.
 - c. Potable water shall be available for filling the water tanks of each mobile food facility and mobile support unit that requires potable water. Faucets and other potable water sources shall be constructed, located, and maintained so as to minimize the possibility of contaminating the water being loaded.
 - d. Hot and cold water, under pressure, shall be available for cleaning mobile food facilities and mobile support units.
 - e. Adequate facilities shall be provided for the storage of food, utensils, and other supplies.
 - f. Notwithstanding Section 113984, commissaries that service mobile food facilities that conduct limited food preparation shall provide a food preparation area.
 - g. Servicing areas at commissaries shall be provided with overhead protection except where potable water is obtained and the discharge of sewage and other liquid waste is conducted.
 - h. Servicing areas used for cleaning vehicles shall be sloped and drained to an approved wastewater system.
 - i. Adequate electrical outlets shall be provided for mobile food facilities and mobile support units that require electrical service.
2. Commissary permit holders will be responsible for tracking the mobiles' activity by using the log form provided (See Attached).

ENVIRONMENTAL HEALTH PERMIT

A Mobile Food Facility is required to operate from an approved commissary. A commissary is a place for a Mobile Food Facility to prepare food, store food, obtain potable water, dispose of waste grease and wastewater, dispose of trash, clean equipment and clean utensils.

To obtain a permit to operate a commissary, you shall have a permitted food facility that is approved for use as a commissary.

Mobile Commissary Log-In Sheet

The operator of the commissary will be required to maintain a log for each Mobile Food Facility. The log shall indicate the daily servicing activities conducted by each Mobile Food Facility (See attached log sheet). The log shall be submitted to our office by the 15th of the following month.

Permit Fees

Contact the Environmental Health Division for the current application and permit fees.

Posting of Permit

The health permit shall be posted in a conspicuous place in the commissary.

Inspections

An Environmental Health Specialist will conduct an inspection to insure compliance with CRFC.

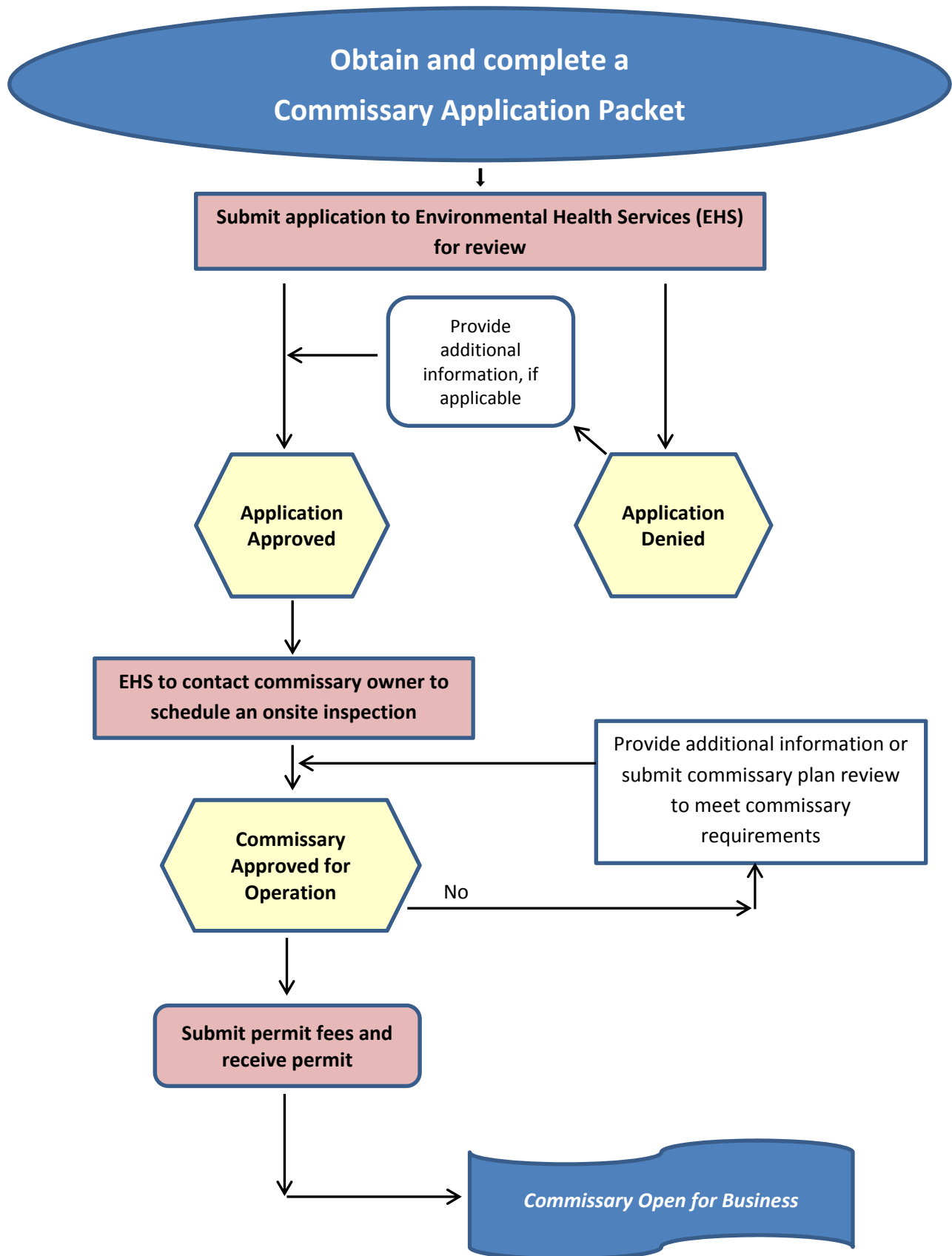
Re-inspections

Contact the Environmental Health Division for the current application and permit fees.

Permit process

See Figure 1

Figure 1: Commissary Application Permit Process



Minimum Equipment Requirements for Commissaries by Mobile Food Facility Type

Mobile Food Facility Type	Minimum Sink Requirements	Minimum Equipment Requirements	Other Requirements
Commercially Prepackaged Products and Whole Produce Food Vehicles	<ol style="list-style-type: none"> 1. Janitorial Sink 2. Handwashing Sink in Restroom 	N/A	N/A
Non-Prepackaged, Limited Food Preparation: Hot Dogs, Tamales, Corn, Shaved Ice, Coffee, Churros, etc	<ol style="list-style-type: none"> 1. Janitorial Sink 2. Handwashing Sink in Restroom 3. Food Preparation Sink* (Food preparation vehicles, only) 4. Three-Compartment Warewashing Sink* 	<ol style="list-style-type: none"> 1. Refrigeration Unit(s) 2. Freezer Unit(s) 3. Exhaust Hood(s) with Fire Suppression System (Food preparation vehicles, only) 4. Stove(s) (Food preparation vehicles, only) 5. Grill(s) (Food preparation vehicles, only) 6. Food Preparation Area (Food preparation vehicles, only) 	<ol style="list-style-type: none"> 1. Refuse Area 2. Potable Water Supply 3. Dry Food Storage 4. Vehicle/Cart Cleaning Area 5. Ice Supply 6. Electrical Hook-Ups 7. Waste Water Discharge Port
Full Preparation Mobile Food Facilities and Trailers	<ol style="list-style-type: none"> 1. Janitorial Sink 2. Handwashing Sink in Restroom 3. Food Preparation Sink* 4. Three-Compartment Warewashing Sink* 	<ol style="list-style-type: none"> 1. Refrigeration Unit(s) 2. Freezer Unit(s) 3. Exhaust Hood(s) with Fire Suppression System 4. Stove(s) 5. Grill(s) 6. Food Preparation Area 	<ol style="list-style-type: none"> 1. Refuse Area 2. Grease Waste Disposal 3. Potable Water Supply 4. Dry Food Storage 5. Vehicle/Cart Cleaning Area 6. Ice Supply 7. Electrical Hook-Ups 8. Waste Water Discharge Port 9. Grease Interceptor, if applicable

* Sink requires indirect connection to the sewer

Monthly Mobile Commissary Log In Sheet

Month _____ Year: 20 _____

Commissary Name:		Mobile Food Facility Name:	
Commissary Operator:		Mobile Operator:	
FA Number:		FA Number:	
Contact Number:		Contact Number:	

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I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT:

_____ Date

_____ Commissary Operator Name

**LOG-IN SHEETS ARE TO REMAIN AT THE COMMISSARY AND MADE AVAILABLE FOR INSPECTION AND REVIEW.
COPIES OF LOG-IN SHEETS SHALL REMAIN WITH THE MOBILE FOOD FACILITY.**

ENVIRONMENTAL HEALTH PERMIT APPLICATION FORM

Environmental Health Division of Public Health Services Department
2700 "M" Street, Suite 300, Bakersfield, CA 93301

661-862-8740
661-862-8701(fax)

<input type="checkbox"/> New Business	<input type="checkbox"/> Ownership Change Date: _____	<input type="checkbox"/> Information Change Date: _____
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Type of Ownership: Sole Proprietor Partnership Corporation Other: _____

Check all that apply:	<input type="checkbox"/> Food Facility <input type="checkbox"/> Mobile Food Facility <input type="checkbox"/> Temporary Food Facility <input type="checkbox"/> Community Event Sponsor	<input type="checkbox"/> Hotel/Motel: Total Number of Rooms _____ <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Wading Pool <input type="checkbox"/> Spa Pool	<input type="checkbox"/> Commissary <input type="checkbox"/> Water System-Food Facility <input type="checkbox"/> Tobacco Retailer: BOE# _____
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OWNER INFORMATION

Owner Name:					
Owner Address:					
City:		State:		Zip:	
Home Phone:	()	Business Phone:	()	Fax:	
Partner(s)/Corp Name:					
Care Of:		E-Mail Address:			
Mailing Address:					
City:		State:		Zip:	

FACILITY/BUSINESS INFORMATION

Facility Name (DBA):					
Address:					
City:		State:		Zip:	
Phone:	()	Alternate phone:	()	Fax:	()
Care Of:		E-Mail Address:			
Mailing Address:					
City:		State:		Zip:	
Water Provider					

BILLING INFORMATION

Mailing Address for invoice to renew annual permit: Business Mailing Address Owner Address Other

If you checked other, what is the address? _____

Care of: _____

Approval of this application and issuance of an Environmental Health Permit is required before commencing operation. Failure to obtain both may result in a misdemeanor citation and/or closure. The undersigned applicant agrees to operate in accordance with all applicable state laws and local ordinances.

_____ Signature of Applicant	_____ Print Name	_____ Date
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PERMIT(S) AND FEE(S) ARE NOT TRANSFERABLE. PERMIT FEE(S) MUST BE SUBMITTED WITH PERMIT APPLICATION.

TOBACCO RETAIL TRAINING	FOR OFFICIAL USE ONLY			
	Program ID	PE	Date Mailed	Facility ID
	Previous Owner ID	New Owner ID	Map #	Service Request #
	Total Fees Paid	Received By	Date Paid	Accounting ID