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Public Health
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TOWNSHIP OF HAMILTON

DEPARTMENT OF HEALTH, RECREATION, SENIORS, AND VETERANS SERVICES

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Guidelines for Mobile Food Units (MFU)

The purpose of these guidelines is to help operators of mobile food units better understand the regulations set forth in the **NJ STATE SANITARY CODE, CHAPTER 24 (N.J.A.C. 8:24)**. These represent only a summary of the Sanitary Code that may affect the construction and operation of a Mobile Food Unit. To obtain a copy of this code access the NJ State website at:

http://www.state.nj.us/health/eoh/documents/chapter24_effective_1207.pd

License

- 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.
 - 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. **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.
 - **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.
- Contact Fire Inspector, Jeff Peoples, at **(609) 890-6927 ext. 1053** or **jpeoples@hamiltonfirenj.org** for a fire permit for the event.
- 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.**
- **Provide a copy of your driver's license, proof of vehicle insurance and registration along with your application and fee.**
- Provide copy of **Food Protection Managers Certification**, if applicable.
- **Application, fee and required documents must be submitted to the health department at least 10 business days prior to the event starting date.**
- 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. 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.**
- If you 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.

Personnel

- The **Person in Charge (PIC)** shall take appropriate action to ensure that no person shall work in a MFU while infected with a disease in a communicable form that can be transmitted by food, infected wound, boil, 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 and unauthorized personnel are not allowed in MFU.
- 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).
- 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 New Jersey accredited Food Protection Manager certificate.

Food

- All food supplies shall come from a commercial manufacturer or a source that complies with both state and federal laws.
- **All food shall be prepared/stored onsite or in an approved licensed facility. Food prepared in a private home is not allowed.**
- Direct bare-hand contact with ready-to-eat foods is prohibited. Use single-use gloves, utensils, deli tissue, spatulas, tongs or dispensing equipment when handling ready-to-eat food.

Food Protection

- All food shall be covered and stored off the floor. 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 be adequately protected 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.

- Refrigeration units 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 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

- **MFU that handle unpackaged food shall have a three-compartment warewashing sink or have daily access to a three-compartment sink located in another licensed establishment, where utensils can be adequately washed and sanitized.** The warewashing sinks shall be large enough for complete immersion of the utensils and have adequate means to heat the water required to wash, rinse and sanitize utensils or food contact equipment.
- Approved sanitizer test kit shall be provided to check the concentration level of the sanitizer used.
- A hand washing sink, equipped with pressurized hot and cold running water, shall be installed on all MFU that handle unpackaged food. The sinks shall be equipped with hand soap and disposal towels.
- Wiping cloths shall be stored in a sanitizer solution. Sanitizing solution shall be changed as needed to maintain the solution.
- MFU shall provide only single-service articles for use by the consumer.
- All equipment, utensils, food preparation and food contact surfaces, including the interior of cabinets or storage compartments, shall be safe, smooth, durable, nonabsorbent and easily cleanable.

Water Supply and Sewage

- **Safe Water Supply.** An adequate supply of clean (potable) water shall be provided from an approved source.
- **Water (Potable) Supply Tanks.** Standards for water supply tanks are as follows:
 - Materials shall be safe, durable and easily cleanable.
 - The water supply tank shall be enclosed and sloped to drain at a discharge outlet that allows complete drainage of the tank.
 - An access port for inspection and cleaning shall open at the top of the tank, flanged upward at least one-half inch and equipped with a secure port cover, which is sloped to drain.
 - A fitting with V-type threads is allowed only when the hose is permanently attached to the fitting.
 - If provided, a water tank vent shall end in a downward direction and be covered with a sixteen mesh to one-inch screen when vent is in a protected area. A protective filter shall be installed if vent is in an area that is not protected from windblown dirt and debris.
 - The tank and its inlet and outlet shall be sloped to drain. The inlet shall be designed so that it is protected from waste discharge, dust, oil and grease.
 - Hoses used shall be safe and durable, have smooth interior surfaces and be clearly identified as to their use for drinking water.
 - A filter that does not pass oil or oil vapors shall be installed in the air supply line between the compressor and the drinking water system.
 - The water inlet, outlet or hose shall be equipped with a cap and a keeper chain or other proactive device. Device shall be attached when system is not in use.
 - The water tank, pump and hoses shall be flushed and sanitized before being placed into service after construction, repair, modification or periods of non-use.
 - Water supply systems shall be protected against backflow or contamination of the water supply. Backflow prevention devices, if required, shall be maintained and adequate for their intended purpose.
 - The water supply tank, pump and hoses shall be used to convey drinking water and shall be used for no other purpose.
- **Wastewater Disposal**
 - The sewage holding tank shall be 15 % larger in volume than the water supply tank (including water heater). To calculate the size required for the sewage tank use the following equation: $(\# \text{ gallons fresh water} + \# \text{ gallons water heater}) \times 1.15 = \# \text{ gallons for the wastewater tank}$
 - Sewage holding tank shall be sloped to drain and equipped with a shut off valve.
 - The drainage hose (1 inch) shall be larger than the supply hose (3/4 inch).
 - **Liquid waste shall be removed at an approved waste servicing site and written documentation provided to the Health Department.**
 - The liquid waste retention tank shall be thoroughly flushed and drained during the servicing operation.

Physical Facility

- Floors, walls and ceilings shall be designed, constructed and installed so they are smooth and easily cleanable.
- MFU shall be designed so that outer openings are protected against the entrance of insects and rodents.
- Adequate lighting shall be provided. Lights above exposed food preparation areas shall be shielded.
- Personal clothing and belongings shall be stored at a designated place separated from food preparation, food service and dishwashing areas.

Toxic Materials

- Only those toxic items necessary for the operation of the MFU shall be maintained or used.
- Toxic materials and poisonous materials shall bear the manufacture's label. Working containers of toxic items shall be identified with the common name of the material.
- Toxic materials and poisons shall be adequately separated from food, equipment, utensils, linens and single service items.
- Only toxic materials or poisons permitted by law in food establishments shall be used. These materials shall be used according to the manufactures use instructions.

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.

MFU 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 or on-site.
- 4. Before food prep starts on-site at event**
 - All food prep surfaces are cleanable, nonabsorbent and in good repair.
 - Hand wash station set up.
 - Sneeze guards or other approved methods present to protect food from the public.
- 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 worn and garments are clean.
 - Gloves used when handling ready-to-eat foods.
- 6. Hand washing station**
 - Hand wash sink supplied with soap and paper towels. Hot and cold running water available to sink.
- 7. Ware washing station / Wiping cloth bucket**
 - 3-compartment sink set up with appropriate sanitizer level.
 - 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.
 - Proper segregation of ready-to-eat foods and raw meats.
- 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 wastewater 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.