

CONSUMER HEALTH & FOOD SAFETY

ADMINISTRATIVE OPERATING POLICIES & PROCEDURES

SUBJECT:

COMMISSARY OPERATIONS

EFFECTIVE
DATE

JANUARY, 2005

APPROVED BY:

Javier León

DIVISION MANAGER

A. STATEMENT OF PURPOSE

This policy outlines the operating requirements for Commissaries serving Mobile Food Units (MFU).

B. POLICY

Facilities acting as Commissaries for Mobile Food Units (MFU) must be licensed by Pima County Health Department. Commissaries are inspected at least twice annually for compliance with Pima County Code, Title 8, as well as the requirements listed below.

C. PROCEDURE

1. Mobile Food Units must utilize a licensed commissary daily for:
 - a. Food preparation
 - b. Storage
 - c. Dishwashing
 - d. Filling with potable water
 - e. Dumping wastewater (if applicable)
2. Mobile Food Unit operators must complete an "Agreement to Provide Commissary Facilities for a Mobile Food Unit Operating in Pima County" (attached).
 - a. This document must include the notarized signatures of both the MFU operator and Commissary operator.
 - b. A new agreement must be submitted by the MFU operator:
 - when the operator changes commissaries
 - annually, with renewal of the "License to Operate."
 - c. The agreement must include the location/facility where wastewater will be disposed.

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3. The Commissary must provide:
 - a. Potable Water, distributed via food-grade hose.
 - b. Approved cold storage for deliveries, post-preparation cold holding, and overnight cold-holding.
 - c. Adequate shelf space for storage of food, food equipment, and supplies.
 - d. Approved facilities for washing, rinsing, and sanitizing of MFU equipment and utensils.
 - e. A well drained, paved, concrete or asphalt MFU servicing area.
 - f. An approved dumping station with drainage to sewer, if wastewater is to be dumped at this location.
 - If wastewater dumping is to take place at another location, a separate agreement must be submitted by the MFU operator detailing the arrangement.

4. The Commissary operator must submit a monthly "Commissary Attendance Report" (attached) for each MFU using the facility.
 - a. Failure to comply with this reporting requirement may result in suspension of the Commissary's License to Operate.
 - b. Falsification of this report may result in suspension of the Commissary's License to Operate.