

Coconino County Environmental Health Program



Pushcarts Plan Review Guidelines



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Introduction

This guideline has been developed for the use of those individuals who are interested in constructing and licensing a pushcart in Coconino County. The information in this guideline is based on the Coconino County Food Code. It is hoped that the information will help individuals provide safe food to the residents of Coconino County.

Pushcarts in Coconino County must be constructed and operated in full accordance with the Coconino County Food Code. All carts must be licensed through the County's Environmental Health Program. They must operate out of an approved commissary. Those who do food handling must have a Food Handler's Card or a Food Manager's Card through the Coconino County Public Health Services District (CCPHSD).

Definitions

“Pushcart” means and refers to a non-self-propelled vehicle designated to be readily movable which is limited to the serving of non-potentially hazardous foods or commissary-wrapped potentially hazardous foods maintained at proper temperatures, or limited to the assembling and serving of frankfurters. Unpackaged non-potentially hazardous food items approved for sale from a pushcart shall be limited to popcorn, nuts, pretzels and similar bakery products, shaved ice, and snow cones.

“Commissary” means an establishment operated under license where food is stored, prepared, portioned, or packaged, or any combination of these, where such food is intended for consumption at another establishment or place. It is also the place which is used as a base of operations for one or more pushcarts, where such cart or carts are serviced, cleaned, supplied, maintained, and where equipment, utensils and facilities are serviced, cleaned, and sanitized.

Plan Submittal

One complete set of plans must be submitted for each pushcart. The plans must be drawn to scale (e.g. 1/4" = 1 ft.) on 8½ X 11 inches or larger on white paper with dark ink only, blue prints, or other standard floor plans. The plans must show schematic **TOP VIEW** of equipment layout and model numbers, etc. and **SIDE VIEW** of electrical and plumbing installations.

Write the business name and submittal date on each page of the plans. Also include the number of pages submitted (i.e. page 4 of 6).

The submittal will be determined as “Administratively Complete”, when all required documents are received. If a submittal is incomplete the applicant will receive a Notice of Incomplete Application stating deficiencies with the submittal. Once the deficient items are re-submitted, CCPHSD will deem the application as Administratively Complete. This written notification will be provided within a maximum of 30 days of the submittal.

Application for a Pushcart Plan Review may be submitted incompletely with the understanding that the rest will be submitted in a timely manner. If the application remains incomplete for more than 180 days, the application will be deemed incomplete and deleted from our files, fees received are not returned.

Plan review fees are based on the food service being offered. The food service and fee schedule are as follows:

Type 1 Food Service Plan Review (Lower risk food services that serve pre-packaged foods or prepare non-potentially hazardous foods. The types of facilities that may be licensed in this category include bar/lounge, retail food, food warehouse, vending machine operator).

Type 2 Food Service Plan Review (Medium risk food services that prepare a limited number of commercially processed potentially hazardous foods, such as nachos and hot dogs. The types of facilities licensed in this category may include ice manufacturing, meat department, snack bars, food processing, bed and breakfast, rafting warehouse, river

outfitter, and mobile food unit).

Type 3 Food Service Plan Review (Highest risk food service operations that prepare potentially hazardous foods. The types of facilities licensed in this category may include restaurant, bakery, deli, catering, day care, school cafeteria. And mobile food units that prepare food onsite).

Plan reviews are conducted on a first come first serve basis. There is only one plan's examiner for the entire County. Under normal circumstances reviews can be accomplished in a timely manner. **This process is expedited by the reception of complete and accurate submissions.** In many cases a 'joint review' can help the process along. Please call and make an appointment if there are questions regarding this process.

CCPHSD utilizes the same Licensing Time Frames for plan review duties as those designated by the Arizona Department of Health. As per A.R.S. § 36-136(H)(4) the overall time frame for plan reviews is 90 days which breaks down as follows:

- The Administrative Completeness Review = 30 days (The completeness review by the Plans Examiner on the submitted documents)
- The Substantive Review = 60 days (Time allotted for changes and/or corrections and resubmissions as a result of the Administrative Completeness Review)

In reality, reviews very seldom, if ever, require this much time. Once the Substantive Plan Review is started, only one written request for additional information may be made to the applicant during the Substantive Review Process.

If the decision is to deny the application a denial letter will be issued. Any party may appeal a denial letter to the Board of Directors pursuant to Chapter 2 of the Environmental Health Services Code.

After your plans have been reviewed, an "Approval to Construct Pending" letter will be mailed. Upon receipt of this letter, you may proceed with construction, remodeling, or conversion of the unit. Please be sure to review the letter for any changes and modifications that may be needed to your cart before a license can be issued.

When construction and/or any required upgrades/modifications have been made, bring the pushcart to the office for an inspection. The cart must be clean and all equipment operating. If the cart is in compliance with the Coconino County Food Code, a license

will be issued. In addition, the following information is also needed at the time of licensing:

1. Applicable license fees
2. Signed Commissary agreement (enclosed)
3. Restroom location
4. Complete menu

License Fees

License fees will vary as to the type of operation. License fees are as follows:

Year Round Operations (A year round license applies to pushcarts that operate on a year round basis throughout the County area.):

Food Service Type 1
Food Service Type 2
Food Service Type 3

Seasonal Operations (A seasonal license applies to food peddler units that operate six months or less and operate outside of a temporary event throughout the County area.):

Food Service Type 1
Food Service Type 2
Food Service Type 3

For temporary or special events information you can go to our website at www.coconino.az.gov or call our office at (928) 679-8750.

Plan Requirements

The plans and specifications for all Pushcarts shall include the following information:

1. Proposed layout, mechanical schematics, construction materials, and finish schedules.
2. Location of the hand sink. Include the dimension for the sink compartment.
3. Refrigeration and other cold holding equipment/compartments.
4. Dry goods and food storage areas (**Food can never be stored at a private residence unless a separate facility is constructed to be used as a commissary**).
5. Provide details in the plans such as the capacities, positioning, and placement of the potable water tank, wastewater tank and hot water heater. In addition, the placement of the water inlets and outlets for the potable and wastewater tanks.
6. Complete menu of food to be served.

Send or bring all required documentation to:

Coconino County Environmental Health Program
2625 North King Street
Flagstaff, AZ 86004
Phone (928) 679-8750 * Fax (928) 679-8771
Attention: Plans Examiner

Construction Requirements

The following list is meant to help outline certain requirements of the Coconino County Food Code. It is not all inclusive and other requirements may be applied depending on the menu and special needs of the cart.

1. The pushcart must be constructed of approved material, adequate in size, easily cleanable and in good repair.
2. Food contact surfaces shall be free of breaks, open seams, cracks, chips, inclusions, pits, sharp internal angles, corners, and crevices.
3. The food preparation area must be enclosed on three sides by a shield that is at least 18 inches high.
4. Provide a permanently installed hand wash sink. Minimum hand wash sink size is 9" X 9" X 5" deep.
5. The sink faucet shall be mixing or combination type.
6. Provide hot and cold water under adequate pressure. The rate of flow must be one gallon per minute.
7. Provide a permanently mounted potable water tank or tanks that can hold a minimum capacity of 5 gallons. This potable water system must be directly and fully recharged when filled from a water inlet. The water heaters capacity may be included in the potable water system capacity if the water heater is fully recharged when potable water system is recharged.
8. Provide a wastewater storage tank that is 15% greater than the combined capacity of the potable water tank(s) plus the water heater tank capacity.
9. The water heater shall be of adequate capacity and recovery rate to furnish a continuous supply of hot water whenever the pushcart is in operation. Minimum capacity is one gallon. An instant water heater meeting all requirements may be approved.
10. All connections on the cart for waste disposal facilities shall be of different size or type than those used for supplying potable water to these carts. The waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system. In addition, the wastewater outlet shall be greater than 1" unless otherwise approved by the Program.
11. All water tanks, pumps, and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, and periods of nonuse

- longer than 7-days. Potable water tanks shall be flushed and sanitized monthly.
12. Provide a food grade water hose designated for drinking water use only. This hose is to be used only to fill the fresh water tank. Store hose on the cart with the ends fastened together.
 13. All equipment must be NSF, ANSI or approved equivalent.
 14. If a grill is used to prepare frankfurters, an attached grill cover is required.
 15. All supplemental cold compartments must be self-draining at all times.
 16. A full-enclosed storage compartment with a door is required.

Commissary

The commissary is a base of operations for all pushcarts. Each cart is required to operate from an approved commissary and report daily for all supplies, cleaning and servicing operations. Each commissary is required to be constructed and operated in compliance with the requirements of the Coconino County Food Code. Commissaries can be existing permitted food facilities as long as the needs of the pushcarts can be met. A home may not be used as a commissary unless a separate facility is constructed to be used as a commissary.

Depending on the needs of the cart, commissaries may have different services available. In general, commissaries are used for the following:

- | | |
|------------------------------------|---------------------------|
| - Fresh water supply | - Food Storage |
| - Food preparation | - Garbage disposal |
| - Grey water disposal | - Ware washing facilities |
| - Vending unit cleaning facilities | - Chemical storage |
| - Vending unit storage | |

In order to obtain a permit from this Program, a signed commissary agreement (see enclosed) is required for each cart at the time of initial permitting and at permit renewal. Be aware that each commissary agreement will be verified to ensure the facility is able to provide your pushcart with the services needed.

General Operating Requirements for all Pushcarts

The business name and cart number (if more than one cart is associated with this business) must be plainly indicated on the unit. Letters must be of contrasting colors and at least three inches high and a stroke width 3/8 inches wide.

The license to operate must be maintained with the cart at all times. (This can be a copy if more than one cart is associated with this business.) In addition, a sticker will be issued at the time of licensing which must be placed on the pushcart in plain view.

All food service workers are required to obtain Food Handler Cards. These can be obtained through our office by calling (928) 679-8750 or by going online at www.az-hospitality.org/food. In addition, at least one person-in-charge needs to be present at all times the pushcart is in operation. This person must obtain Food Manger Training through our Program prior to any operation of the cart. Contact our office at (928) 679-8750 to register for the class.

All pushcarts must be maintained **readily movable** at all times.

The menu for pushcarts is strictly limited. All menu items must be submitted in writing and approved prior to sales. The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the pushcart, may prohibit the sale of some or all potentially hazardous food, and when no health hazard will result, may waive or modify physical requirements.

Pushcarts are restricted to the addition of tables and ice chests. In general, one additional ice chest for food supplies and one additional sales table for approved foods is allowed. There is no limit to the number of ice chests used to sell unopened bottle beverages (soda, water).

Employees who are sick must not be allowed to work with food preparation.

Food Source

All food and beverages must be from an approved source. It shall be safe, unadulterated. And honestly presented. Food prepared in a private home may not be used or offered for human consumption in a Pushcart. **All homemade food products are prohibited.**

All packaged foods shall be labeled in accordance with FDA guidelines (product name, processor name, address/phone of processor, weight and ingredients must be in English). Records of food purchases, invoices and receipts must be kept on the pushcart or some other convenient location for at least 90 days following the date of purchase.

Ice that is consumed or comes in contact with food must come from an approved source and shall be obtained only in chipped, crushed or cubed form. Ice that is obtained from outdoor ice towers at the commissaries is not approved for use in beverages or human consumption. Ice for consumption must be handled with an approved ice scoop equipped with a handle and between uses the scoop should be stored in the ice with the handle up. Customer self-service of ice is prohibited.

Condiments must be purchased ready-to-eat (pre-cut) or prepared at an approved commissary prior to being placed on the pushcart. Chopping, mixing, etc. is not allowed at a pushcart at any time.

Hand Washing

Each pushcart must have a fully operational hand sink with hot and cold running water. The sink must be supplied with soap and disposable hand towels.

How to Properly Wash Hands

Hands and exposed portions of arms must be washed with soap and water. Water must be of a temperature of at least 110°F. Vigorously rub hands and arms together for at least 20 seconds and thoroughly rinse with clean water. Employees shall pay particular attention to the fingertips, the areas underneath the fingernails and between the fingers.

When to Wash

1. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
2. Before putting on gloves.
3. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking, or using the toilet room.
4. When switching between working with raw food and working with ready-to-eat food or when engaging in activities that contaminate hands.
5. After caring for or handling service animals or aquatic animals.

Bare Hand Contact

Bare hand contact with ready-to-eat foods such as breads, tortillas, chips, produce for juicing and garnishes is prohibited. **Non-latex**, single-use gloves must be used or utensils, wax paper or single-use wraps. Remember to wash hands before putting on gloves. Change gloves when switching task or when gloves become dirty or worn. Gloves must be worn when employees have sores, burns and/or bandages on their hands.

Personal Hygiene

Employees handling open food or drink must be clean and in good health; you should bathe daily and wear clean clothes. It is strictly prohibited to work with open food if you are sick, especially if you have symptoms of diarrhea, vomiting, fever or if you have any discharges from your nose or eyes. Fingernails must be cut and maintained. All jewelry must be removed prior to handling open food with the exception of a simple wedding band.

Food Temperatures

Potentially hazardous foods:

(Meats, fish, poultry, eggs, milk, pasta, cooked produce and dairy products) must be stored and displayed at proper temperatures during transportation, storage, service, etc.

1. Reheat food rapidly to **165°F** and hold at **140°F**.

2. Hot food must be held at **140°F** or hotter.
3. Cold food must be held at **41°F** or colder. During the warm summer months, this is difficult to achieve and extra attention will be needed to ensure potentially hazardous foods are maintained at proper temperatures.
4. Refrigerated foods may be reused if they are kept at or below **41°F** at all times

A metal – stem probe thermometer that measures from 0°F to 220°F must be available and used to check food temperatures. **An accurate (calibrated) thermometer will read 32°F in a cupful of ice water.**

Hot foods cannot be reused the next day. Cooling foods on any pushcart is prohibited.

Beverage Carts

Beverage carts are approved as pushcarts with limited menus. In general, the following guidelines must be followed for beverage carts to operate in full compliance with the Coconino County Food Code:

1. Blenders and other types of mixing equipment are prohibited for use. In order to serve frappachino type drinks, each beverage cart must apply for a variance that outlines the type of beverage to be sold. In addition, an ice/slush drink mix machine must be utilized to prepare the mix. Contact 928-679-8750 for further information on how to obtain a variance.
2. Coffee brewing is allowed on pushcarts provided the brewer is stationed on the pushcart and water to brew coffee is obtained at an on-site commissary or from drinking water bottles. The coffee pots and other equipment will be washed, rinsed and sanitized at the commissary each day.
3. A commercial refrigerator is required to be on the pushcart to store milk and other items that are required to prepare espresso and similar beverages.
4. A separate fresh water tank and wastewater tank are required for all beverage carts where water is needed to prepare beverages. The wastewater tank must be 15% larger than the fresh water system.
5. Only single-service cups and utensils can be provided to customers.

Commissary Agreement

I agree to report to the commissary facility listed below each operational day for the purpose of washing and sanitizing equipment and utensils, obtaining potable water, disposal of wastewater, food preparation and storage. I understand this agreement is non-transferable and I will notify the Coconino County Health Services of any change in the operations. I understand that failure to comply with the commissary agreement could result in permit revocation.

PLEASE PRINT IN THESE SECTIONS

OWNER OF MOBILE FOOD UNIT: _____
SIGNATURE: _____
BUSINESS NAME: _____
NAME OF FOOD BOOTH: _____

THIS SECTION TO BE COMPLETED BY COMMISSARY

I agree to provide commissary services for the above mobile/temporary food service operator and will notify Coconino County Health Services if the vendor discontinues use of my facility.

BUSINESS NAME: _____
OWNER/MANAGER: _____
STREET ADDRESS: _____
CITY: _____ **PHONE:** _____
HEALTH SERVICES LICENSE #: _____
HOURS OF ACCESS: _____
SIGNATURE: _____
TITLE: _____
DATE: _____

