



# Commissary Agreement

Mobile Food Units (MFU) and Temporary Food Facilities (TFF) shall operate from a commissary or other fixed food service establishment and shall report at least daily to such location for all supplies and for cleaning and servicing operations. Commissary agreement is meant to ensure that all food is from an approved source. Food and food supplies used in a MFU or a TFF can not originate (be stored, prepared, etc.) from a private home. All applications for a MFU or a TFF must include a Commissary Agreement.

**Section Must Be Filled Out**

**Owner name:** \_\_\_\_\_  
**Owner address:** \_\_\_\_\_  
**MFU or Booth name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Special Event (fair, etc.) associated with MFU/TFF:** \_\_\_\_\_

The facility listed below will be providing the following services to the above mentioned mobile food unit/pushcart/temporary facility on a daily basis:

- |   |  |
|---|--|
| <input type="checkbox"/> Fresh water supply               | <input type="checkbox"/> Food storage            |
| <input type="checkbox"/> Food preparation                 | <input type="checkbox"/> Garbage disposal        |
| <input type="checkbox"/> Grey water disposal              | <input type="checkbox"/> Ware washing facilities |
| <input type="checkbox"/> Vending unit cleaning facilities | <input type="checkbox"/> Vending unit storage    |
| <input type="checkbox"/> Chemical storage                 | <input type="checkbox"/> _____                   |

Commissary name: \_\_\_\_\_

Commissary Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Permit No. \_\_\_\_\_ Issued by (Agency): \_\_\_\_\_

I have enclosed a copy of the last inspection form for the above mentioned commissary.

## COMMISSARY VARIANCE

The following food items are going to be served:


**I. Commissary Variance - Type A**

The following **TWO** items must be met:

- 1  No potentially hazardous food (PHF)\* is being served.
- 2  MFU or TFF will be part of a Special Event\*\* (fair, community event, etc.)

**II. Commissary Variance - Type B**

The following **FOUR** items must be met:

- 1  Potentially hazardous food (PHF)\* is being served.
- 2  PHF is being purchased the day of the event and no food preparation (cutting, dicing, marinating, etc.) is going to occur.
- 3  Receipts will be available for inspection during period of operation.
- 4  MFU or TFF will be part of a Special Event\*\* (fair, community event, etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



\***PHF** is food that supports rapid growth of bacteria.  
Examples: Milk, Meat, Eggs, Fish, Cut Fruit, Poultry

\*\***Special Event** is a community or civic event that operates no longer than fourteen (14) consecutive days. **Seasonal special events** are civic events that operate on regularly scheduled days (i.e., every Sunday) for a specified number of weeks during the year.

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### ***What is a Commissary and what is the necessity for one?***

A commissary is a base of operation for temporary food facilities (TFF) and mobile food facilities (MFF).

Commissaries are necessary because most TFFs and MFFs are not equipped to be completely self sustaining. Some of the issues are:

- Cleaning and sanitizing of ware
  - To ensure a high standard of food safety, utensils must be wash, rinsed and sanitized.
- Wastewater disposal
  - Wastewater should only be disposed of in a sanitary way, usually in a public or private sewer system.
- Food storage
  - Food can only be stored in a licensed and/or inspected food establishment. The St. Charles County Food Establishment Code does not allow food to be stored in private homes.
- Fresh water source
  - Only fixed food establishments that have a current operating license are approved as a source for fresh, potable water. In some cases, TFFs and MFFs choose to purchase additional units of bottled water for their food preparation needs.

