



TOWNSHIP OF HAMILTON

DEPARTMENT OF HEALTH, RECREATION, SENIORS, AND VETERANS SERVICES

DIVISION OF HEALTH – 2100 Greenwood Avenue, Hamilton, NJ 08609 *Office (609) 890-3828 *Fax (609) 890-6093

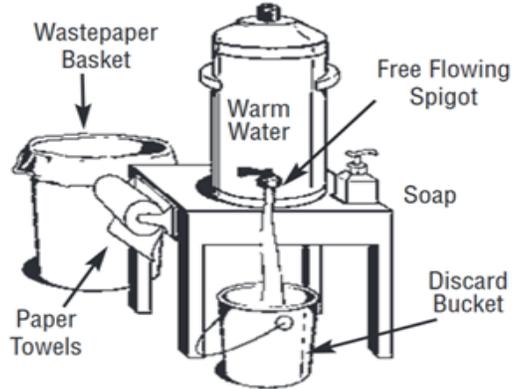
REQUIREMENTS FOR OPERATING A MOBILE / TEMPORARY FOOD ESTABLISHMENT

1. Contact the Hamilton Township Division of Health at 609-890-3828 regarding operating a mobile food truck or attending a temporary food event in Hamilton Township.
2. Complete in its **entirety** the **APPLICATION FOR PERMIT TO OPERATE A MOBILE/TEMPORARY FOOD ESTABLISHMENT** and remit with appropriate fee to the Hamilton Township Division of Health. **This application includes food facilities that use tables and tent set ups.**
 - a. **Full year fee is \$125.** This license will cover you for the entire calendar year from Jan. 1 – Dec. 31 when working in Hamilton Township.
 - b. **One-time event fee is \$75.** This license is only for an event that operates for a period of no more than 14 consecutive days in conjunction with that particular event.
3. Contact Fire Inspector at **(609) 890-6927 ext. 1053** or **jpeoples@hamiltonfirenj.org** for a fire permit for the event.
4. Provide a copy of the most recent health inspection report (N.J.A.C. 8: 24) and evaluation placard from your commissary/servicing area if it is **not** located in Hamilton Township. **Have commissary/servicing area owner or manager fill out and sign COMMISSARY/SERVICING AREA INFORMATION** form and submit with **MOBILE/TEMPORARY FOOD ESTABLISHMENT** form and fee. **NOTE:** A commissary or servicing area are **licensed retail food establishments** in which food and supplies are prepared or stored, for disposal of liquid and solid wastes, refilling of potable water tanks, cleaning of equipment and any other related activities that cannot take place onsite. **PREPARATION, STORAGE AND CLEANING OF EQUIPMENT IN A PRIVATE RESIDENCE IS PROHIBITED.**
5. **Provide a copy of your driver's license or government ID. If you operate from a mobile vehicle, please also provide a copy of proof of vehicle insurance and registration.**
6. Provide copy of **Food Protection Managers Certification**, if applicable. *(This applies to vendors who have an extensive menu which requires the handling of raw ingredients and is involved in the complex preparation of menu items that includes the cooking, cooling and reheating of at least 3 or more potentially hazardous foods.)*
7. **Application, fee and required documents must be submitted to the health department at least 10 business days prior to the event starting date.**
8. All vendors must provide a hand wash station with running warm water, soap, paper towels, trash can and water collection bucket **(SEE ILLUSTRATION 1)** along with an equipment wash station **(SEE ILLUSTRATION 2)**. **A hand washing station, equipped with warm running water, must be available for all mobile/temporary food establishments that handle unpackaged food (samples).** *This set-up is not necessary for vendors that are only selling pre-packaged food items such as, bottled beverages and pre-packaged food, snacks and candy. These vendors are required to have disposable hand wipes and hand sanitizer on site.*
9. An inspection by a Hamilton Township R.E.H.S. must be conducted prior to operation or arrangements can be made for an inspection to take place during an event to determine compliance with N.J.A.C. 8:24. Upon completion of a **satisfactory inspection**, an inspection report, Satisfactory placard and license will be issued to the vendor. **Post the inspection placard and license in public view during all operating hours.**
10. If you operate a Mobile Food Truck or Ice Cream Truck and travel Hamilton Township roads stopping for customers, you must apply at the Hamilton Township Clerk's Office for a peddler's license. For more information, call the Clerk's office at: (609) 890-3620.
11. **If you are an EVENT COORDINATOR, please distribute these documents to all your food vendors. Contact our office and ask for the TEMPORARY EVENT FOOD VENDORS LIST form. Return final vendors list to the Division of Health at least 10 prior to start date of your event.**

ILLUSTRATION 1

Temporary Hand Wash Set-Up

A hand wash station must be located in an accessible location within booths where food is prepared or samples are distributed. If a hard-plumbed sink with hot and cold potable water is not available, an alternative hand washing station may be used, consisting of the following:



- Warm potable water (90° – 110°F) stored in an insulated food-grade container that is capable of maintaining warm water for the duration of the event.
- The container must have a hands-free spigot that can remain locked in the open position while washing hands.
- Liquid hand soap
- Single-use paper towels
- Waste water container (five-gallon capacity)
- Garbage can

ILLUSTRATION 2

Temporary 3-Bay Sink Set-up

Wash, Rinse, Sanitize and Air Dry



NOTE: Containers must be large enough for complete immersion of utensils. Empty and refill containers as often as needed to keep the water clean.

MOBILE/TEMPORARY FOOD ESTABLISHMENT GUIDELINES

License

- All **Mobile/Temporary food establishments** must obtain a retail food establishment license from the Hamilton Township Division of Health. The mobile/temporary food establishment must be inspected by this department **prior** to operation in the township unless other arrangements are made for an inspection to take place during an event. **The license and the most recent evaluation placard shall be displayed on the mobile/temporary food establishment at all times of operation.**

Personnel

- The **Person in Charge (PIC)** shall take appropriate action to ensure that no person shall work in a mobile/temporary food establishment while infected with a disease in a communicable form that can be transmitted by food, infected wound, boil, sores, jaundice, and/or sore throat with fever, nausea, vomiting, diarrhea or an acute respiratory infection. The PIC shall require food employees to report such illnesses related to disease transmission through food.
- Employees shall have clean garments, aprons and effective hair coverings.
- Smoking, eating, drinking from an uncovered beverage container and unauthorized personnel are not allowed in mobile/temporary food establishments.
- All employees shall be under the direction of the PIC. The PIC shall ensure that all employees are complying with the regulations set forth in the NJ State Sanitary Code, Chapter 24 (N.J.A.C. 8:24).
- As of January 2, 2010 all temporary retail food establishments that are involved with cooking, cooling, and reheating of 3 potentially hazardous foods, shall have at least one employee onsite with a food safety certificate. (*i.e.* - Servsafe, National Registry of Food Safety Professionals, 360 Training or Prometric Food Safety Certification)

Hand washing

- A hand wash station must be set up before any food preparation begins on site.
- **A hand washing station, equipped with warm running water, must be available for all mobile/temporary food establishments that handle unpackaged food (samples).** The hand wash station shall be equipped with hand soap, disposable towels, trash can and waste water collection container. **(SEE ILLUSTRATION 1).**
- Vendors who are selling only pre-packaged food items (ex. candy, chips, bottled beverages, etc.) may use hand wipes and hand sanitizer in place of a hand wash station.
- Hands must be washed as soon as you enter the tent, use the restroom, touch your face or hair, sneeze, cough, eat, drink, dispose of garbage, smoke or touch anything that can contaminate your hands. Hand washing must occur before putting on a new pair of single use gloves, before food prep or handling, and switching between raw food and ready-to-eat food.

Ware washing

- Mobile/temporary food establishments that handle unpackaged food shall have a three-compartment ware washing sink set up **(SEE ILLUSTRATION 2)** or have daily access to a three-compartment sink located in another licensed establishment, where utensils can be adequately washed and sanitized. The ware washing sinks shall be large enough for complete immersion of the utensils/equipment/other food contact surfaces and have adequate means to heat the water required to wash, rinse and sanitize utensils or food contact equipment.

Food

- All food supplies, including ice, shall come from a commercial manufacturer or a source that complies with both state and federal laws.
- Direct bare-hand contact with ready-to-eat foods is prohibited. Use single-use gloves, utensils, deli tissue, spatulas, tongs or other dispensing equipment when handling ready-to-eat food.
- **All food shall be prepared/stored onsite or in an approved licensed facility. Food prepared/stored in a private home is not allowed unless you have a current cottage food operator permit from the New Jersey Department of Health.**

Food Protection

- All food shall be covered and stored 6 inches off the ground.
- Containers that hold food shall be food grade and clearly labeled. **OLD CHEMICAL CONTAINERS CANNOT BE USED TO HOLD FOOD.**
- Raw meats shall be stored in separate ice chests.
- No ready-to-eat foods shall be stored in an ice chest with raw meats.
- Condiments shall be served in individual packets or from squeeze containers or pump bottles.

- All food shall be protected from customer handling, coughing or sneezing by wrapping, sneeze guards or other effective means.
- All cooking, prepping and serving areas shall have adequate overhead protection from contamination.

Food Temperature Requirements

- Cooking temperatures are as specified below:

165°F (for 15 seconds)	<ul style="list-style-type: none"> • Poultry; • Products stuffed or in stuffing that contains fish, meat, pasta or poultry; • Reheating of potentially hazardous food; • All products cooked in a microwave.
155°F (for 15 seconds)	<ul style="list-style-type: none"> • Raw shell eggs not prepared for immediate consumption; • Ground or injected meat or fish.
145°F (for 15 seconds)	<ul style="list-style-type: none"> • Fish, meat & pork; • Raw shell eggs prepared for immediate consumption.

- Cold holding storage units (EX. - refrigerator/ice chest) shall keep all potentially hazardous foods at or below **41°F**.
- Hot holding units shall keep all potentially hazardous foods at or above **135°F**. **Steam tables or other hot holding devices are not allowed to heat foods and are only to be used for hot holding after foods have been adequately heated.**
- Cold holding storage units shall have a numerically scaled thermometer to measure the air temperature. **A metal thin stem thermometer shall be provided where necessary to check the internal temperature of both hot and cold food.** Thermometers shall be accurate and have a range from **0°F** to **220°F**.

Equipment Requirements

- Scoops, tongs, spoons, forks, knives, serving utensils shall be stored in food with dispensing handle extended out of food or stored clean and dry.
- Approved sanitizer test kit shall be provided to check the concentration level of the sanitizer used.
- Wiping cloths shall be stored in a sanitizer solution. Sanitizing solution shall be changed as needed to maintain the correct concentration of sanitizing solution.
- Mobile/temporary food establishments shall provide only single-service articles for use by the consumer.
- All equipment, utensils, food preparation and food contact surfaces, shall be safe, smooth, durable, nonabsorbent, in good repair and easily cleanable.
- All equipment and food contact surfaces must be cleaned to sight and touch and sanitized prior to any food prep or handling on the day of the event.

Water Supply and Sewage

- **Safe Water Supply.** An adequate supply of clean (potable) water shall be provided from an approved source in food grade containers only.
- **Water (Potable) Supply Tanks.** Standards for water supply bottles/tanks are as follows:
 - Materials shall be safe, durable and easily cleanable and **food grade only**.
 - A food grade hose is required to fill potable water tank.
- **Wastewater Disposal**
 - Waste water tank shall be 15% larger than the potable water tank.
 - Liquid waste shall be disposed of at an approved waste servicing site or commissary /serving area. **DO NOT DISCHARGE ONTO THE GROUND OR IN A STORM DRAIN.**

Hamilton Township reserves the right to ask you to leave an event if you do not have a current license and/or are not abiding by the rules and regulations set forth in N.J.A.C. 8:24 and local ordinances.

MOBILE/TEMPORARY CHECKLIST

1. *Permit to operate a mobile/temporary food establishment in Hamilton Township (Mercer County)*

- Applied and paid for mobile/temporary retail food permit.

2. *Fire permit*

- Applied and paid for fire inspection permit.

3. *Preparation of food before arriving at an event*

- All food prepared in an approved commissary/servicing area.

4. *Before food prep starts on-site at event*

- Overhead protection provided for food prep areas.
- All food prep surfaces are cleanable, nonabsorbent and in good repair.
- Sneeze guards or other approved methods present to protect food from the public.
- Food equipment (grills, cooking equipment, hot & cold holding units, etc.) protected from the public. **Rope/block off areas to prevent the public from being able to touch food prep surfaces and equipment.**

5. *Staff*

- A person in charge (PIC) present at all times in the tent.
- Check to make sure staff has not been ill with vomiting, diarrhea, fever or other contagious illness within the last 48 hrs.
- Cover any cuts, sores or other open wounds.
- Proper hair coverings are worn and garments are clean.
- Gloves are used when handling ready-to-eat foods.

6. *Hand washing station*

- Hand wash station set up before any food prep being begin on-site. (See **Illustration 1** for proper set-up.)
- Hand sanitizer or wipes are not a substitute for a hand wash station.
- FOR VENDORS SELLING PRE-PACKAGED BEVERAGES, SNACKS AND CANDY ONLY: Hand sanitizer and/or hand wipes may be used in place of a hand wash station.

7. *Ware washing station / Wiping cloth bucket*

- Ware washing station set up on-site. (See **Illustration 2** for proper set up.)
- Set up wiping cloth bucket and check to make sure it is at the appropriate sanitizer level.
*Chlorine/bleach – 50-100 ppm or Quaternary ammonium– 200-400ppm
- Appropriate test strips provided to check sanitizer level.

8. *Food storage*

- All containers are food grade and properly labeled.
- All food, food equipment, utensils and single service items are stored 6 inches off the ground.
- Ready-to-eat foods not stored in same ice chest as raw meats.
- Raw meats not comingled in same ice chest.

9. *Food*

- Food and ice from an approved source.
- Produce and fruit properly rinsed and stored in clean containers.

10. *Food handling*

- Disposable gloves and other appropriate utensils used to prevent bare hand contact with ready-to-eat foods.
- Cold foods kept at or below 41°F and hot foods at 135°F or above.
- Thin stem thermometer used to check food temperatures.

11. *Clean up after event*

- Dispose of waste water at commissary/servicing area or dump station provided at event.
- Dispose of trash at commissary/servicing area or trash receptacles provided at event.
- Clean and sanitize any equipment, utensils and food contact surfaces at commissary/servicing area.

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COMMISSARY/SERVICING AREA INFORMATION

THE FOLLOWING IS TO BE COMPLETED AND SIGNED BY THE COMMISSARY/SERVICING AREA OWNER OR MANAGER

MOBILE/TEMPORARY FOOD ESTABLISHMENT

Name: _____ Date: _____

If mobile vehicle: License Plate #: _____ Issuing State: _____

COMMISSARY/SERVICING AREA BUSINESS INFORMATION

Establishment Name (DBA): _____

Owner/Corporation Name: _____

Address: _____ State: _____ Zip: _____ Email: _____

Most Recent Inspection Date: _____ **If you are **not** inspected by the Hamilton Twp. Division of Health, please provide the following:*

- Copy of latest inspection report** **Copy of retail food license** **Copy of latest evaluation placard**

SERVICES PROVIDED ON-SITE

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> Food prep | <input type="checkbox"/> Prepared hot foods | <input type="checkbox"/> Prepared cold foods | <input type="checkbox"/> Raw meats / seafood | <input type="checkbox"/> Raw fruits / vegetables |
| <input type="checkbox"/> Refrigerated storage | <input type="checkbox"/> Freezer storage | <input type="checkbox"/> Packaged food storage | <input type="checkbox"/> Single service items / utensils / equipment storage | |
| <input type="checkbox"/> Chemical storage | <input type="checkbox"/> Ice for consumption | <input type="checkbox"/> Beverages | <input type="checkbox"/> 3 Compartment sink | <input type="checkbox"/> Prep sink |
| <input type="checkbox"/> Water supply | <input type="checkbox"/> Waste water disposal | <input type="checkbox"/> Trash / garbage disposal | <input type="checkbox"/> Grease / oil disposal | <input type="checkbox"/> Vehicle storage |
| <input type="checkbox"/> Other: _____ | | | | |

OPERATOR REPORTS TO COMMISSARY/SERVING AREA

- Daily Varies Events only

Approximate time at facility: _____ minutes

TO BE SIGNED BY COMMISSARY/SERVICING AREA OWNER OR OPERATOR

I certify that I am familiar with State Sanitary Code NJAC 8:24 requiring that all mobile/temporary retail food establishments (M/TFE) operate from an approved commissary/servicing area and that all M/TFE return to such location for equipment cleaning, discharging of waste water, solid waste, refilling water tanks, ice bins and storage of food and supplies. I certify to the best of my knowledge all facts and data provided are true and correct.

Print Name: _____ Sign: _____ Date: _____

Jeffrey S. Martin
Mayor



Kathleen Fitzgerald, Director
Chris Hellwig, Health Officer

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APPLICATION FOR PERMIT TO OPERATE A MOBILE/TEMPORARY FOOD ESTABLISHMENT

A Mobile/Temporary Food Establishment prepares food for the public, for free or for a cost, and operates for no more than 14 consecutive days in conjunction with a single event. * Submitting an application that is incomplete or submitted less than 10 business days prior to start of the event can result in permit denial. Permits will be issued after inspection. * **FULLY COMPLETE AND RETURN APPLICATION WITH FEE & SIGNED COMMISSARY/SERVICING AREA DOCUMENTATION. **

EVENT
Name of Event: _____ Date(s): _____
Location/Address of Event: _____
Event Coordinator Name: _____ Email: _____ Phone: _____

APPLICANT

<u>Business/Organization</u>	<u>Primary Contact Person/Person-in-Charge (PIC)</u>
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

MENU and FOOD PREPARATION

Menu: _____

Clean water tank size: _____ Gallons Waste water tank size: _____ Gallons

Source(s) of Food: _____

Site of Food Preparation: On-Site Commissary/Servicing Area Name: _____

Method used to maintain cold food at 41° F or lower: _____

Method used to maintain hot food at 135° F or above: _____

Source of water: Public Well Bottled Source of Ice: Produced in commissary/servicing area Purchased bagged

Method used to wash utensils: Plumbed 3-Compartment Sink 3 Containers No washing (Multiples of utensils)

Method used to wash hands: Plumbed hand washing sink with soap/paper towels Portable hand washing sink with soap/paper towels

Hand washing station (Container with spigot, catch bucket, soap/paper towels) Hand sanitizer/distributes (Non-potentially hazardous prepackaged foods only)

Yearly (\$125.00) or Event Only (\$75.00) MFU or Tent LICENSE PLATE #: _____ Issuing State: _____

PLEASE SUBMIT: Driver's License/Gov. ID Vehicle Registration Proof of Insurance Food Manager's Certificate

By signing this Mobile/Temporary Food Establishment (M/TFE) application, I understand that my M/TFE may be inspected at any time during the event, including during setup. Failure to comply with NJAC 8:24 and requirements for operating a M/TFE may result in suspension of my operating permit, at which time I must immediately cease all food establishment operations.

Applicant Signature _____ Date _____

FOR OFFICIAL USE ONLY **APPROVED** **REJECTED** PERMIT #: _____

Health Officer or REHS: _____ Sign: _____ Date: _____