



Monroe County Health Department

Health Department Futures Family Planning Clinic Public Health Clinic

Monroe County, Indiana

119 W. 7th Street
47404

119 W. 7th St. (Lower level)
47404
(812) 349-7343

333 E. Miller Drive
(812) 353-3244

CRITERIA FOR NEWLY CONSTRUCTED MOBILE FOOD UNITS

Please note: This criteria and checklist may not be full list of requirements for all mobile food establishments.

Equipment:

- *Ware washing:* A 3-compartment stainless steel sink with an integral drain board on each end. This sink is required for any non-disposable utensils or pans are used in the food unit. Each compartment should be large enough to submerge the largest piece of equipment and shall have rounded internal angles and be free of sharp corners or crevices.
- *Hand Sinks:* Hand sinks are required in all mobile units with easily accessible hand soap and paper towel.

Sanitizing:

- At the 3-compartment ware washing sink: An approved chemical sanitizer and pH test kit must be available.

Floors:

- The floor must be smooth, nonabsorbent, and easily cleanable. Carpeting, wood, linoleum, and cardboard flooring are not allowed in the mobile unit.

Walls and ceilings:

- Provide non-perforated, light colored, smooth, washable walls, and ceilings. Utility lines, service lines, and pipes shall not be unnecessarily exposed (Should be enclosed inside of the walls and ceilings).

Storage:

- Provide an adequate amount of approved, easily cleanable shelving. All shelving units must be smooth and easily cleanable. They must be a “sealed” surface. All shelves must be at least 6" above the floor.

Pest Control:

- All openings to the outside, including serving openings and entrance doors must be screened or kept closed. Screening must be at least 16 mesh/inch.

Plumbing:

- **Hot and cold running water under pressure is required.**
- Rooftop installations of water tanks are prohibited.
- Fresh Water Tank- The freshwater tank is recommended to be at least 30 gallons, constructed of a food grade material (NSF or equal). The freshwater tank should be located where it can be accessed for measuring and servicing. The freshwater tank must be sloped to an outlet that allows complete drainage of the tank.
 - Fresh water inlet valve must be $\frac{3}{4}$ inch in diameter or less and have access to the exterior of the mobile unit. The freshwater inlet must be protected from contamination and be of a size and type that will prevent its use for any other purpose.
 - The freshwater tank vent, if provided, must terminate in a downward direction, and be provided with a protective filter or screened if the termination is in an interior space.
- Wastewater Tank- The wastewater tank must be at least 15% larger than the freshwater tank. The wastewater tank must be permanently installed. The drain outlet must be larger than any other piping in the wastewater System, at least 1 inch in diameter or more, and equipped with a shut-off valve.
- The water pump must activate automatically or be equipped with a pressure switch installed in the water supply system. Gravity systems are not acceptable.

Commissary Agreement:

- “A Mobile retail food establishment must be physically transported to a commissary or servicing area, or both, at least once daily for all; supplies, cleaning, and servicing operations.” In order to meet these requirements, a mobile unit operator must secure an agreement with a licensed commercial kitchen space inspected by a regulatory authority
- If at any point the agreement between these two parties is changed or voided in any way, the Monroe County Health Department must be notified immediately (within 24 hours). If the department is not notified of the changes within your commissary agreement you will be in non-compliance with the terms of the issuance of your mobile permit, and your permit may be suspended until compliance is reached

In order to operate a food truck in Monroe County there are multiple city and county organizations that **MUST** give their approval before you are considered operational. Please contact the following departments for information regarding their requirements.

- Building Department: (812) 349-2580
- Bloomington Fire Department: (812) 349-3889
- City Planning: (812) 349-3423
- Department of Economic and Sustainable Development: (812) 349-3418

If you have any questions regarding owning/operating a Mobile Food Truck, please contact the following Food Protection Staff:

- [812-349-2543](tel:812-349-2543), option 4 or at healthdept2@co.monroe.in.us



Mobile Unit Check List

In order to be in compliance with all applicable sections of the Indiana State Department of Health Retail Food Establishment Sanitation Requirements 410 IAC 7-24 use the following as a guideline.

Administrative:

- Submit a detailed floor plan of the unit
- Submit a menu listing all foods and beverages to be served and source of food
- A pre-opening inspection of the unit is required
- Show proof of certified food manager—if applicable.
- Provide a signed commissary agreement
- Fees: \$150 for plan review and \$150 for Annual Mobile permit (Payable upon issuance of permit application)

Food and Water Sources:

- No homemade or home canned foods or foods that have been stored in a home are allowed.
- All foods must be prepared on site or in a licensed establishment (commissary) and properly transported.
- Food and water, including ice, must come from approved sources.
- Drinking water hoses must be made of food grade material and stamped as such.

Food Preparation and Handling:

- All potentially hazardous foods must be thawed, cooked, cooled, and reheated to the proper temperatures. Keep cold foods 41°F or below, keep hot foods 135°F or above.
- Leftovers must be reheated to 165°F within 2 hours.
- Accurate probe type thermometer must be used and available at all times.
- Mechanical refrigeration capable of keeping potentially hazardous foods 41°F or below is required. Refrigeration must have an accurate thermometer.

Handwashing Facilities:

- A convenient and easily accessible hand washing station with both hot and cold running water must be present within the mobile unit
- Handwashing station must have warm running water, soap, and individual paper towels.
- If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location.

Hygiene and Personal Cleanliness:

- NO SMOKING, eating, or drinking is permitted in any food preparation or service area.
- Clothing must be kept clean and not used to wipe hands.
- All food handlers must wear proper and effective hair restraints.
- Proper handwashing must be done whenever hands become contaminated.

Ice Use:

- Ice, which is to be consumed, must come from an approved source, be properly labeled, and protected from contamination.
- Ice, being used as refrigeration, must constantly drain in a proper area (not on the ground).



Food Protection:

- No bare hand contact with ready to eat foods (hot dogs, buns, lettuce, cheese, snow cones).
- Food products must be protected from contamination (dirt, chemicals, and people) at all times.
- All food, equipment, and single use items must be stored at least 6 inches off the ground.
- Condiments must be properly handled, stored, displayed, and served.
- Chemicals must be stored separately from food, equipment, and single service items.
- Overhead protection may be required over food service, preparation, storage, ware washing, and handwashing areas. *State or local fire codes may apply.*

Utensils/Dishware/Dishwashing Facilities:

- Each unit should have a three (3) bay sink * available to wash, rinse and sanitize all utensils, dishware, and equipment. (*If unit is not equipped with a 3 bay sink and items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment that serves as your commissary.)
- Your three bay sink must have an integral drain board on each end. This sink is required for any non-disposable utensils or pans are used in the food unit. Each compartment should be large enough to submerge the largest piece of equipment and shall have rounded internal angles and be free of sharp corners or crevices
- If your unit is not equipped with a ware washing area, you must provide enough serving utensils for your full day of service should any utensil become soiled at any time throughout the day.
- Sanitizer buckets must be available and utilized in all mobile units. Wiping cloths must be stored in sanitizer when they are not in use. Proper test kits must be available for use for sanitizer buckets.

Water and Wastewater Facilities:

- A proper backflow/back-siphonage prevention device must protect all water lines to each unit.
- A sufficient supply of drinking water must be supplied for all purposes (handwashing, dishwashing, sanitizing and food preparation) via freshwater tank or potable water faucet.
- All hoses must be food grade-drinking water safe, and all connections must be at least 6 inches off the ground.
- All liquid waste holding tanks must be available and sized 15% larger than the fresh water holding tank. All waste/gray water must be disposed of in accordance with all applicable laws.
- Provide name of facility where gray water will be disposed
- DO NOT dump wastewater/gray water on the ground!

Insect Control, Trash, Lighting and Facility Surfaces:

- All garbage and trash must be kept in non-absorbent, leak proof, washable receptacles with lids. Lids must be kept in place when unit is not in operation to control flying insects.
- Adequate lighting must be provided and kept properly shielded.
- Grills or other cooking devices set up outside of the licensed mobile unit must be on concrete or asphalt. Alternate flooring such as plywood, rolled roofing material, linoleum must be used when set up on grass, gravel, or dirt.
- Indoor/outdoor carpeting, tarps, and cardboard are NOT ALLOWED as flooring material!**

**** You must meet all of the requirements to obtain a Mobile Retail Food Establishment License. ****

Revised 01/2024

