

# Base of Operation (Commissary)

*This is NOT the same as parking*

**All non-self-contained** mobile units  
(Including pushcarts) must:

- Operate from an approved commissary or other permitted fixed food establishment.
- Report to the commissary daily for all food supplies, cleaning and servicing.
- Have a signed commissary agreement.

# Permitting

1. Only applications with a base of operations or commissary in the unincorporated area of Bernalillo County will be accepted.
2. The following supporting documents are needed:
  - A. Detailed menu
  - B. Vehicle license plate #
  - C. Equipment specifications with detail drawings of unit identifying equipment and floor, wall and ceiling finishes.
  - D. Business License #
  - E. Fire Department approval
  - F. Location for mobile unit storage.

# Mobile Food Units



*Bernalillo County  
Health Protection*

111 Union Square SE  
Albuquerque, NM 87102  
(505) 314-0310



## What is a mobile unit?



- A food service vehicle that is
- » licensed by the Motor Vehicle Department
  - » easily moveable and serves many places daily or weekly.
  - » is used only in approved places
  - » for no more than 2 hours



## What is a pushcart?

Pushcarts are limited to:

- » Serving hot dogs
- » Commercially prepared, prepackaged foods such as burritos and tamales, served in their original packaging, maintained at safe temperatures.
- » Non-potentially hazardous foods



## Food Source

Show proof of approved source of foods to be sold including ingredients.

Save your receipts!

SAMPLE RECEIPT	
555 S Management Houston, TX 78245 555-555-5555	
STORE: 0001	REGISTER: 001
CASHIER: WATIE	ASSOCIATE: 000000
CUSTOMER RECEIPT COPY	
ORIGINAL TRANSACTION INFORMATION	
STORE : 0000	
REGISTER : 001	
DATE : 12/31/2005	
NUMBER : 5194	
	259.39
=====	
SUBTOTAL	259.39
SALES TAX	21.45
TOTAL	281.44
=====	
AMOUNT TENDERED	
CASH	281.44
=====	
RECEIPT: *****1234	
EXP: *****	
APPROVAL: 99999	
CARDHOLDER: JANE SMITH	
TOTAL PAYMENT	281.44
Transaction: 52058	1/8/2006 2:42 PM
=====	
CARDHOLDER SIGNATURE:	
<i>Jane Smith</i>	
THANK YOU FOR SHOPPING WITH US WE APPRECIATE YOUR BUSINESS	

## Solid Waste

Must be disposed of in an approved manner.

- ▶ a neat trash can with a liner
- ▶ thrown away at an approved place (ex: your approved commissary)



## Parking

Contact Zoning at 505-314-0350 to discuss approved parking and vending locations.

## Water Supply

Show proof of municipal water supply or other approved water.

Water bill or the account number



Must have a white water hose, suitable for potable water, for tank fill up.

## Wastewater

All liquid wastes must be properly disposed of in a public sewer system or another approved method. Proof of proper disposal is needed.

The waste hose must not be white. **Black** is best.

Wastes cannot flow onto the ground or into storm drains.



## Construction & Design for ALL mobile units

3" *High*



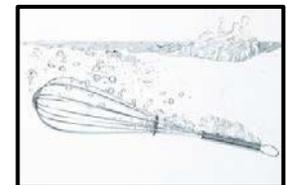
1. **Business name and telephone number** (at least 3 inches high and 3/4 inch brush stroke letters) on both sides of vehicle or pushcart.
2. **A plumbed hand washing sink** (with flowing and draining water) with drinkable water at 100°F or more through a mixing valve or combination faucet.

**Exception:** push carts with only prepackaged foods.

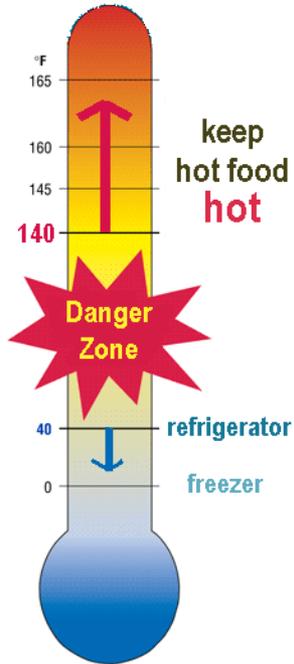
3. **A waste water tank** which is 15% larger than the potable water supply tank.

## Construction & Design for self-contained units

1. **A three compartment sink** with hot and cold water under pressure.
2. **Compartments must be big enough** so that the largest utensil can be fully submerged.
3. **Floors, walls and ceilings** are made of smooth and easily cleanable, non-absorbent materials.
4. **All outer openings** are protected and sealed



# Together we can help keep the public safe



## Keep hot foods hot.

Potentially hazardous hot foods must be kept at **135°F or higher.**

## Keep cold foods cold.

Potentially hazardous cold foods must be kept at **41°F or colder.**

*By protecting the food you sell,  
you protect the public*

**P**rovide protective plastic covers for all light fixtures.



**N**o storage of items on the floor

**S**toke all hazardous items (i.e. insecticides, cleaners, etc.) separate from food items.



**E**quipment must have nonstop and enough power during operation (ex: from a generator).

**K**eeep refrigeration units in good condition.

**A**ll equipment must be commercially rated.

**W**orking and accurate thermometers for refrigerators and hot foods on stovetops.

