

# PHILADELPHIA

## FOOD SAFETY INSPECTION GUIDE



Department of  
Public Health

# Purpose Statement

Food safety is essential to protecting the health and well-being of all Philadelphians. As owners, managers, and staff of food establishments, you play an important role in keeping Philadelphia safe by following City and State food safety regulations that prevent foodborne illness. This guide is designed to help you understand the City and State food safety regulations enforced by the Office of Environmental Health Services (EHS) in the Philadelphia Department of Public Health (PDPH), and to help you feel confident about what to expect during an EHS inspection.

Inside, you'll find:

- Information about food safety regulations
- An overview of the types of EHS food safety inspections
- Steps of a food safety inspection
- Steps you can take to prepare for a food safety inspection

We recognize that running a food business can be challenging. Whether you're opening a new food business or managing an existing one, this practical guide will help you follow food safety regulations, avoid common issues, and make food safety part of your daily work.

# Table of Contents

**Purpose Statement ..... 1**

**Letter from the Commissioner ..... 2**

**About PDPH ..... 3**

**Inspections Overview ..... 3**

Types.....3

Approach.....6

Before & After Your Inspection.....6

**Tools to Ace a Food Safety Inspection ..... 7**

Food Safety Inspection Checklist .....8

Avoid Most Common Violations Flyer ..... 16

Food Safety Posters ..... 17

# Letter from the Commissioner



## CITY OF PHILADELPHIA

Department of Public Health  
1101 Market Street, 13th Floor  
Philadelphia, PA 19107

Palak Raval-Nelson, PhD, MPH  
Health Commissioner  
Sara Enes, MBA, MSW  
Chief of Staff

Dear Philadelphia food business community,

Welcome, and thank you for playing a vital role in making Philadelphia a vibrant place to live, work, and visit.

As Commissioner of the Philadelphia Department of Public Health, I'm pleased to introduce this guide as a resource to support your business in maintaining a safe and healthy environment for your employees, customers, and the community.

Your partnership is essential to protecting public health. Together, we are united in our commitment to ensuring that every meal served in Philadelphia meets the highest standards of food safety.

This guide reflects our dedication to supporting you in meeting those standards. We hope it provides the information and tools you need to feel confident during inspections and to build lasting practices that contribute to your ongoing success.

We look forward to working with you to build a healthier Philadelphia!

Respectfully,

A handwritten signature in blue ink, appearing to read "Palak Raval-Nelson".

**Palak Raval-Nelson, Ph.D., MPH**  
Health Commissioner

# About PDPH

The Philadelphia Department of Public Health (PDPH) protects and promotes the health of all Philadelphians and provides a safety net for people who are disproportionately impacted by societal factors that limit their access to healthcare and other resources necessary for optimal health.

PDPH's Office of Environmental Health Services (EHS) maintains environments, prevents disease, and promotes public health through education and regulation. EHS monitors, assesses, inspects, and educates the public about vectors, food safety, lead and healthy homes, tobacco control, and environmental engineering. EHS's Office of Food Protection (OFP) ensures food establishments comply with local, state, and federal food safety regulations through education, [plan reviews](#), and inspections. EHS OFP sanitarians conduct your establishment's food safety inspections.

## Inspections Overview

### Types

We conduct different types of food establishment inspections to ensure they are following health and safety regulations. Most inspections are unannounced.

#### Plan Review

Food businesses must submit a plan review before building a new facility, remodeling, or making major changes to an existing one. We require these plans to ensure food businesses follow food safety, layout, equipment, and operations requirements. After the plan review is approved and physical changes are complete, we inspect the facility to ensure it was built or altered to the approved plan.

- Pre-operating Inspections

We typically perform pre-operating inspections within 30 days of approving a plan review application. Inspections check that a facility is ready to safely prepare and serve food before opening to the public. There is a \$190 fee for a pre-operating inspection.

- Conversion and modification of existing establishments

An inspection is also needed when a business makes physical changes to an existing facility that alters how it is used or how food is prepared and served. This includes changing a non-food establishment to a food establishment (conversion), or remodeling, significantly changing, or expanding an existing food establishment (modification). These inspections ensure the facility is still following City and State health and safety regulations after changes have been made.

Examples of modifications (changes) that require a plan review and inspection include:

- Installing different equipment
- Adding or changing walls, floors, or ceilings
- Installing custom millwork, cabinetry, or plastic laminated surfaces
- Changing or moving permanently installed equipment (e.g., exhaust hoods, walk-in cooler, etc.)
- Expanding a food facility (e.g., new storage addition, add basement kitchen, etc.)
- Adding customer dining or eat-in service



## **Routine Inspections**

Our Health Sanitarians conduct routine inspections to check food safety practices, enforce regulations, and educate food handlers on how to prevent the spread of pathogens that can cause illness. Typically, we inspect food businesses once per year, and inspections are unannounced to ensure we can see an accurate picture of day-to-day operations and food safety practices. Places that serve people at higher risk, like hospitals and nursing homes, are inspected more often. There is no fee for routine inspections, but businesses must pay a fee if a reinspection is needed.

During routine inspections, sanitarians watch how food is handled, check food temperatures, and ensure that the food business is following food safety regulations. They also educate food establishment staff on preventing foodborne illness and safe food handling.

At the end of the inspection, the sanitarian provides a Food Facility Inspection Report. This report lists any violations and necessary corrective actions (what needs to be fixed). If the business is out of compliance, an invoice for a reinspection will be issued with the inspection report. For guidance on understanding the report, please see the Food Safety Inspection Checklist, later in this guide.

## **Reinspections, Complaint-Based Inspections, and Foodborne Illness Investigations**

In addition to a routine inspection, a food facility may be reinspected if it was not in compliance during a routine inspection, if we receive a complaint from the public, or if there is a need to conduct a foodborne illness investigation.

Reinspections confirm that prior violations have been corrected. There is a \$315 fee for reinspections.

Complaint-based inspections address food safety concerns reported by the public.

Foodborne illness investigations are conducted when a suspected outbreak or illness is linked to a food business.

If a facility is out of compliance during a complaint-based or foodborne illness investigation, it may need a reinspection. In these cases, the \$315 reinspection fee still applies.

## SUMMARY OF INSPECTION TYPES

| Inspection Type                                 | When                                                                                                                                     | Why                                                                                                  | Cost                                                                                                                                                                                                                                                                                                                                                                                   |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----|---------------------|-------|------------------|-------|-------------------|---------|--------------------|---------|----------------|-------------------------------------|
| Plan Review: Pre-Operating Inspection           | Before a new facility is built, remodeled, or significantly changed, and within 30 days after plan review approval.                      | Ensures design, layout, and equipment meet food safety regulations before construction or operation. | <table><tr><th>Based on sq. ft Size</th><th>Fee</th></tr><tr><td>1000 sq. ft or less</td><td>\$375</td></tr><tr><td>1001-5000 sq. ft</td><td>\$875</td></tr><tr><td>5001-10000 sq. ft</td><td>\$1,500</td></tr><tr><td>10000-14000 sq. ft</td><td>\$2,125</td></tr><tr><td>&gt;14000 sq. ft.</td><td>\$2,125+ \$15/each add'l 100 sq. ft</td></tr></table> <b>\$380 expediting fee</b> | Based on sq. ft Size | Fee | 1000 sq. ft or less | \$375 | 1001-5000 sq. ft | \$875 | 5001-10000 sq. ft | \$1,500 | 10000-14000 sq. ft | \$2,125 | >14000 sq. ft. | \$2,125+ \$15/each add'l 100 sq. ft |
| Based on sq. ft Size                            | Fee                                                                                                                                      |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                        |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| 1000 sq. ft or less                             | \$375                                                                                                                                    |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                        |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| 1001-5000 sq. ft                                | \$875                                                                                                                                    |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                        |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| 5001-10000 sq. ft                               | \$1,500                                                                                                                                  |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                        |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| 10000-14000 sq. ft                              | \$2,125                                                                                                                                  |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                        |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| >14000 sq. ft.                                  | \$2,125+ \$15/each add'l 100 sq. ft                                                                                                      |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                        |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| Plan Review: Conversion/Modification Inspection | When an existing facility changes use, layout, or equipment.                                                                             | Ensures changed or expanded facilities still meet health and safety standards.                       | <b>Based on sq. ft (see above)</b><br><b>\$380 expediting fee</b>                                                                                                                                                                                                                                                                                                                      |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| Change of Ownership Inspection                  | When you're changing the name on your food license or taking over an existing food business without changing the operations or facility. | Licenses are non-transferable to another proprietor.                                                 | <b>\$225</b>                                                                                                                                                                                                                                                                                                                                                                           |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| Routine Inspection                              | Typically, once per year (more often for high-risk facilities).                                                                          | Checks ongoing food safety practices and compliance.                                                 | <b>No charge</b> (fees apply if a reinspection is needed)                                                                                                                                                                                                                                                                                                                              |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| Reinspection                                    | After a facility fails to comply during a routine or other inspection.                                                                   | Checks that violations have been corrected.                                                          | <b>\$315</b>                                                                                                                                                                                                                                                                                                                                                                           |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| Complaint-Based Inspection                      | When a complaint is received from the public.                                                                                            | Investigates reported issues or unsafe practices.                                                    | <b>No charge</b> , unless reinspection is required                                                                                                                                                                                                                                                                                                                                     |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |
| Foodborne Illness Investigation                 | When an illness or outbreak is suspected to be linked to a facility.                                                                     | Identifies and addresses sources of foodborne illness.                                               | <b>No charge</b> , unless reinspection is required                                                                                                                                                                                                                                                                                                                                     |                      |     |                     |       |                  |       |                   |         |                    |         |                |                                     |

## Approach

### A Risk-Based Approach

PDPH uses a risk-based approach to inspections. This means our Sanitarians focus primarily on the factors most likely to cause foodborne illness. For a list of common foodborne illness risk factors and tips on how to prevent them, please see the Avoid Most Common Violations One-Pager later in this guide.

Risk-based inspection reports provide a snapshot of the conditions at a food establishment at the time of the inspection. Most routine food establishment inspections will include the following:

## FOOD SAFETY INSPECTION STEPS RECAP

| Step | Stage                            | Description / Actions                                                                                                                                                 |
|------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <b>Introduction</b>              | Inspector introduces themselves and asks to speak with the Person in Charge (PIC). Explains the purpose of the visit and asks the PIC to join the inspection.         |
| 2    | <b>Initial Walk-through</b>      | Inspector familiarizes themselves with the facility layout. Observes tasks like cooking, reheating, or hot holding. Conducts a brief menu review (if applicable).     |
| 3    | <b>Conducting the Inspection</b> | Inspector questions the PIC and employees to assess compliance and food safety knowledge. On-the-spot corrective actions may be required if issues are found.         |
| 4    | <b>Conclusion</b>                | Inspector prepares and sends the inspection report, identifying items IN or OUT of compliance. If any are out of compliance, an invoice for a reinspection is issued. |

## Before & After Your Inspection

Health inspections are just one part of the food establishment permitting and licensing process. To make sure you're operating safely, legally, and ready for your first inspection, make sure you have completed these important steps before and after your pre-operating food safety inspection. These checklists may not list every requirement, but they include a high-level overview of important steps.

### STEPS FOR STATIONARY FOOD BUSINESS PRE- AND POST-INSPECTION

|                                                                                                                                   |                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stationary Food Business: A food service operating from a fixed, permanent location such as a brick-and-mortar restaurant.</b> |                                                                                                                                                                                                     |
| Before a PDPH pre-operating inspection, you will need to:                                                                         |                                                                                                                                                                                                     |
| <input type="checkbox"/>                                                                                                          | Get a Business Income and Receipts Tax (BIRT) ID - Needed to register your business for local taxes.                                                                                                |
| <input type="checkbox"/>                                                                                                          | Get a Commercial Activity License (CAL) - Required for all businesses operating in Philadelphia.                                                                                                    |
| <input type="checkbox"/>                                                                                                          | Check zoning compliance - Confirm that your business location is properly zoned for food operations and secure any necessary zoning permits.                                                        |
| <input type="checkbox"/>                                                                                                          | Submit application and get approval for a PDPH Plan Review - Submit your facility layout, equipment list, and menu to PDPH. Approval is required before beginning any construction or installation. |
| <input type="checkbox"/>                                                                                                          | Obtain construction-related permits (if applicable) - Includes building, plumbing, electrical, or other permits required for renovations or equipment installation.                                 |
| <input type="checkbox"/>                                                                                                          | Apply for, obtain, and post Food Safety Certificate(s) – A certified employee must be on-site during operating hours.                                                                               |
| After a PDPH pre-operating inspection, you will need to:                                                                          |                                                                                                                                                                                                     |
| <input type="checkbox"/>                                                                                                          | Submit the License Eligibility Report (LER) provided by PDPH to Licenses & Inspections (L&I).                                                                                                       |
| <input type="checkbox"/>                                                                                                          | Obtain a Food Establishment, Permanent Location License from L&I.                                                                                                                                   |

## STEPS FOR FOOD VENDOR BUSINESS PRE- AND POST-INSPECTION

|                                                                                                     |                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Food Vendors: A food service that operates from a cart, vehicle, or other movable structure.</b> |                                                                                                                                                                                                     |
| Before a PDPH pre-operating inspection, you will need to:                                           |                                                                                                                                                                                                     |
| <input type="checkbox"/>                                                                            | Get a Business Income and Receipts Tax (BIRT) ID - Needed to register your business for local taxes.                                                                                                |
| <input type="checkbox"/>                                                                            | Get a Commercial Activity License (CAL) - Required for all businesses operating in Philadelphia.                                                                                                    |
| <input type="checkbox"/>                                                                            | Choose a vending location that is within an <a href="#">approved area</a> . If you plan to vend from private property, obtain a zoning permit.                                                      |
| <input type="checkbox"/>                                                                            | Submit application and get approval for a PDPH Plan Review - Submit your facility layout, equipment list, and menu to PDPH. Approval is required before beginning any construction or installation. |
| <input type="checkbox"/>                                                                            | Apply for and obtain a Food Safety Certificate - A certified employee must be on-site during operating hours.                                                                                       |
| <input type="checkbox"/>                                                                            | Sign up with a support facility- Required for a vending license and must be used for food preparation, storage, equipment cleaning, and other operational support services.                         |
| After a PDPH pre-operating inspection, you will need to:                                            |                                                                                                                                                                                                     |
| <input type="checkbox"/>                                                                            | Submit the License Eligibility Report (LER) provided by PDPH to Licenses & Inspections (L&I).                                                                                                       |
| <input type="checkbox"/>                                                                            | Obtain the appropriate vending license from the L&I, depending on how you sell and where you're vending.                                                                                            |

## Tools to Ace a Food Safety Inspection

This section provides practical tools to help you stay prepared for inspections. Designed to support day-to-day operations, these resources make it easier to implement, monitor, and reinforce key food safety practices. Resources include a Food Safety Inspection Checklist and Common Violations One-Pager to help evaluate compliance and identify areas for improvement, as well as Food Safety Posters that reinforce critical food safety steps and expectations for staff.



# Philadelphia Food Safety Inspection Checklist

## Purpose:

This checklist is a tool to help food businesses evaluate their compliance with food safety standards and address potential violations before an inspection by a [Philadelphia Department of Public Health \(PDPH\) Environmental Health Services \(EHS\) Office of Food Protection \(OFP\) sanitarian \(inspector\)](#).

Food safety inspections and this checklist are based on standards outlined in the [Philadelphia Department of Public Health's Regulations Governing Food Establishments](#) and the [2022 FDA Food Code](#). For detailed information about food safety standards and practices, please review these regulations.

## How to use:

The checklist is designed to follow the structure of the official Food Facility Inspection Report you will receive at the end of every food safety inspection.

It is divided into two main sections: Foodborne Illness Risk Factors and Good Retail Practices. Each section includes subcategories and checklist items that correspond to the inspection criteria. Each checklist item is numbered to match the boxes in the official Food Safety Inspection Report. If an item does not apply to your establishment, simply skip it.

Use the "IN/OUT" columns to indicate compliance:

- Mark "IN" for items that are in compliance.
- Mark "OUT" for items that are not in compliance and record any corrective actions taken to address potential violations

Managers are encouraged to involve their staff while using the checklist to help promote awareness and understanding of important food safety practices. PDPH recommends completing this self-assessment **one to two times per month** to ensure compliance with food safety rules and be prepared for an inspection.

## Questions:

For questions about the checklist or food safety inspections, contact Environmental Health Services at 215-685-7495 or, if you've previously received an inspection, reach out to your sanitarian, whose contact information is listed at the bottom of your Food Facility Inspection Report.

## Interpretation:

All City of Philadelphia agencies are required to provide equal access to their services, regardless of the language spoken. If you need interpretation services during a food safety inspection, please request assistance from your sanitarian.

**Note:** This checklist provides a snapshot in time and cannot be used as proof of compliance during an inspection. It may not encompass all the items an inspector will evaluate. Compliance status during an official inspection is determined solely by an EHS sanitarian. Repeated violations or those posing significant public health risks may result in business closure.

---

Date

---

Time

---

Check Completed By

---

Shift

---

Food Safety Certified Person(s)  
On Site

| Item                                                                                                                                                                                                       | IN | OUT | Corrective Action |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|-------------------|
| <b>Foodborne Illness Risk Factors</b>                                                                                                                                                                      |    |     |                   |
| <b>Demonstration of Knowledge</b>                                                                                                                                                                          |    |     |                   |
| A certified food safety manager is on site and can explain safe food practices.<br>All employee food safety certificates are posted where inspectors can see them. (1)                                     |    |     |                   |
| <b>Employee Health</b>                                                                                                                                                                                     |    |     |                   |
| The Certified Food Safety Manager and food employees know when they must report symptoms like vomiting, diarrhea, fever, a diagnosed foodborne illness, or certain diseases and medical conditions. (2, 3) |    |     |                   |
| <b>Good Hygienic Practices</b>                                                                                                                                                                             |    |     |                   |
| Tasting, smoking, eating, and/or drinking activities happen only in designated areas and away from food preparation areas. Employees may only drink from closed, spill-proof containers. (4)               |    |     |                   |
| All employees are free of eye, nose, or mouth discharge, and have no open cuts, sores, skin conditions, or infections that could contaminate food. (5)                                                     |    |     |                   |
| <b>Preventing Contamination by Hazards</b>                                                                                                                                                                 |    |     |                   |
| Employees wash their hands and arms before food preparation, when switching tasks, and after activities that may contaminate hands (such as coughing, tobacco use, eating, etc). (6)                       |    |     |                   |
| No bare-hand contact with ready-to-eat foods unless an approved alternate method is being properly followed. (7)                                                                                           |    |     |                   |
| Handwashing sinks are in all required areas (food prep, food dispensing, ware washing, and in or adjacent to toilet rooms) and are stocked with proper supplies and proper signage. (8)                    |    |     |                   |
| <b>Approved Source</b>                                                                                                                                                                                     |    |     |                   |
| All food comes from approved source (suppliers); receipts are available. (9)                                                                                                                               |    |     |                   |
| Food is received with packaging intact and at safe temperatures (cold below 41°F, hot above 135°F). (10, 11)                                                                                               |    |     |                   |
| Shellstock tags and parasite-destruction (foods for raw or undercooked consumption) records are kept for 90 days. (12)                                                                                     |    |     |                   |
| <b>Protection from Contamination</b>                                                                                                                                                                       |    |     |                   |
| Raw meat is stored and handled separately from ready-to-eat foods and are not contaminated by dirty equipment, hands, or vermin feces. (13)                                                                |    |     |                   |

| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | IN | OUT | Corrective Action |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|-------------------|
| Food contact surfaces, equipment, and utensils are cleaned and sanitized. (14)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |     |                   |
| Returned or previously served food is never re-served. (15)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |     |                   |
| <b>Potentially Hazardous Food Time/Temperature</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |     |                   |
| Seafood, eggs cooked for immediate service, steaks, chops, and roasts (pork, beef, veal, and lamb) are cooked to 145°F (62°C) for 15 seconds.<br><br>Ground meats and fish are cooked to 155°F (68°C) for 15 seconds.<br><br>Microwaved raw animal foods are rotated, stirred, and covered to keep moisture and heated to at least 165 °F (74°C ), and stand covered for 2 minutes.<br><br>Poultry, stuffed food, and dishes containing previously cooked Time/Temperature Control for Safety (TCS), such as meat or seafood, are cooked to 165°F (74°C) for 15 seconds. (16) |    |     |                   |
| TCS foods that are cooked, cooled, and reheated for hot holding are cooked to 165°F (74°C) for 15 seconds and are not reheated for more than 2 hours (17).                                                                                                                                                                                                                                                                                                                                                                                                                    |    |     |                   |
| Food is cooled from 135°F (57°C) to 70°F (21°C) within two hours. Food is cooled to 41°F (5°C) within six hours using shallow pans, ice baths, rapid cooling equipment, cooling containers, etc. Written cooling procedures should be available to inspector. (18)                                                                                                                                                                                                                                                                                                            |    |     |                   |
| Hot food stays at 135°F (57°C) or above and cold food stays at 41°F (5°C) or below, unless otherwise specified. (19, 20)                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |     |                   |
| Refrigerated ready-to-eat food is labeled with prep/open dates and discard, consumption, sold, or discard dates. (21)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |     |                   |
| Food removed from temperature control is labeled for use and cooked, served, or discarded within four hours, with time logs kept. (22)                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |     |                   |
| <b>Consumer Advisory</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |     |                   |
| An advisory is posted and visible to the customers if serving raw or undercooked foods. (23)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |     |                   |
| <b>Highly Susceptible Population</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |     |                   |
| If serving a highly susceptible population (e.g., immunocompromised), only pasteurized eggs are used for undercooked egg dishes. Pasteurized eggs must be cooked to 165°F (74°C) for 15 seconds.<br><br>No raw/partially cooked animal foods, raw sprouts, or unpasteurized juice are served. (24)                                                                                                                                                                                                                                                                            |    |     |                   |

| Item                                                                                                                                                                                                                                       | IN | OUT | Corrective Action |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|-------------------|
| <b>Chemical</b>                                                                                                                                                                                                                            |    |     |                   |
| Only approved food additives are used; sulfites are not applied to fresh produce.<br><br>Raw produce is stored separately and washed before preparation or serving. (25,40)                                                                |    |     |                   |
| Chemicals, sanitizers, and pesticides are properly labeled, used according to manufacturer instructions/labeling, and stored separately from food and equipment.<br><br>Restricted pesticides are only used by certified applicators. (26) |    |     |                   |
| <b>Conformance with Approved Procedure</b>                                                                                                                                                                                                 |    |     |                   |
| A variance and HACCP plan for any specialized processing method has been submitted to and approved by the Office of Food Protection. (27)                                                                                                  |    |     |                   |
| <b>Prevention of Food Contamination</b>                                                                                                                                                                                                    |    |     |                   |
| No signs of pests. Pest control is documented. Only authorized staff allowed to enter food prep areas. (36)                                                                                                                                |    |     |                   |
| <b>Good Retail Practices</b>                                                                                                                                                                                                               |    |     |                   |
| <b>Safe Food and Water</b>                                                                                                                                                                                                                 |    |     |                   |
| Only pasteurized eggs are used in recipes for undercooked eggs. (28)                                                                                                                                                                       |    |     |                   |
| Water and ice come from an approved source. (29)                                                                                                                                                                                           |    |     |                   |
| <b>Food Temperature Control</b>                                                                                                                                                                                                            |    |     |                   |
| Food is thawed safely (e.g., under refrigeration at least 41°F (5°C) or submerged in running water at 70°F (21°C).<br><br>Cooling methods allow heat to escape (e.g., loosely covered, shallow pans). (31,33)                              |    |     |                   |
| Vegetables or fruits cooked for hot holding are held at 135° F or higher. (32)                                                                                                                                                             |    |     |                   |
| Equipment and food thermometers are calibrated, available, and in good condition. (34)                                                                                                                                                     |    |     |                   |
| <b>Food Identification</b>                                                                                                                                                                                                                 |    |     |                   |
| Packaged foods are labeled with the common name, ingredients, quantity, and manufacturer or distributor information. Working containers and bulk foods are labeled with the common name if not in the original container. (35)             |    |     |                   |

| Item                                                                                                                                                                                              | IN | OUT | Corrective Action |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|-------------------|
| <b>Prevention of Food Contamination</b>                                                                                                                                                           |    |     |                   |
| Food is stored in a clean, dry, uncontaminated location, at least six inches off the floor. (37)                                                                                                  |    |     |                   |
| Food employees have clean outer clothing, cleaned and trimmed fingernails, hair restraints, and no jewelry (other than a plain wedding band) on their arms and hands. (38)                        |    |     |                   |
| Wiping cloths are stored in clean or correctly concentrated sanitizing solution between uses. (39)                                                                                                |    |     |                   |
| <b>Proper Use of Utensils</b>                                                                                                                                                                     |    |     |                   |
| Linens, napkins, and utensils are cleaned, stored, and handled properly. Utensils in running water must be kept at 135°F (58°C) or above, or with the handles above the top of food. (41,42)      |    |     |                   |
| Single-use items are stored to prevent contamination and are not reused. (43)                                                                                                                     |    |     |                   |
| Single-use gloves are used for only one task and discarded when damaged or soiled. Slash-resistant and cloth gloves are only used with food that will be cooked, unless otherwise specified. (44) |    |     |                   |
| <b>Utensils, Equipment, and Vending</b>                                                                                                                                                           |    |     |                   |
| Utensils and food contact surfaces are clean, safe, corrosion-resistant, nonabsorbent, sufficient in weight and thickness, smooth and easily cleanable, and resistant to damage. (45)             |    |     |                   |
| Surfaces such as cutting blocks and boards are discarded or resurfaced if they can no longer be effectively cleaned and sanitized. (45)                                                           |    |     |                   |
| All equipment (including stoves, refrigerators, shelves, food preparation tables, cutting boards, sinks, etc.) is clean, in good condition, and NSF/ANSI approved. (45)                           |    |     |                   |
| Test kit or other device that measures the concentration of sanitizing solution is present. (46)                                                                                                  |    |     |                   |
| The three-compartment (washing, rinsing, and sanitizing) sink or manual warewashing sink is large enough to fit the biggest piece of equipment that requires washing/sanitizing. (46)             |    |     |                   |
| Non-food contact surfaces are durable and clean. (47)                                                                                                                                             |    |     |                   |
| <b>Physical Facilities</b>                                                                                                                                                                        |    |     |                   |
| All sinks have adequate water supply, pressure, temperature, and sanitizer levels. (46,48)                                                                                                        |    |     |                   |
| Plumbing system is designed and installed correctly with backflow prevention.                                                                                                                     |    |     |                   |

| Item                                                                                                                                                                                                                                                                                                              | IN | OUT | Corrective Action |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|-------------------|
| Water tanks on mobile vending units are properly designed and constructed to ensure cleanliness and prevent contamination. (49)                                                                                                                                                                                   |    |     |                   |
| Wastewater and sewage are disposed of safely.<br>Holding tanks are properly maintained (e.g., grease traps are cleaned on a regular basis and no leaky drain lines). (50)                                                                                                                                         |    |     |                   |
| Restrooms are clean, stocked, and accessible. (51)                                                                                                                                                                                                                                                                |    |     |                   |
| Trash and recycling containers are available, stored properly, and clean. (52)                                                                                                                                                                                                                                    |    |     |                   |
| All floors, walls, and ceilings are in good condition and clean. Cleaning tools and materials are properly stored and no unnecessary items are kept on premise.<br>Exterior waste areas, including dumpsters and adjacent alleyways, must be kept clean and free of food waste and debris to prevent vermin. (53) |    |     |                   |
| Ventilation hoods are in good condition and prevent grease or condensation from dripping onto food areas. (54)                                                                                                                                                                                                    |    |     |                   |
| <b>Philadelphia Ordinances</b>                                                                                                                                                                                                                                                                                    |    |     |                   |
| "No Smoking" sign is posted. (56)                                                                                                                                                                                                                                                                                 |    |     |                   |
| No customer or employee is smoking in or within 20 feet of the establishment. (57)                                                                                                                                                                                                                                |    |     |                   |
| If possessing a liquor license, a sign is posted warning pregnant women and nursing mothers of the dangers of consuming alcoholic beverages during pregnancy. (63)                                                                                                                                                |    |     |                   |



# Glossary

**Approved Source:** A producer, manufacturer, distributor, transporter, or food facility that complies with the Philadelphia Food Regulations or applicable regulatory agency, including the Pennsylvania Department of Agriculture (PDA), FDA, or USDA, as well as local health departments outside of Philadelphia or other state health or agriculture departments.

**Foodborne Illness Risk Factor Violations:** Violations that pose an immediate threat to public health and have the potential to cause foodborne illness, such as food from unsafe sources, improper holding temperatures, inadequate cooking, contaminated equipment, and poor employee hygiene.

**Food Safety Certified Person (FSCP):** Often referred to as the Person In Charge (PIC), a Food Safety Certified Person has completed an approved food safety course and received an official City of Philadelphia food safety personnel certificate. Food businesses in Philadelphia must have an employee certified in food safety present whenever they are operating, whether or not the business is open to the public.

**Good Retail Practices (GRP):** GRPs control basic conditions of a food establishment. They represent methods used in receiving, preparing, storing, serving, packaging, or holding food. These methods are designed to ensure unsanitary conditions do not affect the end product. While they do not directly cause foodborne illness, if left uncontrolled, GRPs could contribute to foodborne illness by introducing hazards into the end product.

**Hazard Analysis and Critical Control Points (HACCP Plan):** A food safety plan required to support a variance from standard regulations which outlines procedures to identify and manage risks associated with high-risk processes.

**Highly Susceptible Populations (HSP):** Persons more likely than others to experience foodborne illness, including immunocompromised individuals, children ages nine and younger, or adults ages 55 and older.

**NSF/ANSI:** The National Sanitation Foundation (NSF) is accredited by the American National Standards Institute (ANSI) to develop and certify standards for public health and safety. These standards are referred to as NSF/ANSI

standards. The NSF/ANSI certification mark indicates that the product meets the standards of both NSF International and the American National Standards Institute (ANSI).

**Potentially Hazardous Food (PHF):** Food that is capable of supporting the rapid and progressive growth of bacteria and/or toxin production and that could contain or carry infectious or toxin-producing microorganisms, or chemical or physical contaminants at a level that can cause illness. These include raw whole-shell eggs, raw seed sprouts, cut leafy greens, cut melons, garlic, and oil mixtures.

**Ready-to-Eat-Food:** Food that is in a form that is edible without additional preparation to achieve food safety.

**Ware-washing:** The process of cleaning and sanitizing utensils and food-contact surfaces of equipment.

**Sanitarian:** Health Sanitarians, also known as Health Inspectors, conduct routine inspections of food establishments in Philadelphia. Their work helps regulate food handling practices in an effort to reduce foodborne illness. In addition to enforcing this regulation, Health Sanitarians educate food handlers on the ways pathogens are spread to empower them to anticipate and prevent the causes of illnesses.

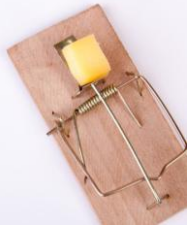
**Time/Temperature Control for Safety (TCS):** TCS food is any food that is required to be maintained within specific temperature ranges for designated time periods to prevent foodborne illness.

# Foodborne Illness Risk Factors

## AVOID COMMON VIOLATIONS

Foodborne illness risk factors are conditions or practices that increase the likelihood of food contamination, leading to illness. The violations below are ordered by how frequently they are cited. Addressing these risk factors is essential to protecting public health and maintaining food safety compliance.

### Violation Category 36: No Live or Dead Pests (Insects, Rodents & Animals) & No Unauthorized Persons



#### Solutions:

- Use integrated pest control measures, such as setting traps, hiring certified pest removal services, and conducting regular pest monitoring.
- Keep doors, windows, and other openings sealed to stop pests from entering.
- Regularly clean food storage areas and keep them free of attractants, like crumbs or standing water.
- Only allow authorized personnel in food preparation areas.

### Violation Category 8: Access to Fully Supplied Handwashing Stations for Employees and Customers



#### Solutions:

- Ensure handwashing sinks are easily accessible to employees.
- Stock sinks with soap, warm water, and paper towels or hand dryers.
- Post signs near handwashing sinks reminding staff to wash hands.
- Regularly check to make sure supplies are stocked.

### Violation Category 14: Food-Contact Surfaces are Cleaned & Sanitized to Prevent Cross-Contamination



#### Solutions:

- Establish a routine cleaning and sanitizing schedule using the correct disinfectants.
- Train employees on proper food-contact surface cleaning.
- Inspect food-contact surfaces regularly to ensure cleanliness.

### Violation Category 1: Food Safety Certified Person On-site and Knowledgeable of Food Safety Practices



#### Solutions:

- Ensure at least one employee is food safety certified, on-site, and has a Food Safety Certificate from the Philadelphia Department of Health.
- Post the Food Safety Certificate in a visible area of the establishment.
- The food safety certified employee must have a valid photo ID to present to a health inspector and be able to demonstrate food safety knowledge and practices.

### Violation Category 13: Food is Properly Separated & Protected from Contamination



#### Solutions:

- Store raw meats on lower shelves and ready-to-eat foods on upper shelves.
- Use separate cutting boards and utensils for raw and cooked foods.
- Store all food in clean and covered containers.
- Ensure food is protected from contaminants such as dirty equipment, unclean hands, and pests.

# PROTECT PEOPLE EVERYWHERE

## Cool Food Properly

### Why it's important to cool food properly



### Proper cooling methods include:



- Placing food in shallow, metal pans, in ice baths, under refrigeration
- Separating food into smaller containers under refrigeration
- Using rapid cooling equipment
- Stirring the food in a container placed in an ice water bath
- Other effective methods

# PROTECT PEOPLE EVERYWHERE

Never Store Raw Meat, Poultry, or Seafood Over Ready-to-Eat Foods.

One Wrong Step **CAN MAKE FOOD UNSAFE**



**PROPERLY**  
store your  
food





# PROTECT PEOPLE EVERYWHERE

Always wear gloves or use utensils.



Protect people from getting sick.

**ALWAYS WEAR GLOVES OR USE UTENSILS**  
when handling ready-to-eat foods.

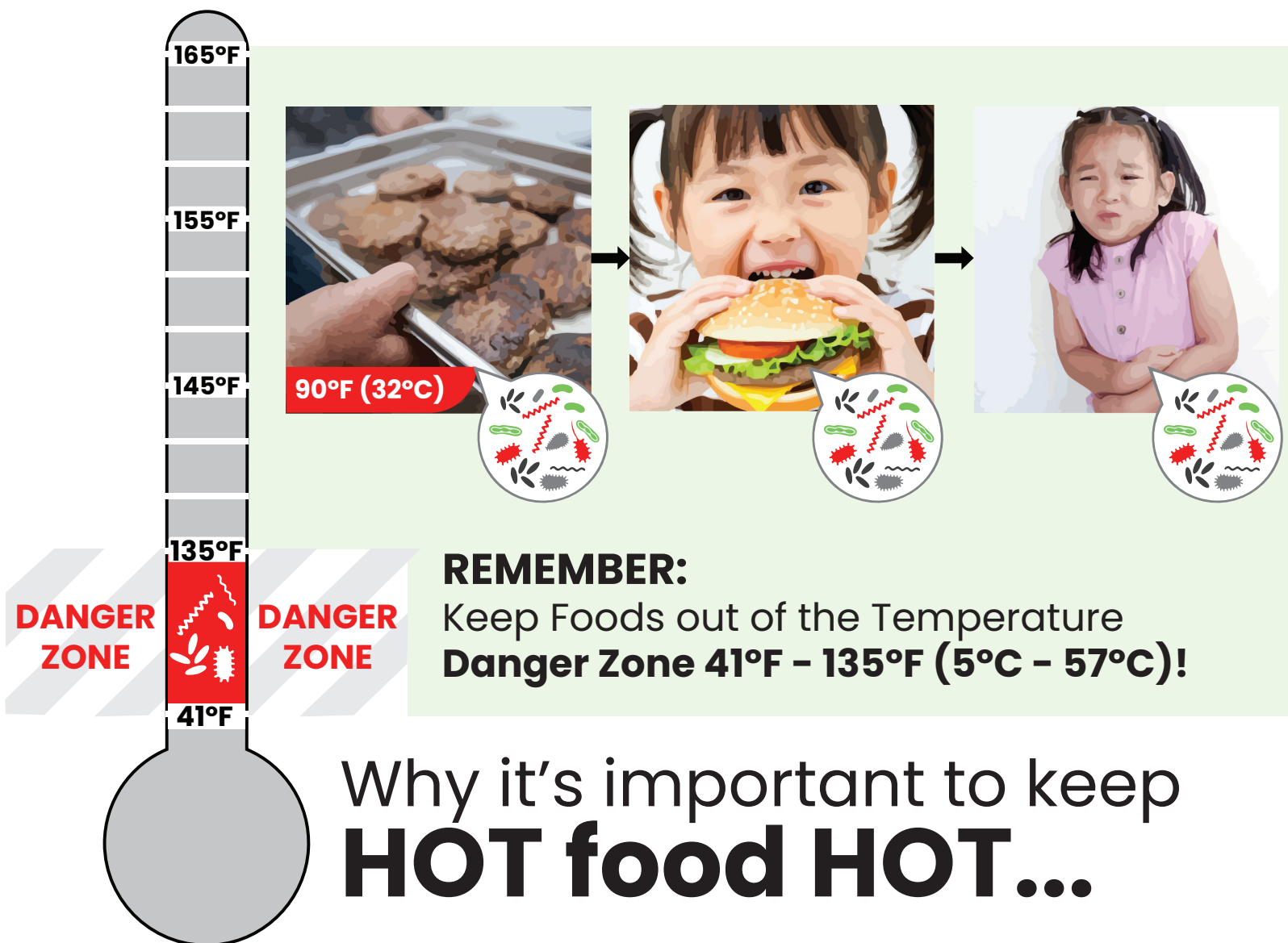


If you wear gloves or use utensils when handling  
ready-to-eat foods, **YOU KEEP THE FOOD AND  
YOUR CUSTOMERS SAFE.**



# PROTECT PEOPLE EVERYWHERE

Always Maintain HOT Food  
at 135°F (57°C) or Above



# PROTECT PEOPLE EVERYWHERE

Days at 41°F (5°C)

1

2

3

4

5

6

7

8

9

10



Keeping prepared  
foods longer than  
7 days

**CAN MAKE YOUR  
CUSTOMERS SICK!**

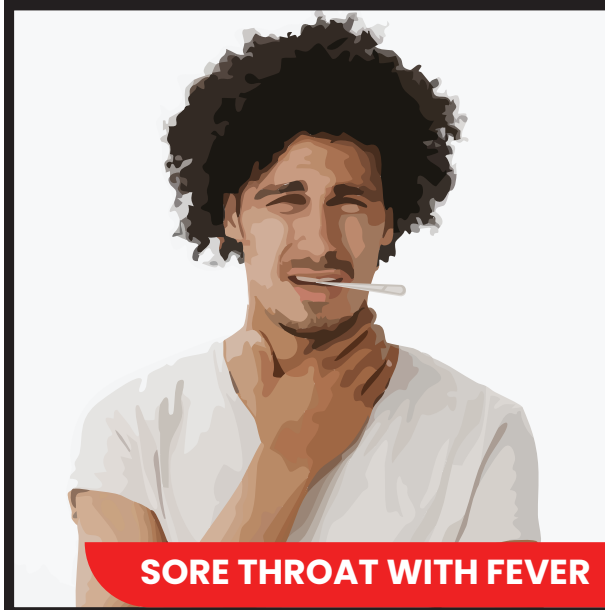


Serve or discard  
refrigerated, prepared  
foods **WITHIN 7 DAYS!**



# PROTECT PEOPLE EVERYWHERE

Stay Home When You Are Sick.

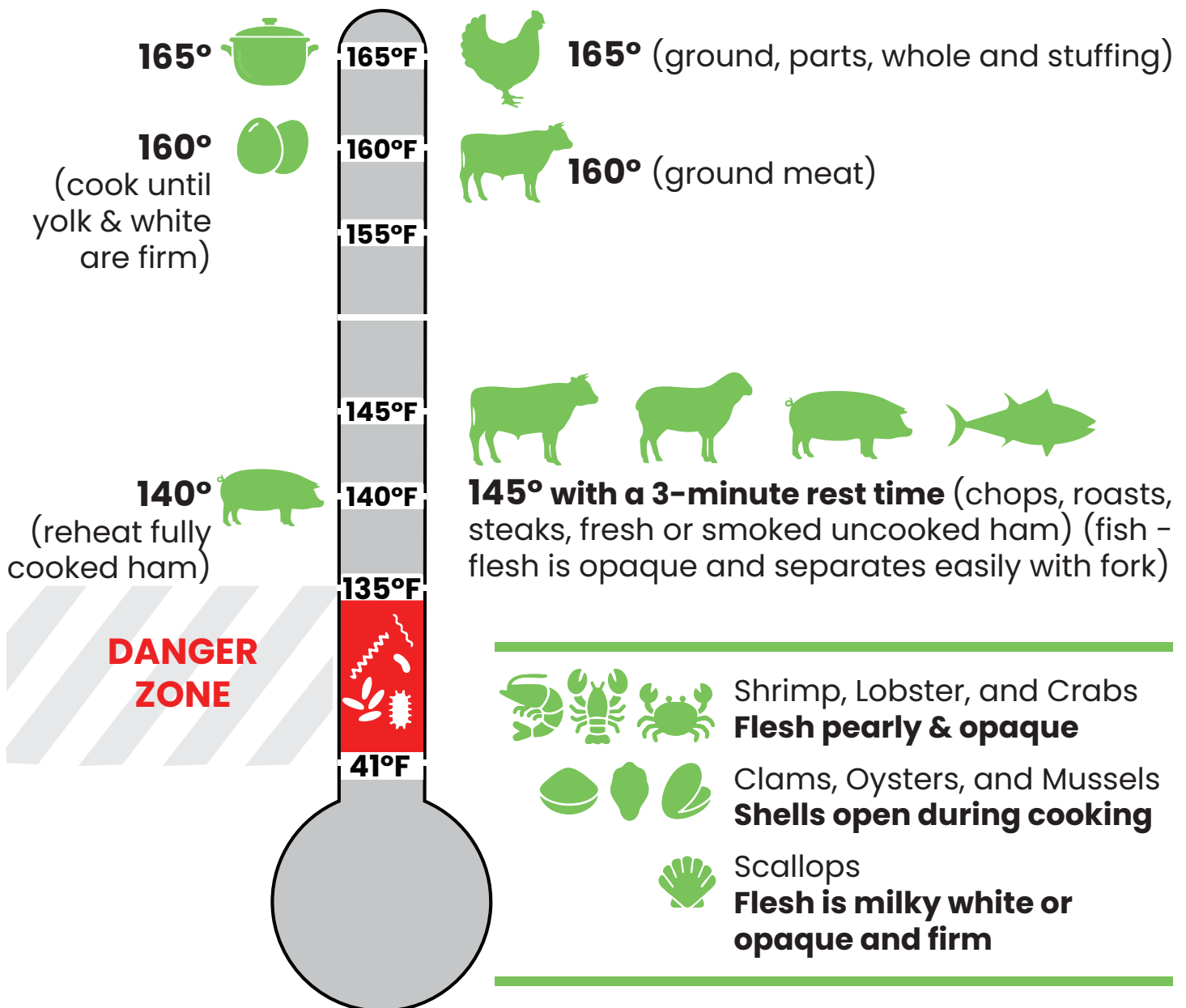


**Would you want these people in your kitchen?**  
Then why would you go to work sick?

# PROTECT PEOPLE

## SAFE MINIMUM INTERNAL TEMPERATURES

as measured with a food thermometer



# PROTECT PEOPLE

## TEMPERATURAS MÍNIMAS INTERNAS ADECUADAS

medidas con termómetro para alimentos

165°



165°F



**165°** (molido, piezas, entero y relleno)

160°



160°F



**160°** (Carne molida)

(Cocine hasta que la yema y la clara estén firm)

155°F

140°

(para recalentar Jamón, totalmente cocido)



145°F



140°F

**145° con 3-minutos de descanso** (chuletas, asados, filetes), fresco o ahumado Jamón, crudo) (Pez de aleta - ó cuando la carne este opaca y se separa fácilmente con el tenedor)

135°F

**ZONA DE  
PELIGRO**

135°F



41°F



Camarones, Langostas, Cangrejo  
**Carne perlada y opaca**



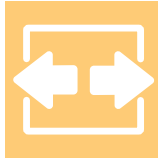
Almejas, Ostras y Mejillone  
**Conchas abiertas durante la cocción**



Vieiras  
**Blancas lechosas, u opacas y firmes**

# SAFE FOOD HANDLING

## What You Need to Know



The food supply in the United States is among the safest in the world. However, when certain disease-causing bacteria or pathogens contaminate food, they can cause foodborne illness, often called “food poisoning.” The Federal government estimates that there are about 48 million cases of foodborne illness annually – the equivalent of sickening 1 in 6 Americans each year. And each year, these illnesses result in an estimated 128,000 hospitalizations and 3,000 deaths.

### KNOW THE SYMPTOMS

Consuming dangerous foodborne bacteria will usually cause illness within 1 to 3 days of eating the contaminated food. However, sickness can also occur within 20 minutes or up to 6 weeks later. Symptoms of foodborne illness can include: vomiting, diarrhea, and abdominal pain – and flu-like symptoms, such as fever, headache, and body ache.

### HANDLE FOODS SAFELY

Although most healthy people will recover from a foodborne illness within a short period of time, some can develop chronic, severe, or even life-threatening health problems. In addition, some people are at a higher risk for developing foodborne illness, including pregnant women, young children, older adults, and people with weakened immune systems (such as transplant patients and individuals with HIV/AIDS, cancer, or diabetes). To keep your family safer from food poisoning, follow these four simple steps: clean, separate, cook, and chill.

#### CLEAN

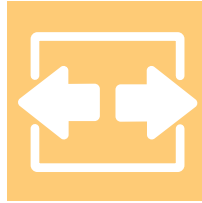
##### Wash hands and surfaces often

- Wash your hands with warm water and soap for at least 20 seconds before and after handling food and after using the bathroom, changing diapers, and handling pets.
- Wash your cutting boards, dishes, utensils, and counter tops with hot soapy water after preparing each food item.
- Consider using paper towels to clean up kitchen surfaces. If you use cloth towels, launder them often in the hot cycle.
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten. Scrub firm produce with a clean produce brush.
- With canned goods, remember to clean lids before opening.

#### SEPARATE

##### Separate raw meats from other foods

- Separate raw meat, poultry, seafood, and eggs from other foods in your grocery shopping cart, grocery bags, and refrigerator.
- Use one cutting board for fresh produce and a separate one for raw meat, poultry, and seafood.
- Never place cooked food on a plate that previously held raw meat, poultry, seafood, or eggs unless the plate has been washed in hot, soapy water.
- Don't reuse marinades used on raw foods unless you bring them to a boil first.



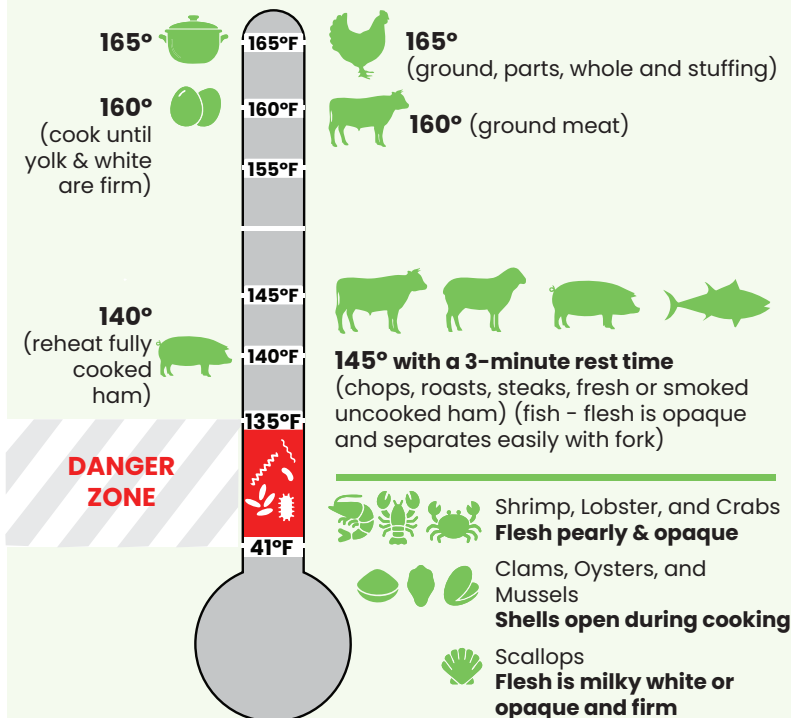
## COOK

### Cook to the right temperature

- Color and texture are unreliable indicators of safety. Using a food thermometer is the only way to ensure the safety of meat, poultry, seafood, and egg products for all cooking methods. These foods must be cooked to a safe minimum internal temperature to destroy any harmful bacteria.
- Cook eggs until the yolk and white are firm. Only use recipes in which eggs are cooked or heated thoroughly.
- When cooking in a microwave oven, cover food, stir, and rotate for even cooking. If there is no turntable, rotate the dish by hand once or twice during cooking. Always allow standing time, which completes the cooking, before checking the internal temperature with a food thermometer.
- Bring sauces, soups and gravy to a boil when reheating.

## SAFE MINIMUM INTERNAL TEMPERATURES

as measured with a food thermometer



## CHILL

### Refrigerate foods promptly

- Use an appliance thermometer to be sure the temperature is consistently 40° F or below and the freezer temperature is 0° F or below.
- Refrigerate or freeze meat, poultry, eggs, seafood, and other perishables within 2 hours of cooking or purchasing. Refrigerate within 1 hour if the temperature outside is above 90° F.
- Never thaw food at room temperature, such as on the counter top. There are three safe ways to defrost food: in the refrigerator, in cold water, and in the microwave. Food thawed in cold water or in the microwave should be cooked immediately.
- Always marinate food in the refrigerator.
- Divide large amounts of leftovers into shallow containers for quicker cooling in the refrigerator.

## REPORT A PROBLEM

If you think that you or a family member has a foodborne illness, contact your healthcare provider immediately. Also, report the suspected foodborne illness to FDA in either of these ways:

### Contact the Consumer Complaint Coordinator in your area. Locate a coordinator here:

<http://www.fda.gov/Safety/ReportaProblem/ConsumerComplaintCoordinators>

### Contact MedWatch, FDA's Safety Information and Adverse Event Reporting Program:

**By Phone:** 1-800-FDA-1088

**Online:** File a voluntary report at <http://www.fda.gov/medwatch>