



**Prince George's County Food Protection and Policy Program  
Depot Letter (Mobile Unit Base of Operation)**



If you have questions regarding this form contact the **Food Protection and Policy Program** at [FoodProtectionProgram@co.pg.md.us](mailto:FoodProtectionProgram@co.pg.md.us) or **301-883-7690**.

|  |          |                       |                              |                 |
|--|----------|-----------------------|------------------------------|-----------------|
| Name of Mobile Unit  |          |                       | Contact Number<br>- -        |                 |
| Name of Mobile Unit Operator   |          |                       | E-mail address               |                 |
| Mailing Address  | Apt. No. | City                  | State                        | Zip Code<br>- - |
| Name of Depot  |          |                       | Facility Phone Number<br>- - |                 |
| Physical Address   |          | City                  | State                        | Zip Code<br>- - |
| Describe days and times the mobile unit utilizes the depot   |          |                       |                              |                 |
| <p><b>The mobile unit operator and/or employees from the mobile unit operation will conduct the following activities at the Mobile Unit Depot:(Check all that apply.)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Empty wastewater and refill freshwater tank(s)</li> <li><input type="checkbox"/> Dispose of garbage</li> <li><input type="checkbox"/> Dispose of waste oil and/or grease</li> <li><input type="checkbox"/> Utilize dishwashing facilities to wash, rinse and sanitize utensils</li> <li><input type="checkbox"/> Use of refrigeration (including freezers) to store food requiring temperature control</li> <li><input type="checkbox"/> Storage of dry goods</li> <li><input type="checkbox"/> Storage of single service items</li> <li><input type="checkbox"/> Preparation of foods by employees of the mobile unit including chopping vegetables, assembling salads or sandwiches, or portioning cold foods such as potato salad.</li> <li><input type="checkbox"/> Cooking of foods including baking, frying, broiling, steaming or roasting.</li> <li><input type="checkbox"/> Cooling of foods such as chili or soups, chicken, roasts or noodles.</li> <li><input type="checkbox"/> Reheating of foods that were cooled.</li> <li><input type="checkbox"/> Purchase of hot foods prepared by the food service facility (depot) to be placed hot or cold on mobile unit (e.g., tamales, pizza, cold sandwiches).</li> </ul> <p><b>A copy of the current depot food service license MUST be attached if the licensed food service facility is outside Prince George's County</b></p> |          |                       |                              |                 |
| The person who holds the food service license must sign below:   |          |                       |                              |                 |
| _____<br>Signature of depot operator or owner  |          | _____<br>Printed name |                              | _____<br>Date   |

I, the owner or operator of the mobile unit noted above agree to use this food facility as a depot for servicing on a daily basis. I will use the depot for the requirements noted above. If I do not use the depot, my Prince George's County Health Department food service permit may be revoked, and I must stop operating until I obtain another depot and provide a new depot authorization document to the Prince George's County Health department. I also understand that this agreement must be renewed annually and submitted with my application to operate a food service facility.

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Signature of mobile unit operator or owner

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Printed name

-----  
Date

|                             |                      |                 |
|-----------------------------|----------------------|-----------------|
| Date of Food Program Review | Reviewer's signature | Facility Number |
|-----------------------------|----------------------|-----------------|