



Consumer Health and Food Safety Division
Pima County Health Department
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Agreement to Provide Commissary Facilities for a Mobile Food Unit Operating in Pima County

I agree to the following requirements:

1. This **Mobile Food Unit** must operate from this Commissary daily.
2. All necessary food preparation and storage must be **at this Commissary**.
3. **This Commissary** will provide potable water to this Mobile Food Unit.
4. A food grade hose must be available to fill water tanks.
5. **This Commissary** must provide a **Mobile Food Unit** servicing area. Servicing area will be made of concrete or machine laid asphalt, smooth with no possible accumulation of water.
6. **This Commissary** must provide cold storage space, approved by the Pima County Health Department, for the storage of foods at the time of delivery, after preparation and at the end of the workday.
7. **This Commissary** must provide shelf space for the storage of food, equipment, and supplies.
8. **This Commissary** must provide facilities for the washing of equipment and utensils (a three compartment sink, indirectly drained).
9. **This Commissary Operator** and this **Mobile Food Operator** must immediately notify the Pima County Health Department of any changes in the operations, or this agreement.
10. Wastewater must be discarded at the commissary or a Health Department-approved wastewater dumping facility. Wastewater will be discarded at the address below:

(Print the street address where wastewater will be disposed)

This is to certify that:

_____ at _____
Name of Mobile Food Business Address of Mobile Food Business

_____ at _____
Health Department Permit Number Mobile Food Business Phone Number

Will be provided Commissary Facilities by:

_____ at _____
Name of Commissary Facility Address of Commissary

_____ at _____
Health Department Permit Number Commissary Phone Number

Notarized signatures required by both parties:

**Your signature verifies understanding of and agreement with the above requirements.*

Mobile Food Unity Owner _____

Commissary Owner _____

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____ YEAR _____

_____ at _____
My Commission Expires Notary Public Mark

Minimum Commissary Requirements

These are the minimum requirements for a commissary and fixed food facility to provide commissary facilities to a Mobile Food Unit (MFU). These requirements may be modified at the discretion of Consumer Health and Food Safety.

1. Cold storage should meet the following:

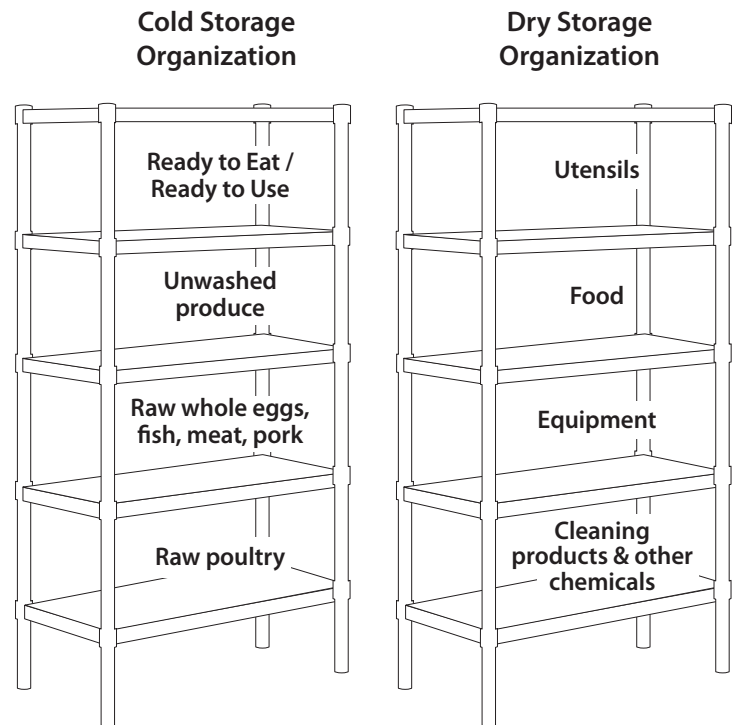
- a. Full-service MFU: a minimum of 20 cu.ft. with at least three shelves per MFU.
- b. Other non-Full-Service MFU minimum 10 cu. ft. with at least 2 shelves per MFU.
- c. Space may be dependent upon the MFU's operational needs with approval from the CHFS division.

2. Dry storage should meet the following:

- a. Full-service MFU: a minimum of 12 vertical, linear feet (12 inches deep by 18 inches) of shelf space per MFU or equivalent (6 linear feet - 24 inches deep by 18 inches high).
- b. Other MFU minimum 6 vertical, linear feet (12 inches deep by 18 inches high) or shelf space per MFU or equivalent (3 linear feet, 24 inches deep by 18 inches high)
- c. Space may be dependent upon the MFU's operational needs, with approval from the CHFS division.

3. All storage areas should be labeled with the MFU's business name.
4. Free-standing, indirectly drained food prep sink (if applicable) or procedures to comply with PCC 4-501.16 (B).
5. Three compartment sink that is indirectly drained and adequately sized with an area for air drying.
6. Food prep area with a 4 ft. minimum work area (not including the work area a refrigerated make unit, cooking surface etc.)
7. Cooking equipment applicable to meet MFU's needs.
8. A smoke exhaust hood with grease extracting filters (if applicable).
9. A signed notarized letter from a Health Department approved location by the owner/operator is required (examples: RV hook up site or RV service station).
10. All service areas, including freshwater fill and wastewater dumping areas, shall be constructed of a smooth, non-absorbent material, such as concrete or machine laid asphalt.
11. Must submit a monthly "Commissary Attendance Report" for each MFU operation out of your facility even if MFU did not operate during that month.

Example of Storage Organization



The Consumer Health and Food Safety Division must approve all commissaries before the MFU can use a food establishment as a commissary. A paid on-site evaluation will be conducted to ensure that facility's space and equipment is adequate and sufficient.

These requirements are in addition to what is required for your establishment's operational needs.

A separate "LICENSE TO OPERATE" for operating as a commissary must be obtained from Pima County Health Department prior to MFU's using your facilities.