

Mobile Food Trucks in Brown County, Indiana – everything you need to know...

First- if your business **does not have a Brown County Business Address** you will have to obtain a **TEMPORARY PERMIT** to sell food in Brown County. This permit is \$75 for 5 days with an option to extend to 14 days at an additional \$10 a day over the 5. These days must be consecutive- no gaps. You will have to be **affiliated with an event** or be contracted with a private landowner to be able to serve food from a Mobile unit in Brown County. You will also need a commissary/servicing area for your truck. See more info on this below.

The application for this permit can be found at www.in.gov/localhealth/browncounty

Under the “Links/Forms” tab on the left select “Temporary Foods Permit Application”.

Scan or take a photo of your completed form and send this application to bchealth@browncounty-in.gov. We will call the number you provide on the application for your credit card information. There is a 3% fee to pay this way. Alternately, you can bring the application and either cash, check, money order or credit/debit card to the office or mail a check to BCHD 200 Hawthorne Drive Nashville IN 47448.

Apply seven days or more before your event.

Secondly- if your business address **is located** within Brown County you can obtain an **Annual Mobile Food Truck Permit**. This license runs from January 1 to December 31, with no pro-rating. The cost depends on the number of employees, but 1-5 employees is \$120 for the year.

You need to bring your Mobile Food unit for inspection to the Health Department with an appointment or set up an inspection time that is convenient for the Health Department at your location. If approved, you would be issued a Mobile Food Truck License that is good throughout the County on private property that you have contracted with or at special events in the County. **You cannot set up on the streets to sell food**, or set-up at a place that you have not contracted with.

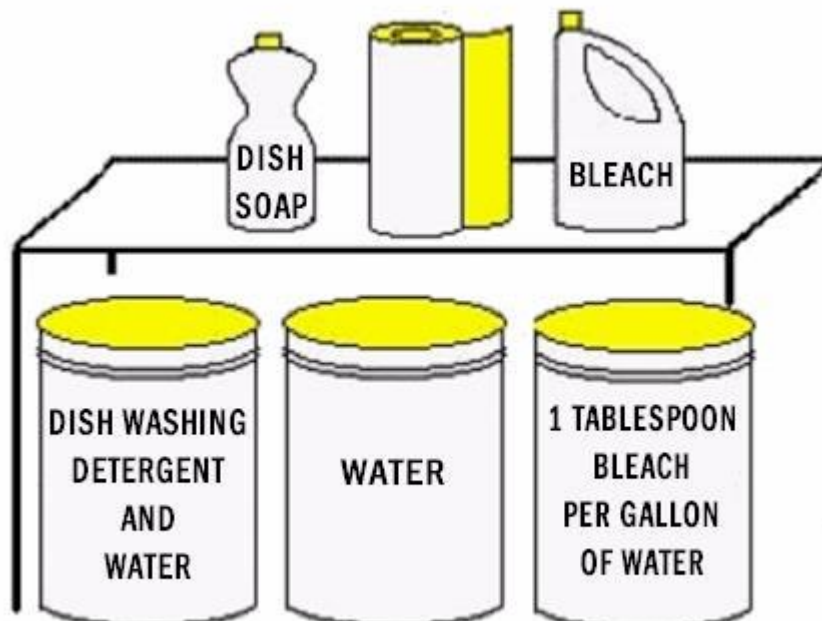
In order to sell as a Temporary Mobile Unit in Brown County, you must be linked with an event, such as the Bill Monroe Music Series, Explore Brown County Music events, War in the Woods Dragway events, the Brown County Fair or a like event to be able to sell in the County as a Temporary Food Licensed Mobile truck. The exception is if you are contracted with a property owner to sell food from their own property. Sometimes the IGA permits this, or Foxfire Park on Rt 135. You can then sell up to 14 days with the initial five days at \$75 then \$10 a day up to 14 days consecutively. Make sure your insurance covers you and the place where you set up.

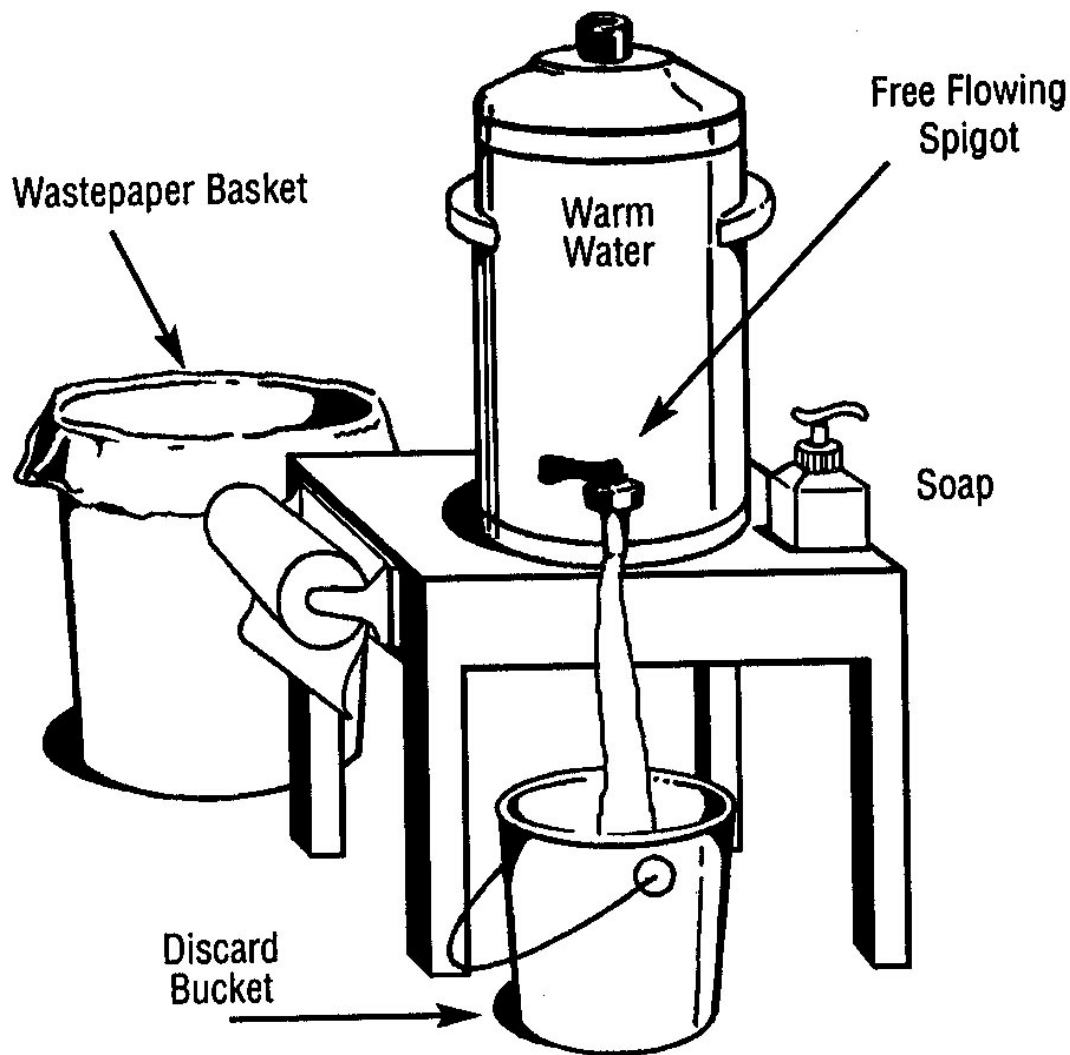
MOBILE FOOD TRUCK SPECIFIC Truck information:

A “Mobile Food Truck” (**MFT**), is defined as a licensed motorized vehicle that is enclosed, self-contained, and serves food to the general public, while temporarily located at a public or privately-owned location. (See IC 16-42-5.1.2 for full definition).

Mobile food also can be provided without an actual truck **as long as approval is granted by the Health Department** and certain other requirements are met;

1. protection for the food with a canopy,
2. some kind of floor barrier like movable foam tiles,
3. a three-tub washing set up with detergent, sanitizer, rinse water
4. a sanitizer test kit
5. refrigeration via coolers or iced containers with thermometers,
6. a handwashing station with soap, paper towels and hot water
7. hair protection such as caps, and beard nets for **any** facial hair
8. barriers for bare hand contact such as gloves, deli sheets, tongs





You will need a Certified food Manager on staff if you are handling meat, seafood or poultry or preparing TCS food that requires cold holding and re-heating, cooling and temperature control for safety.

Food items may be prepared, cooked, and assembled either in the mobile unit or food may have been prepared, wrapped/packaged, in a licensed commissary or food manufacturing facility. The term "Mobile Food Truck" does not include push carts, or food delivery vehicles in Brown County..

COMMISSARY or servicing area.

All licensed mobile food trucks must have an approved, licensed commissary. This is where any food is stored and prepared or held. A commissary is a registered catering establishment, restaurant, or any retail food establishment in which food, food containers, or food supplies are: kept; handled; prepared; packaged; or stored; from

which meals are catered and mobile retail food establishments or pushcarts are serviced. If preparing low-risk food only in the mobile food truck, and not using any food storage, (an example would be a coffee truck) you will still need a servicing area for the mobile unit. A servicing area can be a private home but you must be able to safely dump wastewater and be able to clean the mobile unit. **You cannot prepare or hold refrigerated food in a servicing area.**

410 IAC 7-24 sect. 113, states 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. Exceptions can be made to this rule for extended events such as multi-day events at the Bill Monroe Music Park or similar facility. This type of facility has to have it's own dump station where a unit could be serviced.

A commissary will include, but is not limited to the following:

- 1) Suitable facilities for cleaning all surfaces, equipment and the Mobile Food Truck
- 2) Cleanable walls, floors, and ceiling
- 3) Adequate lighting.
- 4) Approved water supply.
- 5) Approved septic system/waste water supply system. (If the commissary is not on sewer, it must have a **commercial** septic system.)
- 6) Adequate hand washing facilities
- 7) Adequate commercial grade refrigeration and cooking equipment.
- 8) Suitable ventilation and take-up air system where high heat, steam, or grease is produced.
- 9) Adequate storage and protection for food and single service supplies.
- 10) Sufficient insect and rodent control to eliminate pests/vectors
- 11) Food obtained from approved sources, no home canned products.
- 12) Restroom facilities provided as required by law.
- 13) Appropriate garbage containers and waste disposal service.
- 14) Suitable dump station if mobile unit is equipped with on board water and wastewater holding unit.
- 15) Grease trap if required.

HOW TO OBTAIN A COMMISSARY

1. If you already have a licensed kitchen in Brown County, then you own a restaurant that holds a current food permit. You can use your restaurant as your commissary.
2. If You have a licensed kitchen in another State or County, you can use it as your commissary.

3. Alternately, you can obtain a “Commissary Agreement” with a licensed kitchen. A “commissary agreement” is a written document which is completed by the owner or manager of the permitted facility allowing the use of the facility by your mobile unit as a commissary. This commissary agreement must be renewed annually. A copy of this contract needs to be provided to the Health Department.

MOBILE FOOD TRUCK- The Specifics

A Mobile Food Truck must meet all the applicable requirements that a brick and mortar food establishment does. Indiana State Code is 410 IAC 7-24. (which will be changing to 410 IAC 7-26 in 2025 as Indiana adopts the 2022 Food Code) The Code is available online in a pdf format. Enter “410 IAC 7-24” into any search engine. It will return a link to the document.

STRUCTURE:

All interior surfaces of the Mobile Food Truck structure (floors, walls, ceiling) are to be smooth, durable, and light in color, easily cleanable and made of impervious material capable of withstanding frequent cleaning. Unfinished wood is not allowed. Construction joints must be tightly fitted and sealed with no gaps or voids. All sealant, solder and weld joints located in the food prep areas are to be smooth and approved for food contact surfaces. Spaces around pipes, hoses, or conduits that extend through cabinets, floors or outer walls must be sealed to be smooth and easily cleanable and prevent pest entry. Stud and utility lines should not be unnecessarily exposed. Lighting inside the MFT shall have a minimum of 70 foot candles One Foot-candle is equal to 10.76391 lux (in other words: brightly lighted) All lights shall be shielded or shatter resistant.. The cab of the MFT shall have a physical barrier from the food preparation and storage areas. The entrance door to the food preparation area should have a self-closing device installed and this door is to be kept closed when not in use to prevent the entry of non-employed persons and insects.

WATER:

A Mobile Food Truck must have a water system with potable (drinkable) water under pressure. The system shall be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning, sanitizing, and hand washing.

1. The freshwater tank must be constructed of a food grade material, transparent in color, enclosed from the filling inlet to the discharge outlet, sloped to an outlet that allows complete drainage.
2. The vent must terminate in a downward direction and be covered with mesh or a filter.

3. The water supply hose for the MFT must be of food grade quality with a $\frac{3}{4}$ inch diameter or less and be identified on the hose for its use.
4. The water inlet for the MFT must be sloped to drain and have a protective cover or device installed.
5. The water inlet as well as the water holding tank must be protected from back-siphonage.
6. The water tank shall be accessible

WATER HEATER

The hot water heater must be adequate in capacity and recovery rate to furnish a continuous supply of hot water during the MFT's daily operations. The water heater must be located in an enclosed location in the unit.

WASTEWATER

Wastewater collection must be disposed of in an approved sewer or septic system. Any non-clear water waste, such as runoff from raw chicken juice, is also required to be disposed of in a sewer or septic system.

1. The grey/wastewater holding tank shall be fifteen percent (15%) larger in capacity than the potable water supply tank.
2. It must be permanently installed, sloped to drain, be supplied with a shut-off valve and have a hose diameter one (1) inch or greater.
3. The wastewater outlet on the MFT must be sloped to drain.
4. If your food truck has a steam table, the discharge valve cannot drain to the wastewater tank. Draining of the steam table shall be done at the commissary

HANDWASHING

Improper or lack of handwashing is one of the top 5 leading risk factors of foodborne illness according to the Center for Disease Control. Therefore, the importance of an easily accessible hand sink inside your MFT is crucial. The hand sink must be conveniently located inside your truck with a supply of soap and paper towels always available.

1. The hand **sink cannot be used for any other purpose.**
2. Its access cannot be blocked at any time.

3. A partition at least six (6) inches high or at least two (2) feet separation from food prep is needed to protect the sink from potential contamination or a barrier to prevent water spray from hands..

4. Hot water must be able to reach a minimum of 85°F.

5. Hand sinks must have hot and cold potable running water available that is under pressure and tempered by means of a mixing valve or combination faucet.

EQUIPMENT: The MFT shall be fully contained with its equipment.

1. All equipment must meet or be equivalent to current National Sanitation Foundation (NSF) standards or American National Standard Institute (ANSI) standards

2. All electrical appliances shall meet applicable Underwriters Laboratory standards (UL).

3. Equipment must be in good repair, easily cleanable and free from unnecessary crevices and ledges.

4. There must be a minimum of four (4) inches of space provided for sanitary maintenance beneath counter mounted equipment. (If the equipment is not moveable, it does not need to comply with height requirements).

5. Floor mounted equipment must either be elevated at least six (6) inches or sealed to the floor.

6. All equipment shall be installed to allow easy cleaning and to prevent pest harborage conditions.

7. A 3-basin sink with drain boards is required for utensils and pan washing.

8. All refrigeration shall be mechanical and sufficient to maintain cold food temperatures at 41°F or below.

9. Coolers can be used as a medium for canned or bottled drinks.

10. Shelving inside refrigerators shall be easily cleanable and slatted to allow proper air circulation.

11. All hot holding equipment must maintain hot foods at a minimum temperature of 135°F. a. Where high heat, steam, or grease is produced, ventilation must be adequate to meet Indiana Fire and Building requirements.

12. Positive closing lids equipped with a secure latch for fryers and similar equipment should be used to prevent spillage of liquids during transport.

13. The power supplied to the truck must allow that all equipment be able to run simultaneously.

FOOD AND UTENSILS

All food products shall be from an approved source and prepared in an approved, licensed facility, either a commissary or in the mobile unit.

1. Food and food utensils must all be stored at least six (6) inches off the ground in a location that is safe from contamination.

2. Partitions, covers, or sneeze guards shall be in place to protect food from contamination.

3. Hats or hair-nets and beard nets on facial hair must be worn during food preparation or ware-washing.

4. Single use gloves are required to be worn when handling ready-to-eat foods.

5. Jewelry and watches must be removed from hands and arms during food preparation or ware-washing.

6. Single service items shall be protected from contamination, stored in a clean and dry location.

7. Only pre-wrapped utensils will be dispensed for consumers. If a customer is allowed to dispense their own food (donuts, relish, onions, etc.) deli tissues or utensils with handles shall be provided for the customers to use for handling non-packaged food item. Insects and contamination can happen easily in these areas, monitor them.

8. A probe thermometer that is scaled to measure 0°F to 220°F and accurate to +/- 2 degrees Fahrenheit shall be provided to monitor internal food temperatures. a. Alcohol swabs or another approved sanitizer such as clean towels in a sanitizing solution tested and changed as required shall be used to clean countertops.

9. Air temperature thermometers have to be accurate to +/- 3 degrees Fahrenheit and are required in all hot and cold holding units. The thermometers need to be placed in the warmest part of the refrigerator and coldest part of the hot holding unit.

10. Cooking, food preparation and ware-washing cannot be done while the MFT is in motion.

11. Sanitizers and cleaners shall be stored in clearly labeled container(s), individually identified and stored so they do not contaminate equipment, food, utensils, linens, or single-service articles. All sanitizers must be measured for proper strength by use of

appropriate test strips. Bleach, quaternary ammonia, and iodine are the three basic sanitizers. (If using bleach, it must be unscented and approved for use in a food facility).

12. If you are preparing all of your food at your commissary and packaging it to be sold from your MFT, then proper labeling is required. A package label must include:

1. The common name of the food
2. If made from two (2) or more ingredients, a list in descending order of predominance by weight, including a declaration of any artificial color or flavor and chemical preservatives if contained in the food.
3. An accurate declaration of the quantity of contents (weight)
4. The name and place of business of the manufacturer, packer, or distributor.
5. Allergens in bold type

NOTE: ANY Modified Atmosphere Packaging (MAP) which includes vacuum packing, sous vide, canning, reduced oxygen packaging (ROP), or the use of gasses, typically nitrogen, or carbon dioxide in packaging will require a State Health Department variance and a HACCP plan.

CERTIFIED FOOD MANAGER-- A food establishment shall have at least one (1) Certified Food Manager responsible for all periods of the food establishment's operation if there is **any preparation of meat, seafood, poultry or eggs**. A certified food manager need not be present at the food establishment during all hours of operation but there must be a designated "Person In Charge" onsite at all times. It shall be the responsibility of the certified food manager to provide a certificate, letter, or document for verification of passing an accredited organizations examination. The following organizations offer nationally accredited food safety certification programs and examinations utilizing the American National Standards Institute (ANSI):

ServSafe® Indiana Restaurant Association (National Restaurant Association) 200 South Meridian Street, Suite 350 Indianapolis, IN 46225 PH: (317)673-4211 or (800)678-1957 FAX: (317)673-4210

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PLEASE NOTE: Mobile food trucks and street vendors are allowed to operate in public parking lots and/or on public property **only pursuant to a valid use agreement with the entity owning the public property or parking lot**. Permission and licensing must also be done with the Town of Nashville if the unit is located within the Town limits of Nashville.

A restroom must be convenient for the employees of the mobile food truck.

This is a general guide for mobile vendors. For any questions or more details please contact the Brown County Health Department at 812-988-2255.