



Township of Woodbridge

John E. McCormac, Mayor

Department of Health and Human Services
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Woodbridge - Ten Towns. One Community

PROCEDURES FOR OBTAINING A HEALTH PERMIT TO OPERATE

A FOOD/BEVERAGE/DESSERT MOBILE UNIT

1. Obtain the "Base of Operations" form (attached). The required food safety and sanitation education program will be determined by your Inspector as part of your inspection process.
Note: Complete the "Base of Operations" form in the presence of a Notary, as this form must be notarized. In addition to your own participation, any other employees working the mobile unit must also complete the food handling education program and related materials.

2. Bring the following to the Health Department for inspection any business day between the hours of 8:30 am to 9:30 am or 3:30 pm to 4:00 pm:
 - a. The completed "Base of Operations" notarized form.
 - b. A copy of the most recent Health Department inspection report or placard posting for your "Base of Operations" facility (this is needed **only** if the base of operations is **not** located within Woodbridge Township).
 - c. Your driver's license.
 - d. The mobile unit.
 - e. The completed food safety education program materials.

Note:

- **The mobile unit must be clean throughout.**
- **All hot holding and/or cooling units must be in operation for temperature checking.**
- **Thermometers for these units must be properly working and easily visible.**
- **An acceptable means of sanitizing must be presented.**
- **An acceptable means of hand washing must be presented.**
- **Measures to minimize or eliminate direct hand contact with food items (gloves, tongs, etc...) must be presented.**

3. Upon receiving a Satisfactory inspection rating, you must obtain a Health License (\$100.00 fee payable at the Licensing office within the Health Dept).

Note:

- **You must display your Health Department Satisfactory placard and Health Department license certificate within your mobile unit in plain view of our inspectors during our spot checks as well as the general public.**

4. Obtain a Woodbridge Township Peddlers or Transient Permit from the Municipal Clerk's Office at Town Hall (1 Main Street, Woodbridge telephone number 732-602-6007). Call ahead to confirm what documents you may need to bring and the cost of their permit fees.

SUBCHAPTER 8. TEMPORARY AND MOBILE RETAIL FOOD ESTABLISHMENTS AND AGRICULTURAL MARKETS

8:24-8.1 General Provisions

- (a) All temporary retail food establishments, mobile retail food establishments and agricultural markets shall comply with all provisions of this chapter which are applicable to its operation; provided that the Department or health authority may augment such requirements when needed to assure the service of safe food: may prohibit the sale of certain potentially hazardous food: and may modify specific requirements for physical facilities when in its opinion no imminent health hazard will result.
- (b) Due to the nature, location and variety of conditions surrounding the operation of such establishments it is frequently not possible to provide certain physical facilities required for "permanent" establishments.
- (c) In order to assure adequate protection of food served by temporary establishments, mobile establishments and agricultural markets which are made unable to meet fully the requirements of this chapter, it may be necessary to restrict the types of food sold or the methods by which served, to modify some requirements for procedures and facilities, and to impose additional requirements.
- (d) When, in the opinion of the Department or health authority, no imminent hazard to the public health will result, such establishments which do not fully meet the requirements N.J.A.C. 8:24-2 through N.J.A.C. 8:24-7 may be permitted to operate when food preparation and service are restricted and deviations from full compliance are covered by the additional or modified requirements, as set forth in the subchapter.

8:24-8.2 Preparation of potentially hazardous food

- (a) The preparation of potentially hazardous food, such as cream filled pastries, custards and similar products, and meat, poultry, and fish in the form of salads or sandwiches, shall be prohibited, except that this prohibition shall not apply to:
 1. Hamburgers, frankfurters and other food which, prior to service, requires only limited preparation, such as seasoning and cooking; or
 2. Potentially hazardous food which is obtained in individual servings and is stored in approved facilities which maintain food at safe temperatures, below 45 degrees Fahrenheit or above 140 degrees Fahrenheit, and is served directly in the original individual container in which it was packaged at a food processing establishment.

8:24-8.3 Sources of ice

- (a) Ice which will be consumed, or which will come into contact with food, shall be obtained in chipped, crushed or cubed form from a source meeting standards approved by law.
- (b) Such ice shall be obtained, transported and stored in sanitary closed containers satisfactory to the Department or health authority.

8:24-8.4 Wet storage of food and beverages

- (a) Wet storage of packaged food and beverages shall be prohibited; provided that wet storage of pressurized containers of beverages may be permitted when;
 1. The water contains at least 50 parts per million of available chlorine; and
 2. The used water is changed frequently enough to keep both the water and container cleaned.

8:24-8.5 Food contact surfaces

- (a) Food contact surfaces of food preparation equipment such as grills, stoves and worktables shall be protected from contamination by dust, customers, insects or any other surface.
- (b) When necessary, effective shields shall be provided.

8:24-8.6 Equipment

Equipment shall be installed in such a manner that the establishment can be kept clean, and so that food will not become contaminated.

8:24-8.7 Water supply

- (a) An adequate supply of water for cleaning and handwashing shall be maintained in the establishment, and auxiliary heating facilities, capable of producing an ample supply of hot water for such purposes, shall be provided.
- (b) Exceptions are listed in N.J.A.C. 8:24-8.9.

8:24-8.8 Liquid waste

If liquid waste results from the operation of a mobile food unit the waste shall be stored in a permanently installed retention tank that is at least 15 percent larger in capacity than the water supply tank. All connections on the vehicle for servicing mobile food unit waste disposal facilities shall be of a different size or type than those used for supplying potable water to the mobile food unit. The waste connection shall be located lower than the water inlet connection to preclude contamination of potable water system. Liquid waste which is not discharged into a sewage system shall be disposed of in such a manner as not to create a public health hazard or nuisance condition. Liquid waste shall not be discharged from the retention tank when the mobile food unit is in motion.

8:24-8.9 Handwashing facilities

- (a) Adequate facilities shall be provided for employee handwashing.
- (b) Such facilities may consist of commercially packaged handwash tissues, or a pan, water, soap and individual paper towels.
- (c) Handwash facilities shall be provided for employee handwashing for mobile retail food service establishments where food products are directly handled and fabricated, but need not be provided for mobile units serving prepackaged foods, milk, cold sealed beverages and tea, coffee, hot chocolate or other hot drinks at temperatures above 140 degrees Fahrenheit.

8:24-8.10 Floors

Floors shall be of tight wood, asphalt or other cleanable material; provided that, the Department or health authority may accept dirt or gravel floors when covered with removable, cleanable, platforms or duckboards and graded to preclude the accumulation of liquids.

8:24-8.11 Walls and ceilings

- (a) Walls and ceilings shall be so constructed as to minimize the entrance of flies and dust. Temporary construction may be accepted.
- (b) Ceilings may be of wood, canvass or other materials which protect the interior of the establishment from the elements, and walls may be of such materials or of 16 mesh screening or equivalent.
- (c) When flies are prevalent, counter service openings shall either be equipped with self-closing, fly-tight doors, or the opening protected by effective fans. Where fans are used for this purpose, the size of the opening shall be so limited that the fans employed will effectively prevent the entrance of flies.

8:24-8.12 Further authority

Any other requirement deemed necessary by the Department or health authority to protect the public health in view of the particular nature of the food service operation shall be met.

8:24-8.13 Base of operations

- (a) Mobile food units shall operate from a commissary or other fixed wholesale or retail food establishment and shall report at least daily to such location for all food supplies and for cleaning and servicing operations.
- (b) The commissary or other fixed wholesale or retail food establishment used as a base of operations for mobile food units or pushcarts shall be constructed and operated in compliance with the requirements set forth under N.J.A.C. 8:24-1 through 7 for retail food establishments and N.J.A.C. 8:21 for wholesale food establishments.

8:24-8.14 Servicing area

- (a) A mobile food unit servicing area shall be provided and shall include at least overhead protection for any supplying, cleaning, or servicing operation. Within this servicing area, there shall be a location provided for the flushing and drainage of liquid wastes separate from the location provided for water servicing and for the loading and unloading of food and related supplies. This servicing area will not be required where only packaged food is placed on the mobile food unit or pushcart or where all mobile food units do not contain water retention tanks.
- (b) The surface of the serving area shall be constructed of a smooth nonabsorbent material, such as concrete or machine-laid asphalt and shall be maintained in good repair, kept clean, and be graded to drain.

8:24-8.15 Servicing operations

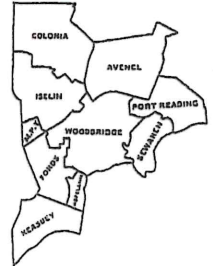
- (a) Potable water servicing equipment shall be installed according to law and shall be stored and handled in a way that protects the water and equipment from contamination.
- (b) The mobile food unit liquid waste retention tank, where used, shall be thoroughly flushed and drained during the servicing operation. All liquid waste shall be discharged to a sanitary sewage disposal system in accordance with N.J.A.C. 8:24-6.5.



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Mobile Unit Application

Date: _____

License Plate Number _____ Driver's License Number: _____

Proposed Name of Food Truck/Cart: _____

Owner Name: _____

Home Address: _____

Phone Number: _____

Email Address: _____

By making this application, I (we) agree to comply with all Ordinances of Woodbridge Township and the State of New Jersey that regulate such establishments, such as NJAC 8;24. It is further agreed that I (we) shall surrender this license if suspended/revoked by the Health Authority. *** LICENSE IS NOT TRANSFERABLE***

Signature of Owner: _____ Date: _____

Health Department Use Only:

License Number Issued: _____ Class Type: _____ Date: _____

Amount: _____ Cash Check Check Number: _____ Initials: _____

Woodbridge Township Department of Health and Human Services

Division of Environmental Health

Base of Operations Declaration

To be completed by vendor

Vendor Name: _____ Mobile Unit: Yes No

Owner's Name: _____ Vehicle Plate # (if applicable): _____

Owner's Address: _____

Owner's Phone Number: _____

To be completed by base of operations owner

I confirm that the above referenced vendor utilizes my licensed and inspected retail food establishment as their base of operations. This means that the vendor utilizes my facilities to maintain their operations. This includes, but is not limited to, preparation, the storage of food and equipment, ware washing, general cleaning, and access to clean/waste water facilities. I verify that the retail establishment is operating in compliance with N.J.A.C. 8:24.

Base of Operations Owner Name: _____

Signature: _____

Date: _____

Phone Number: _____

Base of Operations Business Name: _____

Base of Operations Address: _____

Base of Operations Phone #: _____

This application must include either a copy of the Base of Operation's Satisfactory posting, or most recent inspection report.

In lieu of this form being completed, a signed letter from the Base of Operation's owner stating the same can be submitted.



Environmental Division
732-855-0600 ext. 5027

To all facility Licensees:

To better serve and communicate with you in weather and other emergencies, we are requiring the completion and return of the following for as part of the licensing of your establishment: Thank you.

For your convenience, this form can be sent via fax to 732-855-0944 , mail or by e-mail to healthenv@twp.woodbridge.nj.us

Establishment Information

Name of Establishment: _____
Address (street): _____
Town and Zip: _____
Phone Number: _____
Store's Email Address: _____

Owner Information

Owner Name: _____
Address: _____
Town and Zip: _____
Phone Number: _____
Cell Phone Number: _____

General Manager Contact Information

Contact Name: _____
Contact Cell Phone Number: _____
Contact Email Address: _____

Emergency Contact Information

Contact Name: _____
Contact Cell Phone Number: _____
Contact Email Address: _____

Date: _____