Department of Public Health
CITY OF PHILADELPHIA

Philadelphia Department of Public Health
Environmental Health Services
7801 Essington Avenue
Philadelphia, PA 19153

Outdoor Public Serving of Food Safety Permit

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

To ensure the food you serve does not cause foodborne illness, the City requires you to take certain steps to make the food safe and properly dispose of all waste to avoid attracting vermin. **You are required to ensure the feeding area is clean and free of litter, food debris, and other waste.**

Please read the food safety requirements, complete the attached form, and submit it, along with your certificate documenting completion of a Food Safety Training, via US mail or email to:

Stephanie Taylor
7801 Essington Avenue
Philadelphia, PA 19153
Stephanie.Taylor@Phila.gov
PLEASE PUT IN THE SUBJECT LINE: Outdoor Public Serving of Food Permit Application

Or

Anna Mellert
7801 Essington Avenue
Philadelphia, PA 19153
Anna.S.Mellert@Phila.gov

THERE IS NO FEE FOR THIS PERMIT.

Once your application has been received by the Philadelphia Department of Public Health, Office of Food Protection (*the Department*), you will receive a permit within 30 days. If you need additional information or assistance, please contact us at (215) 685-7419.

IMPORTANT INFORMATION FOR OPERATION IN THE 7TH COUNCIL DISTRICT

You need a Non-Medical Mobile Service Provider Permit to provide mobile, non-medical services within the 7th Council District (link). Non-medical mobile service providers include any person or group who distributes goods free of charge to three or more people from a vehicle parked on a public street.

Non-medical services might include handing out:

- Hats, gloves, and clothing
- Food and water
- Health and safety supplies, including naloxone overdose reversal medication (Narcan®), fentanyl test strips, and wound care kits

Providers are limited to operating for up to 45 minutes at one location. They then must move to another location at least 1,000 feet away.

The Department of Licenses and Inspections (L&I) – Quality of Life (QOL) issues the Non-Medical Mobile Service Provider Permit.

Philadelphia Department of Public Health

Outdoor Public Serving of Food Safety Permit Application

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

1) **A trained food safety person** (who has attended a certified food safety course) will be in charge and on site 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** required to prepare food depends on how quickly after preparing the food it will be served:
    a. All food that is served **more than four hours after beginning preparation** must be prepared in an approved **kitchen.**
    b. Food may be prepared in a private kitchen if the food is served **within four hours** from the start of the preparation of the food. Pre-preparation the night before or days before the time of service, such as marinating foods, is not allowed due to the potential for microbial growth, which can lead to foodborne 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 a temperature of 41 degrees F or less for the refrigerator and 0 degrees 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; and
        ix. Washable, insulated food containers for transportation of the food.
9) No food prepared in a private kitchen may be served more than four hours after the start of preparation.
10) **Self-service of food by recipients is never permitted**.
11) All refuse, waste, and **trash generated must be removed** and suitably discarded, immediately following the event, by the person, group, or organization engaged in the outdoor public serving of food. **You are required to ensure the feeding area is clean and free of litter, food debris, and other waste**.
12) 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 of Food Safety Permit** provided by the Department.

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

Organization Name (if applicable): _____ Phone: _____

Organization Address: _____

_____

Contact Person: _____Phone: _____

Email Address: _____

Alternative Contact Person: _____ Phone: _____

Email Address: _____

Location(s) of Food Distribution. Please provide a cross-street address. It is permitted to serve within a 2-block radius of the address provided. Please contact the Department if this location changes or if you need a wider area.

_____

_____

Day(s) of week and time you are requesting to provide food (circle all that apply):

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

Once a month/other time (please describe, e.g., dinner every 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,** please provide the name and address of the commercial kitchen where food will be prepared: _____

_____

I agree to comply with the Food Safety Operation Requirements and fully cooperate by allowing inspections of any food my organization/I serve, and by providing information required in any investigation of a foodborne illness related to outdoor public food service, which may involve my organization or me. We/I will post a copy of the Outdoor Public Serving of Food Safety Permit whenever outdoor public serving is done.

Contact Person Signature: _____ Date: _____