

INSTRUCTIONS FOR APPLICATION COMPLETION

PAGE 1, PART 1: TO BE COMPLETED BY FOOD VENDOR

Mobile Unit Business Information

Trading Name: Write the trade name that identifies the mobile facility.

NJ Sales Tax ID# Anyone who makes retail sales in this NJ must comply with the State's tax laws. For additional information on registering your business contact the NJ Department of Taxation at 609-292-6400, email nj.taxation@treas.state.nj.us or visit www.state.nj.us/treasury/revenue/gettingregistered.shtml

Driver's License/Vehicle Registration: Copy must be provided if unit is to be operating on the street

Temporary Event Information: Mobile Retail Food Application Amendment must be submitted for additional special events

Description of Equipment: Using the chart, check ALL the equipment that you have as part of your mobile unit for *sanitation, cold holding, cooking, hot holding, personal hygiene, power source* and *other*. You may write in items that are utilized but not listed in these sections. Ensure that you have all the necessary equipment to properly clean hands and surfaces often, prohibit staff from touching foods that don't require additional cooking (Ready-to-Eat food) with their bare hands, cook potentially hazardous food (PHF) to proper temperature (PHF is food that requires temperature control because it can grow bacteria, toxin and other microorganisms (germs) that cause illness), maintain foods at refrigerated temperatures of 41°F or below or keep foods hot at 135°F or above and separate raw meats and eggs from while being stored so you don't cross contaminate.

PAGE 2, PART 1: TO BE COMPLETED BY FOOD VENDOR

Description of Food Operation (including MENU-FOOD SOURCE-EQUIPMENT-PREPARATION-HANDLING-STORAGE):

List ALL food & drink that you plan to serve. If you need additional forms, make copies or contact the health department for additional forms. Once the food items are listed, fill-in ALL boxes across the grid row for that food item such as listed raw animal or plant ingredients, where the item was purchased and prepared, how the item is cooked, cooled, held hot, reheated and/or held cold. Include an English translation when necessary; please notify the local health department if you need help with translations. *FOOD CANNOT BE PREPARED FROM HOME!!!! It is important to have receipts onsite for all food items that you buy. Also, monitor food temperatures and storage units at all times using thermometers!!!! Ensure that you cook potentially hazardous food (containing raw animal or plant ingredients) to proper temperature

Food Source Information: Food source documentation of where food products are obtained is critical in the safety and tracking of such foods. All foods must come from a regulated food establishment and every retail food establishment is responsible for keeping proper records (receipts). Furthermore, food recalls are issued by state and federal government agencies. When this occurs, local authorities can notify associated facilities of this notice and focus outreach at the effected facilities. NOTE: HOME PREPARATION OF FOOD IS NOT PERMITTED FOR PUBLIC SERVICE.

Sketch/layout of your operation: Draw/print a floor plan of all equipment & food preparation areas. Include restroom.

PAGE 3, PART 2: TO BE COMPLETED BY SERVICING AREA OWNER/MANAGER In order to obtain a mobile food approval, the mobile facility must operate from an approved fixed food establishment referred to as a *servicing area*. Mobile facilities must have an agreement with approved servicing area with a current health department approval. A home kitchen is NOT an approved servicing area.

Certification/signature: Read this section carefully and sign that you understand your role in the mobile food operations and have provided correct information. The agreement between the mobile vendor & servicing area is part of the application approval and grants approval for specific days, times & location of food operations at the servicing area and vending locations. Both parties have the obligation to notify the health department when servicing area, vending locations, set-up, menu, staff or any other changes are made from the approved application.



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MOBILE RETAIL FOOD ESTABLISHMENT APPLICATION

Seasonal / Annual Street Vendor Temporary / Special Event

FILL OUT ALL PARTS OF THE APPLICATION AND PROVIDE THE FOLLOWING ATTACHMENTS:

- **FLOOR PLAN**: sketch/layout/photo diagram of operation showing all equipment, workspaces, handwashing station
- Copy of **VEHICLE REGISTRATION / DRIVERS LICENSE** (for all mobiles using a street licensed unit)
- Copy of **SERVICING AREA'S LAST INSPECTION REPORT** if NOT inspected by the THIS Health Department
- **WATER TESTING RECORDS** (private wells only, if not already provided to the Health Department)

PART 1 TO BE COMPLETED BY FOOD VENDOR **MOBILE VENDOR BUSINESS INFORMATION**

Trading Name of Mobile Vendor _____		NJ Sales Tax ID# _____	
Owner/Corporation _____			
Street Address _____	City _____	State _____	Zip _____
Mail Address _____	City _____	State _____	Zip _____
Contact Person Name _____		Phone# _____	
Cell# _____	Fax# _____	Email _____	

FOR STREET VENDORS ONLY

Location of vending (municipalities) _____
Months, Days & Hours of Operations: _____

TEMPORARY EVENT

Name of Event _____	Date(s) & Time of Event _____
Event Contact Person _____	Phone # _____

DESCRIPTION OF MOBILE FOOD UNIT (CHECK ALL THAT APPLY)

<input type="checkbox"/> Push Cart <input type="checkbox"/> Tabletop/Tent <input type="checkbox"/> Food Preparation Vehicle <input type="checkbox"/> Trailer <input type="checkbox"/> Refrigerated Vehicle <input type="checkbox"/> Other _____

DESCRIPTION OF EQUIPMENT (CHECK ALL THAT APPLY)

SANITATION / PERSONAL HYGIENE	OTHER EQUIPMENT
<input type="checkbox"/> Freshwater Container _____ gals (VEHICLES ONLY)	<input type="checkbox"/> Trash Container
<input type="checkbox"/> Wastewater Container _____ gals (VEHICLES ONLY)	<input type="checkbox"/> Sneeze Guard
<input type="checkbox"/> Hand Sink w/ Warm Running Water	<input type="checkbox"/> Extra Utensils
<input type="checkbox"/> Insulated Container w/ Free Flow Spout (FOR HAND WASHING)	<input type="checkbox"/> Covered Containers
<input type="checkbox"/> 3 Compartment Sink	<input type="checkbox"/> Foil, Plastic Wrap
<input type="checkbox"/> 3 containers for wash/rinse/sanitize on site (PRIOR APPROVAL FROM HEALTH DEPT REQUIRED)	<input type="checkbox"/> Thermometers
<input type="checkbox"/> Buckets/Spray Bottles w/ Sanitizer	<input type="checkbox"/> Sanitizer/Test Kit
<input type="checkbox"/> Gloves <input type="checkbox"/> Paper Towels <input type="checkbox"/> Soap	<input type="checkbox"/> Other _____

MOBILE UNIT NAME: _____ DATE: _____

PART 2 TO BE COMPLETED BY SERVICING AREA OWNER/MANAGER

SERVICING AREA BUSINESS INFORMATION

Trading Name of Servicing Area _____ Sales Tax ID# _____
Owner/Corporate Name _____
Address: _____ City _____ State _____ Zip _____
Last Inspection Date _____ Tele # _____
 Copy of last inspection report if establishment is NOT inspected by THIS Department of Health

I PROVIDE THE FOLLOWING FOODS FOR THIS MOBILE UNIT (CHECK ALL THAT APPLY):

Packaged Foods Water Supply Prepared Hot Foods Raw Fruits and vegetables
 Beverages Ice for consumption Prepared Cold Foods Raw Meats and/or Seafood
 Other _____

I PROVIDE THE FOLLOWING SERVICES FOR THIS MOBILE UNIT (CHECK ALL THAT APPLY):

Space for mobile operator to prepare foods
 Refrigerated storage of perishable foods (raw fruits & vegetables, etc.)
 Refrigerated storage of potentially hazardous food (raw or cooked meat, shellfish, dairy, cooked vegetables, raw seeds or sprouts, cut melons, non-acidified garlic and oil mixtures, etc)
 Storage of non-hazardous foods, utensils & equipment
 3 compartment sink for wash, rinse and sanitizing of food contact surfaces
 Trash and garbage disposal
 Waste water disposal
 Grease/oil disposal

THE MOBILE OPERATOR REPORTS TO MY FACILITY (CHECK ALL THAT APPLY):

Beginning of the day End of the day Other _____
Time _____ Time _____ Time _____
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

I hereby certify that I am familiar with the State law (N.J.A.C. 8:24) requiring that all mobile retail food establishments operate from an approved base location (otherwise known as a "servicing area") and that all mobile units/vehicles return daily to such location for vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

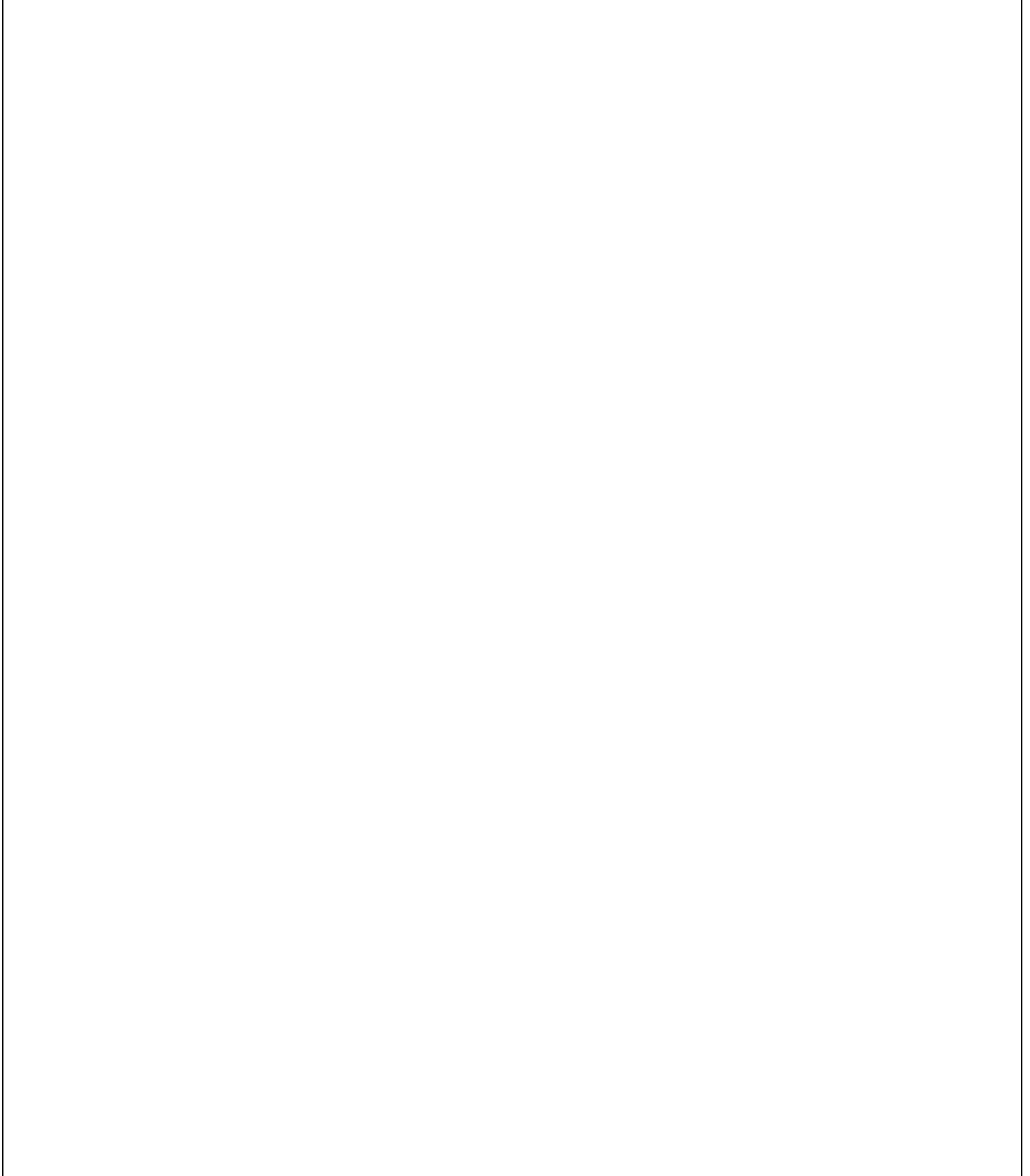
AND

I hereby certify that the above listed information is correct. I also understand that the home preparation and storage of food, or the cleaning of equipment or utensils used in this mobile operation is prohibited as per N.J.A.C. 8:24-3.1 and 8:24-3.2 and is subject to penalties, fines and possible license forfeiture. If any changes in my operation occur, I agree to notify the Health Department immediately.

Mobile Owner/Operator (print) _____ Date _____
Mobile Owner/Operator (signature) _____
Servicing Area Owner/Operator (print) _____ Date _____
Servicing Area Owner/Operator (signature) _____

MOBILE UNIT NAME: _____

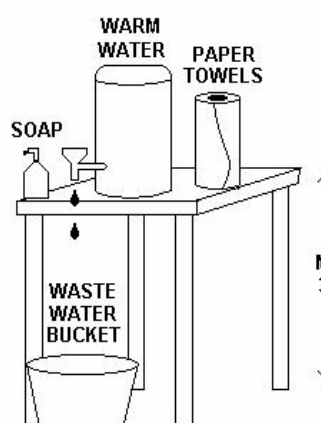
SKETCH/ LAYOUT/ FLOOR PLAN BELOW:

A large, empty rectangular box with a thin black border, intended for a sketch, layout, or floor plan. The box occupies most of the page's vertical space below the text.

ATLANTIC COUNTY DIVISION OF PUBLIC HEALTH

Below is a list of requirements for operating a mobile retail food establishment in Atlantic County. Please read then sign and date the bottom. **This must be returned with the completed application prior to receiving an approval to operate**

1. **Handwash station** is set up and is ready to use (see diagram below or have access to a portable sink with running water).
IF DURING INSPECTION THE HANDWASH STATION IS NOT SET UP THE MOBILE UNIT WILL BE SHUT DOWN UNTIL IT IS SET UP AND ANY PREPARED FOOD WILL BE SUBJECT TO DISCARDING!
2. All employees have been educated about when and how to wash hands (see below)
3. Food preparation **tasks** are **delegated** so there are three types of workers:
 - those who only touch the raw meat and poultry
 - those who only touch ready to eat foods **with disposable gloves**
 - those who only touch the money
4. All **food prepared** at the event is done **under** the overhead protection
5. All **open food is held** under the overhead cover and is protected from contamination
6. **Thermometer** to measure food temperatures is **available**
7. Means of keeping **cold foods** at or **below 41** degrees F for the length of the event.
8. All **hot foods** are served directly to the customer or held **at or above 135** degrees
Discard any remaining hot foods at the end of each day. NO STERNO!

<p>WHEN TO WASH HANDS</p> <ul style="list-style-type: none">• After touching body parts• After using restroom• After sneezing, coughing, smoking, eating, or drinking• While changing tasks• During food prep• Before putting on gloves• Any activity that contaminates hands	<p>HANDWASH STATION</p> 
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I have read and understand all of the above requirements. I hereby certify that I will abide by all of the above requirements and also certify that all employees have been educated as to how and when to wash their hands and use disposable gloves.

Owner signature

Date