State of Louisiana

Department of Health
Office of Public Health

Basic Requirements for a Water 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)**:

- A list of currently-approved water-vending units is not attached, but may be found here: http://ldh.la.gov/index.cfm/page/618.
- **FD-1B: Plans Review Questionnaire For Food And Drug Establishments**
- **FD-1E: Utility No Objection Notice**
  - Provide this form to the local health unit for approval of wastewater/condensate disposal.
  - Note that water-vending and "combo" units may **not** utilize a private water supply.
- FD-26 Application for a Water-Vending Permit
  - This form is to be completed with the assistance of your inspector and provided to him/her at the time of your preoperational inspection.
- **A recent negative total coliform test of product water, collected from the unit's spigot**. All water-vending and "combo" (water- and ice-vending) units are required to have quarterly product-water coliform samples analyzed by an approved laboratory. A list of approved laboratories can be found here: http://ldh.la.gov/index.cfm/page/490. Results must be made available to your inspector upon request. If you wish to submit samples to a state laboratory for analysis, forms and sample bags may be obtained from your local parish health unit (http://ldh.la.gov/index.cfm/page/394).

Carefully review the List of Approved Water-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. New units must also provide a Letter of Compliance from the National Automatic Merchandising Association (NAMA) or an equivalent document provided by the National Sanitation Foundation (NSF).

All plans must be forwarded to the Ice- and Water-Vending Program Manager. This position is currently held by Tyra Granderson (tyra.granderson@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.

Once the plans have been reviewed and approved and a pre-operational inspection demonstrates the facility is in compliance with our requirements, a tag will be issued to you. Tags are required to be placed in the upper righthand corner of the front of the unit. Tags expire on December 31 of the current calendar year.

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