

## **COMMISSARY REQUIREMENTS**

Each mobile food unit must operate from an approved/licensed commissary and shall report at least daily to such location for all supplies, extra food storage, and cleaning and servicing operations. (**SEE NOTE BELOW FOR EXEMPTIONS FROM DAILY USE OF COMMISSARY.**) The commissary must meet the following requirements:

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- 1 The commissary must be a licensed food establishment that meets all applicable requirements of 410 IAC 7-24 and Shelby County Ordinance - 44. Private homes may not be used as commissaries. The commissary does not have to be located in Shelby County, but it still must be an approved location.
- 2 If the owner of the mobile food unit and the owner of the commissary are not one in the same, a letter must be received from the owner of the commissary stating the operations that will be allowed to be conducted at that establishment.
- 3 The commissary is to be used for: (1) proper cleaning of the mobile food unit, (2) disposal of wastewater, (3) gaining potable water for the water tank, (4) storage of all extra food and supplies, (5) storage/refrigeration of foods that cannot be temperature maintained on the unit during times when the unit is not operating, (6) general servicing of the unit. If the mobile unit is motorized and is actually pulled into/parked inside of the commissary for servicing — all food storage and equipment must be completely separated to prevent any potential contamination.
- 4 The commissary must be provided with a utility/mop sink for proper cleaning of the unit (floors, exterior of unit, equipment, etc.). If grease is a primary waste product of the mobile food unit, the commissary must be equipped with adequate facilities for proper grease disposal.
- 5 If provided, the outdoor servicing area must be provided with overhead cover to prevent environmental contamination during the cleaning of the unit.
- 6 The mobile unit does not HAVE to return to the commissary each day of operation if: (1) it is involved in a fair or festival and moving the unit is impossible, or (2) if the mobile unit is equipped with its own utility/mop sink allowing on-board cleaning daily. In either case, however, a commissary must still be provided and used when warranted.