Philadelphia Department of Public Health
Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
215 685-7495

Outdoor Public Serving Food Safety Permit

The City of Philadelphia thanks you for your interest in serving safe food to individuals who are homeless or hungry and are in need of safe, nutritious food without charge.

To make sure that the food you serve does not expose people to food-borne illnesses the City requires you to take certain steps to make sure the food you serve is safe.

Please read the food safety requirements, complete the attached form and submit it via hand delivery, US mail or email to:

Dr. Palak Raval-Nelson, Director
Environmental Health Services
Office of Food Protection
Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
Email: palak.raval-nelson@phila.gov
PLEASE PUT ON SUBJECT LINE: Outdoor Public Serving of Food Permit Application

Office hours - Monday-Friday 9:00 am to 4:00 pm

THERE IS NO FEE FOR THIS PERMIT.

Once your application has been received by the Philadelphia Department of Public Health, Office of Food Protection it will be processed within ten business days.

If you need additional information or assistance, please contact us:

Palak Raval-Nelson, Philadelphia Department of Health, Director of Environmental Health Services- (215)-685-7489 or palak.raval-nelson@phila.gov

or

Bernard Finkel, Philadelphia Department of Health, Chief of Food Protection
(215) 685-7497 or Bernard.finkel@phila.gov

March 22, 2012

DRAFT

Philadelphia Department of Public Health
Outdoor Public Serving Food Safety Permit Application

Food Safety Requirements for Outdoor Public Serving of Food: In order to ensure the safety of the food you are serving you must agree to the following terms when applying for an Outdoor Public Serving Food Safety Permit:

1) **A food safety trained person** (who has attended the Philadelphia Department of Public Health sponsored free Outdoor Food Safety Training or another certified food safety course) will be on site at all times during the entire time food is provided to the public.

2) **No bare hand contact** with ready-to-eat foods will occur.

3) **A temporary hand washing station** will be available.

4) **Hands will be properly washed** prior to food handling and between glove changes.

5) If all food items served are prepackaged, **hand wipes or hand sanitizer** may be used.

6) **All foods will be completely protected from contamination** during transportation, preparation, display, and service.

7) **All food will be transported and served at the proper temperature.**

8) **The type of kitchen** you can use to prepare food depends on how quickly after preparing the food it is served:

   a. All food which is served must be prepared in a commercial kitchen **unless the kitchen facility and food preparation meet the requirements below.**

   b. Food may be prepared in a private kitchen if the food is served **within four hours** of the preparation of the food. Pre-preparation the night before or days ahead of time of service, for example marinated foods, is not allowed due to the potential for growth of microorganisms which can lead to food-borne illness. Any facility where food is prepared must have the following:
      i. Running hot and cold water at the kitchen and bathroom sinks along with soap and paper towels;
      ii. Refrigeration/freezer unit maintaining temperature of 41F or less for the refrigerator and 0 F for the freezer;
      iii. Vermin free home;
      iv. One-compartment kitchen sink;
      v. Open top container large enough for immersing food service articles for sanitization;
      vi. Sanitizer (for example, chlorine bleach);
      vii. Stove/oven/range in clean and good working condition for cooking;
      viii. Stem thermometer to measure food temperature during cooking and transport;
      ix. Washable, insulated food containers for transportation of the food.

9) **Self-Service is never permitted**.

10) The person, group, or organization responsible for the operation must post prominently at the feeding site during all hours of operation **an Outdoor Public Serving Food Safety Permit** provided by the Department.

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Philadelphia Department of Public Health
Outdoor Public Serving Food Safety Permit Application
Contact Phone: (215)-685-7495 or 7489 / Email: palak.raval-nelson@phila.gov

Organization Name (if applicable):_____ Phone(s): _____

Organization Address: _____

_____

Contact Person: _____Phone(s): _____

Email Address: _____

Alternative Contact Person: _____ Phones: _____

Email Address: _____

Location(s) of Food Distribution. Please provide a cross-street address. It is permitted to serve within a 10-block radius of the address provided. Please contact the Department if this location changes or if you need a wider area.

_____

_____

Days of week and time you are planning to provide food: (circle any that apply)

Day (Circle)	Time	Day (Circle)	Time
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

Once a month/other times: _____
(e. g. please describe, e.g., dinner 3rd Monday)

Do you plan to serve HOT food? **YES NO**

Do you plan to serve COLD food? **YES NO**

Will all prepared foods be served within four hours of preparation? **YES NO**

If **NO** name and address of commercial kitchen where that food will be prepared: _____

_____

I agree to comply with the Food Safety Operation Requirements and fully cooperate in allowing inspections of any food my organization/I serve and to provide information required in any investigation of a food-borne illness from outdoor public serving of food which may involve me or my organization.

Name: _____ **Organization:**_____

Signature:_____ **Date:**_____

March 22, 2012

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