State of Louisiana

Department of Health
Office of Public Health

Basic Requirements for an Ice Vending Unit Operator

This plans review packet is to provide you with the information needed to apply for a Permit to Operate a vending unit. The following can be printed from our website (ldh.la.gov/fdu)—they are attached for your convenience:

Please find the following attached to this document **(items in bold need to be submitted for review)**:

1. A list of approved ice-vending units is not attached, but it may be found here: http://ldh.la.gov/index.cfm/page/617.

2. **FD-1B: Plans Review Questionnaire For Food And Drug Establishments**

3. **FD-1E: Utility No Objection Notice**
   - Provide this form to the local health unit for approval of wastewater/condensate disposal.

4. **FD-9(N): Application for Registration**
   - **A bag or bag proof must be submitted for review via email, by fax or by mail** *before your unit will be issued a Permit-To-Operate.* The fees and application for the registration will be collected when a Permit to Operate is issued; *do not* send in fees prior to approval of the bag/proof.
   - **Kooler Ice units do not require a separate registration for each operator;** the corporate office registers for all units.

5. Guidelines for Cleaning and Sanitization of Ice-Vending and Ice-Manufacturing Equipment.

6. Title 51 Public Health – Sanitary Code, Part VI. Manufacturing, Processing, Packing and Holding of Foods, Drugs and Cosmetics. Chapter 1. General Regulations; Chapter 3. Current Good Manufacturing Practices in Manufacturing, Processing, Packing or Holding Human Food; Chapter 7. Food Storage Warehouse and Food Salvage Operations.

7. If you intend to use a private water supply for operations and/or process water, you will need to submit a **letter from an active, licensed civil engineer stipulating that the well is constructed to public water system standards**, in accordance with Chapter 3 of Part XII of Title 51 of the Louisiana Administrative Code. A list of engineers who may provide such a document may be found on the website of the Louisiana Professional Engineering and Land Surveying Board here: http://lapels.com/. **Combo units (water and ice vending) cannot operate on a private water supply and will not be approved to use one.**

Carefully review the List of Approved Ice-Vending Units. If the unit you wish to utilize does not appear on this list, you will need to contact the manufacturer/distributor and have that entity forward a complete set of plans and specifications to this office for compliance review. These plans must include drawings of the assembled unit and all components including any and all HVAC, mechanical, electrical, plumbing, and drainage diagrams. They must also include the manufacturer's instructions for installation, routine cleaning and sanitization, and post-disaster recovery procedures for the unit. All plans must be forwarded to the Ice- and Water-Vending Program Manager. This position is currently held by Lance Broussard (lance.broussard@la.gov) and plans may be emailed, faxed to 225-342-7672, or mailed to P.O. Box 4489, Bin # 10, Box # 14, Baton Rouge, LA 70821-4489.

A Temporary Permit to Operate will be issued after the plans have been reviewed and approved and a pre-operational inspection demonstrates the facility is in compliance with our requirements. All labels must be deemed acceptable for registration before a Permit-to-Operate will be issued. Appropriate fees for both the permit and product registration will need to be collected at the time the applications are completed.

If you wish to discuss any of the basic requirements or some specific aspect of your proposed ice-vending operation with an officer or employee of this agency, please don't hesitate to contact this office.