

# **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 [CFRC 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 [CFRC 113751].
5. **Enforcement Agency** means the department or the local health agency having jurisdiction over the food facility [CFRC 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 [CFRC 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 [CFRC 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 [CFRC 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.

# Additional Commissary Requirements

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

Any location operating as a commissary must hold a valid Environmental Health Permit to operate as a food facility.

## **Mobile Commissary Log-In Sheet**

The commissary operator is required to maintain a log-in sheet for each Mobile Food Facility. The log confirms that the mobile facility is performing daily servicing activities, as required by CRFC. The mobile food facility operator is required to sign the log each day of operation. The log shall remain at the commissary and made available for inspection and review. The log shall be verified and signed by the commissary operator at the end of each month. ***Copies of logs are required to be submitted to Environmental Health Division by either fax at (661) 862-8701 or email at [eh@kerncounty.com](mailto:eh@kerncounty.com) no later than the 5th of every month.***

## **Daily Log for Mobile Food Vehicle**

The mobile facility operator is required to maintain a log which confirms servicing of the mobile food vehicle, as required by CRFC. The log shall be signed by either the commissary operator or his/her designated employee each time the mobile food facility visits the commissary. The log shall remain on the mobile vehicle for inspection and review. The log shall be verified and signed by the commissary operator at the end of each month. ***Copies of logs are required to be submitted to Environmental Health Division by either fax at (661) 862-8701 or email at [eh@kerncounty.com](mailto:eh@kerncounty.com) no later than the 5th of every month.***

## **Inspections**

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

## **Re-inspections**

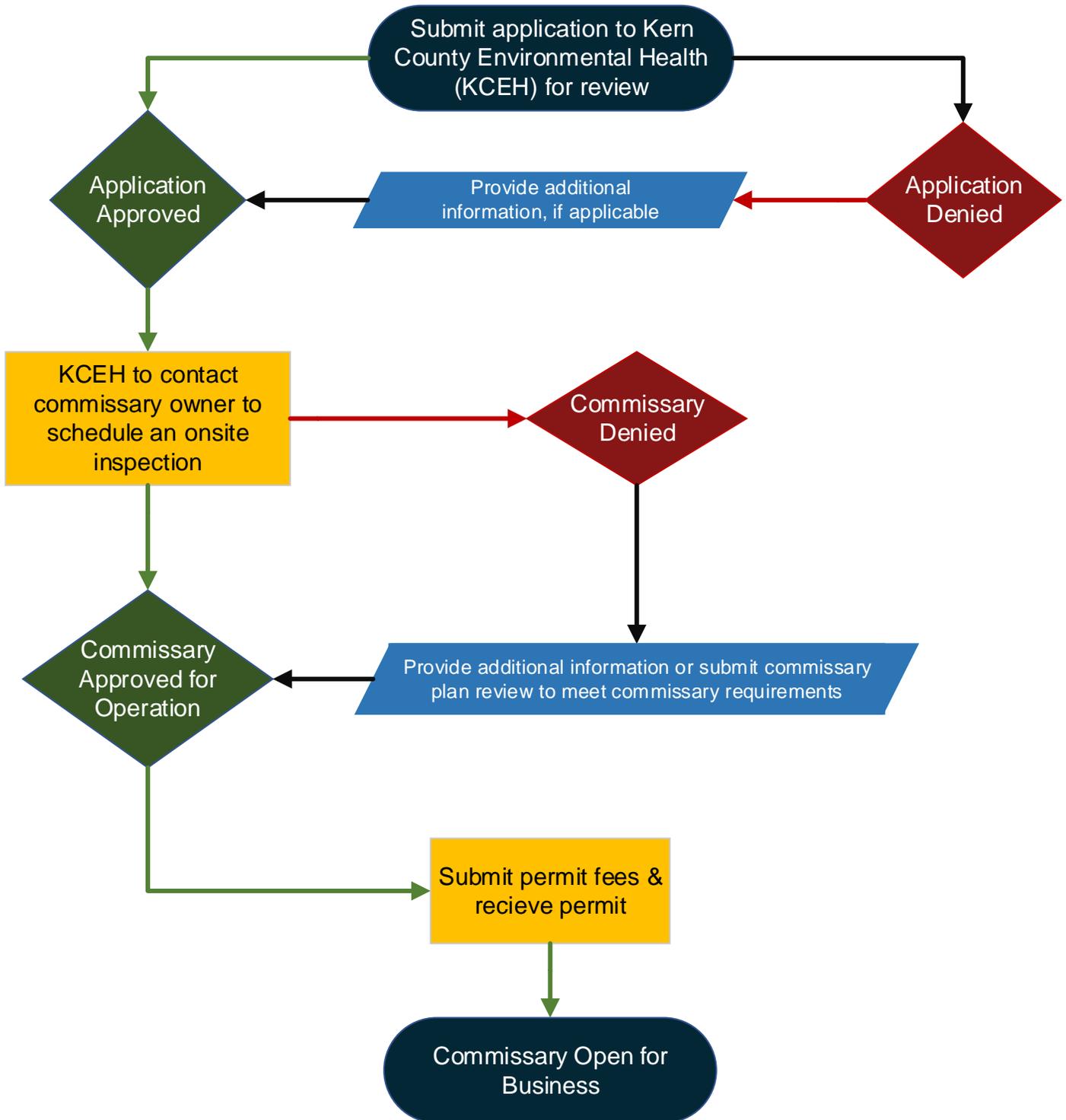
Re-inspections will be billed at the current hourly rate.

## **Permit process**

See Figure 1



## HOW TO OBTAIN & COMPLETE A COMMISSARY APPLICATION PACKET



*Grounded in Health*

# Minimum Equipment Requirements for Commissaries by Mobile Food Facility Type

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

\* Sink requires indirect connection to the sewer



Date:		Name of Mobile Operator:		Signature:	
Date:		Name of Mobile Operator:		Signature:	
Date:		Name of Mobile Operator:		Signature:	
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Date:		Name of Mobile Operator:		Signature:	

**I, THE COMMISSARY PERMIT HOLDER, CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT:**

\_\_\_\_\_

Commissary Operator Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Commissary Operator Name

**LOG-IN SHEETS ARE TO REMAIN AT THE COMMISSARY AND MADE AVAILABLE FOR INSPECTION AND REVIEW. COPIES OF LOGS ARE REQUIRED TO BE SUBMITTED TO ENVIRONMENTAL HEALTH DIVISION BY EITHER FAX AT (661) 862-8701 OR EMAIL AT EH@KERNCOUNTY.COM NO LATER THAN THE 5TH OF EVERY MONTH.**

# Daily Log for Mobile Food Vehicle

<b>Mobile Name:</b>		<b>Commissary Name:</b>			
<b>Mobile Operator Name:</b>		<b>Commissary Operator Name:</b>			
<b>FA Number:</b>		<b>Commissary Phone Number:</b>			
<b>Location of Operation:</b>					
<b>Days and Times of Operation:</b>					
Date:		Commissary Operator Name or Designated Employee:		Signature:	
Date:		Commissary Operator Name or Designated Employee:		Signature:	
Date:		Commissary Operator Name or Designated Employee:		Signature:	
Date:		Commissary Operator Name or Designated Employee:		Signature:	
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Date:		Commissary Operator Name or Designated Employee:		Signature:	
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Date:		Commissary Operator Name or Designated Employee:		Signature:	

**I, THE COMMISSARY PERMIT HOLDER, CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT:**

\_\_\_\_\_  
Commissary Operator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissary Operator Name

**LOG-IN SHEETS ARE TO REMAIN ON THE MOBILE FOOD VEHICLE AND MADE AVAILABLE FOR INSPECTION AND REVIEW. COPIES OF LOGS ARE REQUIRED TO BE SUBMITTED TO ENVIRONMENTAL HEALTH DIVISION BY EITHER FAX AT (661) 862-8701 OR EMAIL AT EH@KERNCOUNTY.COM NO LATER THAN THE 5TH OF EVERY MONTH.**

## Application for Commissary Review

<b>Facility Information</b>	Name		Phone
	Address		Fax
	City, State, Zip		
<b>Owner Information</b>	Name		Phone
	Address		Fax
	City, State, Zip		E-Mail Address
<b>Contact Person</b>	Name		Phone
	Address		Fax
	City, State		E-Mail Address
<b>Water/Sewage</b>	Water System	Sewage Disposal	
<b>Jurisdiction</b>	County (Yes / No) If no, City _____		
<b>Type of Operation</b>	Is this business currently operating? <span style="float: right;"><b>Yes</b> <b>No</b></span>  Will this facility be used as a commissary by a mobile food operator other than the facility owner? <span style="float: right;"><b>Yes</b> <b>No</b></span>  <b>If yes, please complete the Mobile Food Vehicle Information</b>		
<b>Mobile Food Vehicle Information</b>	Business Name:		
	Business Name:		
	Business Name:		

**This application must be submitted by the food facility owner/operator (permit holder)**

**A minimum of one hour of time will be charged at the current hourly rate and must accompany this application**

**The food facility will be billed for any additional time at the current hourly rate**

\_\_\_\_\_  
Signature of Facility Owner/Permittee

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

<b>For Official Use Only</b>	Date Received	Amount Paid	Service Request #
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