



Philadelphia Department of Public Health
Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
<http://www.phila.gov/health/Environment/FoodProtection.html>

Special Event Sponsor Guide & Application (SESA) 2013-2014

Dear Sponsor/Event Organizer:

As the Special Event Sponsor you jointly share responsibility for compliance with food handling requirements with the food service operators you request to participate in the event. You will have to arrange for support services to ensure proper food vendor operation. These responsibilities may require arrangement for on-site availability of water, ice, refrigeration units, vending unit structures, waste disposal, cooking oil recycling or other necessary equipment to ensure successful food service for the event. Special event food establishment operation(s) that provide food or beverages must follow applicable provisions of the Regulations Governing Food Establishments. (Deep frying cooking oil operations will NOT be approved without submission of a detailed cooking oil handling / recycling plan.)

The Sponsor must do the following:

- Complete & submit the attached Sponsor Application with a list of **ALL** event food operations with plot plan showing each food service operation event location.
- Submit a fee of \$78.00 to the Health Department. All fees must be paid by bank check or money order made out to "**Phila. Health Dept. - E.H.S.**" **THE FOLLOWING ARE NOT ACCEPTED: cash, business or personal checks.**
- Require pre-registration, have each food operator/vendor complete the Health Dept "Temporary Special Event Food Service Application TFSA", & submit appropriate fees. For events that last longer than 14 days refer to the "Permanent Food Operation Application."
- Submit all material at least **30 days prior to the date of the event** for approval. **Late submissions may not be approved or accepted and may require a \$65 Late Filing Fee.**
- The Health Department will conduct inspections of all food service operators on the day of the event. All associated inspection costs will be billed to the sponsor by the Managing Director's Office (MDO). The MDO will provide the sponsor estimated cost information before the event, as requested by the Sponsor.

Licensed food establishments that are not in compliance with the *Regulations Governing Food Establishments* may not be approved or may require inspection prior to the event.

Upon completion of all required information the Health Dept. will issue a "Food Service Eligibility Certificate" and a "License Eligibility Report (LER)." The "LER" is needed to obtain the food (Retail Food - Non Permanent Location) license. The food vendor is required to obtain the "License Eligibility Report" from the Health Dept. and take it to the Licenses and Inspections Office to obtain the temporary food license. L & I is located at: Municipal Services Building- Concourse Level, 1401 John F. Kennedy Boulevard, Philadelphia, PA 19102

As the Sponsor you are required to make sure that this Dept. receives all of the proper application paperwork and fees, including the Sponsor fee, and for each of the individual food operations. If the paperwork and fees are not received in a timely manner, enforcement action can be taken against you, the Sponsor of the event and the specific operator will NOT be allowed to take part in the event.

Pre-approved food vendors are food establishment operators are mobile or special event food vendors that have been approved for year-round food vending and have obtained a Retail Food Non-Permanent Location License. Licensed food establishments must comply with applicable regulations. License approval is specific to the vending unit evaluated and the food menu at the time of evaluation. The "Food Service Operation Eligibility Certificate" provided by this Department indicates this information.

The Office of Food Protection will NOT be able to process walk-in applicants seeking approval for a temporary food establishment. If you need additional information or assistance please contact the Office of Food Protection (215) 685-7493.

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A Summary of Regulations Governing Temporary Food Establishments

- 1. A PERSON-IN-CHARGE IS REQUIRED & MUST DEMONSTRATE KNOWLEDGE:**
 - A person-in-charge must be present in the facility at all times. The person-in-charge must have knowledge of *Regulations Governing Food Establishments*.
http://www.phila.gov/health/pdfs/Food_Regulations.pdf
 - All persons with signs, symptom or diagnosis with any food borne illness must report to the person-in-charge.
 - A Food Safety Certified Person is required at operations that exceed 7 days.
 - Off site food preparation must be supervised by a Food Safety Certified Person.

- 2. ALL FOOD MUST BE FROM A SOURCE APPROVED BY THE HEALTH DEPT.:**
 - All food shall be from approved licensed facilities, in satisfactory compliance with the *Food Regulations* or be prepared on site, subject to Health Department approval for the event. All food must be clean, wholesome, free from spoilage, free from adulteration, and safe for human consumption.
 - Purchase records, such as receipts or invoices, for all food products must be kept & available for review.

- 3. WATER & ICE MUST BE FROM A SOURCE APPROVED BY THE HEALTH DEPT & PROTECTED FROM CONTAMINATION:**
 - The water supply shall be of a safe, sanitary quality. Water supplied at the site must conform to all applicable regulations of the Department of Public Health and the Water Department.
 - All facilities must be provided with warm (100°F) running water and have an adequate supply on hand for cooking, cleaning, and hand washing.
 - Connection to fire hydrants and other non-potable water supplies for food preparation, equipment washing, or hand washing purposes are prohibited.
 - An approved backflow prevention device is required when a plumbing system shall be installed to preclude backflow of a solid, liquid or gas contaminant into the water supply system at each point of use at the food facility, including on a hose bib if a hose is attached.
 - Water brought to the event that is not commercially bottled must be pre-approved by the Health Department.
 - Water must be stored in clean, covered containers with dispensing spouts. Water containers shall not leak or drip.
 - All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged with proper identification of the ice manufacturer on the packaging.
 - Ice used in the preparation of drink beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, nonporous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice. Styrofoam coolers must have food grade liners.
 - All ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice or outside the ice on a clean surface protected from contaminants.
 - Ice used as a coolant may not be used in drinks or as ingredients in food.
 - Personal drinks may not be stored in potable ice chests.

- 4. FOOD HANDLERS MUST HAVE GOOD HYGIENIC PRACTICES:**
 - Food handlers may NOT eat, drink, or use tobacco while handling food.
 - Food handlers experiencing persistent sneezing, coughing or runny nose may not work with exposed food.
 - All individuals involved in food handling activities must wear a suitable head covering or hair restraint to protect the food from contamination.
 - No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used.

5. ALL FOOD MUST BE PROTECTED FROM CONTAMINATION:

- All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.
- Unwrapped displayed food requires approved covers, food shields, or sneeze guards, to minimize contamination by customers. Guards must be designed to intercept a direct line between the customer's mouth and the food on display.
- Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
- The reuse of original food packaging for food storage is not permitted.
- Food, food containers, & food service items must be stored 6 inches above ground surface.
- All equipment must be clean when it arrives at the event.
- Single service articles or extra food handling utensils must be available to be used unless adequate dishwashing facilities are available and used.
- Utensils used in food preparation and service will require replacement after 4 hours of use.
- Events that are more than one day may require a pre-approved cleaning depot site located in another area on the grounds of the event or celebration, or other approved off-site facility.
- All fruits & vegetables must be cleaned at an approved facility prior to service.

6. FOOD HANDLERS MUST WASH THEIR HANDS AT THE OPERATING LOCATION:

- Food handlers must clean their hands prior to engaging in food handling activities.
- A minimum of 10 gallons of potable water is required per operation. More water may be required for additional staff.
- Each required hand washing station must include: a dispenser with **stay-on spigot**, warm water (100°F) soap, single use paper towels, a waste water container and a solid waste receptacle. SEE SAMPLES IN DIAGRAM
- Each sink or basin must have a sign indicating, "Employees must wash hands".
- Each facility must provide for the collection of all waste water from hand washing.
- Chemically treated towelettes may **NOT** be used in place of hand washing unless all food is pre-packaged.



7. FOODS MUST BE COOKED TO THE PROPER TEMPERATURE:

- Raw meat & seafood products shall be cooked to heat all parts of the food to the appropriate temperature for the appropriate time that complies with the Regulations.
- A metal stem-type numerically scaled, or other approved indicating thermometer must be provided and used to monitor proper cooking temperatures.

8. FOODS MUST BE PROPERLY REHEATED TO 165° F:

- Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165° F for 15 seconds.
- All cooking units shall be capable of cooking foods to their appropriate temperature and hot holding units must be capable of holding foods at 135° F or above.
- Chafing dishes with sternos may NOT be used for reheating.

9. FOODS MUST BE PROPERLY COOLED:

- Hot food preparation and cooling of food to be provided at a special event require prior approval and must be clearly identified on the menu description. Hot foods that are cooled must be cooled rapidly from 135° F to 41° F in shallow pans. Hot foods prepared in advance by an approved licensed facility and cooled prior to the event must be cooled in an approved manner. Pans used for cooling hot foods shall be shallow in depth not more than 2 inches. Food must be transported to the event site in the pans, and must be reheated rapidly at the site for hot holding or service.
- Foods that are made with ingredients at ambient air temperature, such as cold sandwiches, must be properly cooled and stored at 41° F or below.

10. FOODS MUST BE KEPT OUT OF TEMPERATURE DANGER ZONE (41° F TO 135° F):

- All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41° F to 135° F). All foods requiring temperature control for safety delivered to the special event site must be below 41° F or above 135° F. Such foods must be delivered in insulated containers, or mechanical refrigeration or hot holding equipment design to maintain food temperatures.
- Foods delivered out of temperature are subject to immediate disposal and may prevent eligibility for event participation.
- Stockpiling of hot foods, such as hot dogs & sausages, for stock or display is prohibited, unless all areas of the food (surface & interior) are above 135° F or below 41° F.
- Refrigeration and cold holding units must be capable of maintaining 41F or below when in use and must be supplied with an accurate thermometer. Events that are more than one day in duration require mechanical refrigeration for storage of foods.
- Packaged foods, including drinks, whose packaging is not subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous effective draining of melting ice is required.
- Cut melons, tomatoes, & leafy greens, must be stored at 41° F or below. These items CANNOT be cut at a special event or temporary facility.

11. AN ENCLOSURE IS REQUIRED:

- Overhead protection, such as a canopy, tarp, or tent is required at all times in storage, preparation, cooking, and serving areas.
- Enclosure must prevent the entry of vermin and contaminants including rain and dust.
- Enclosure materials must meet Fire Code Requirements.
- Floor protection is required to prevent contamination where soil is present which may include pallets, wood sheeting, linoleum, or tile.
- Facilities that have cooking operations that include oil or grease spillage or spatter to the floor must have a floor surface of approved materials to prevent soiling of existing floor or underlay material or substrate.

12. ALL EQUIPMENT MUST BE CLEAN, SAFE & IN GOOD REPAIR:

- All equipment must be clean & appropriately maintained when it arrives at the event.
- All equipment shall be installed according to all appropriate federal, state or City code requirements for construction and fire safety. The facility owner is responsible to ensure these requirements are met.
- In situations where outdoor barbecue pits or grills are going to be used, the grill or pit must have approved overhead protection. Prep at the grill may not occur.
- The use of industrial drums is not permitted.
- All cooking, heating, and hot-holding equipment such as chafing pans and hot plates must be located away from the public for safety.

13. WASTE PRODUCTS MUST BE REMOVED OF IN AN APPROVED MANNER:

- All cooking oil waste must be recycled by a company approved by the Health Department.
- Each facility must provide for the collection of all waste water from hand washing, utensil cleaning and food refrigeration units using ice as a refrigerant. All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain).



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A. Event Information				
Name of Event:		Event Location (include address or intersection):		
Date(s) of Event:	Set-up time:	Time food handling begins:	Event start time:	Event end time:
Rain Date:	Number of Food Operations:	Number of Spaces:	Space Dimensions for each operation:	
B. Sponsor Information				
Sponsor Agency Name:			Licensee/Owner Name:	
Mailing Address (Number & Street, Box or Route):				
City:	State:		Zipcode:	
Phone #:	Cell #:		Email:	
Name of Person-In-Charge at the Event:			Phone #:	
C. Physical Facility Information				
1. <u>PROVIDE A LIST OF ALL FOOD OPERATIONS.</u> On a separate piece of paper include each operation's trade name, owner's name, and mailing address.				
2. Provide a plot plan showing the location of each vendor, the remote location for storage facilities, refrigerated trucks, ice supply, water services, toilet facilities and individual operating locations. If spaces are assigned by a number or letter code indicate this code for each vendor location on the plot plan.				
3. What type of potable water (drinking water) facilities will be provided for the food operations? Provide details on all plumbing connections and plumbing lines. A minimum of 10 gallons of water per operation must be available for each operation, more may be required.				
4. What type of handwashing facilities will be provided for the food handlers? Provide details about these facilities.				
5. What facilities will be provided for food operations to clean equipment and food? Provide details about these facilities.				
6. What type of toilet facilities will be provided for the food handlers? Provide details about these facilities.				
7. How & where will food handlers wash their hand after using toilet facilities?				
8. What type of toilet facilities will be provided for the public? Provide details about these facilities.				

9. What type of refuse storage containers will be provided for the food operations and the public? Provide details about these facilities.
10. What type of electrical services will be provided for the food operations?
11. How will ice be provided for the food operations? Provide details about ice supplier/manufacturer.
12. What type of overhead structure will be provided to the food operations (tent, canopy, umbrella)? If the operators are bringing their own, please provide details.
13. What type of material is the overhead structure & sidewalls made of? Catalog cutsheets, pictures, and detailed drawings must be submitted.
14. Indicate fire retardant rating of overhead structure & sidewalls.
15. Provide a description of the ground at the event. (bare soil, gravel, grass, asphalt, concrete)
16. What type of material will be used for protection the ground (pallets, wood sheeting, linoleum, tile)?
17. Open food displays in customer service areas require Sneeze Protection devices to protect the food. What type of Sneeze Protection devices will be provided? Catalog cutsheets, pictures, and detailed drawings of the sneezeguard must be submitted.
18. Will you be permitting grilling or cooking operation?
19. What type of fuel or power sources (propane, charcoal, electric generators, etc.) will be permitted? Provide details.
20. Are you providing any power sources to the vendors, such as electricity? If so describe power source.
21. How will the charcoal or cooking oil if used, be disposed of? NOTE: Deep frying equipment is not permitted without prior approval.

<p>I certify that the information provided on this application is correct to the best of my knowledge. I understand that incomplete or illegible application will be returned unprocessed.</p> <p>Sponsor Name (Print) _____ Title: _____</p> <p>Sponsor Signature: _____ Date: _____</p>
