

Community Food Distribution Permit application

- Do your best to fill out this application. We understand you may not have answers to all of the questions. If you need help filling out the application, contact 311 (see below).
- Community food distributions are humanitarian food give away events.
- Community food distributions are not marketing events.
- **This permit costs \$1.**

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.
People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.
TTY users call 612-673-2157 or 612-673-2626.
Para asistencia 612-673-2700
Rau kev pab 612-673-2800
Hadii aad Caawimaad u baahantahay 612-673-3500

Do you need this permit?

- Yes, if you are only doing pop-up food distributions.
- Yes, if you are a Minneapolis licensed food shelf also doing pop-up food distributions.
- No, if you are a food shelf operating in a permanent location. You need a food shelf license.

How do I complete the application?

- 1 Fill out the application.
- 2 Save the Food Checklist (pages 6-7).

If you have questions about this application

Contact Minneapolis 311 at Minneapolis311@minneapolismn.gov or 612-673-3000. Ask for an Environmental Health supervisor.

Community Food Distribution Information

- Failure to comply with food safety guidelines, other requirements or receiving repeated community complaints can result in a citation, closure of distribution site, or denial of future permits.
- Remember to clean up your food distribution site when you are finished.

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A. Site Information

Food distribution site name	Site address
<input type="text"/>	<input type="text"/>
Do you have permission to use this property?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> Attach verification letter or email.
Organization or applicant name	
<input type="text"/>	
Organization or applicant address	City
<input type="text"/>	<input type="text"/>
Name of site manager/person in charge	Phone number
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Alternate contact	Phone number
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Date of first food distribution	Is this a one-time distribution event?
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
What day(s) will you be distributing food?	What time is food distributed?
Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/>	Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>
<input type="text"/>	Start time <input type="text"/> End time <input type="text"/>

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B. Verification

Check to verify each item. Sign and date your application.

- I understand my application must be submitted one week before the first distribution.
- I have permission to use the site. A copy of my verification letter or email will be submitted with my application.
- I understand if I am distributing only prepackaged food and fresh produce, hand sanitizer and gloves are allowed instead of hand washing.
- I understand handwashing must be set up within 10 feet, if serving prepared ready-to-eat food and beverage.
- I understand my food or beverage service will be immediately closed for any of these reasons:
 - Preparing or bringing food from home or from an unlicensed business.
 - Contamination or other health hazards.
 - Not bringing enough equipment to hold time/temperature for safety foods at required temperatures.
 - Lack of handwashing when serving ready-to-eat foods.

Applicant signature

Date

C. How to submit your application

If you are a new distribution site, please turn in your application one week before your first food distribution. Be sure to keep a copy of your application.

Submit your:

- Application pages 2 to 5
- Verification letter or email

1. Email to:

EnvironmentalHealthPermit@minneapolismn.gov

2. Mail to:

Minneapolis Environmental Health
250 South 4th Street - Room 510
Minneapolis, MN 55415

D. Food Details

The Health Department understands distribution sites may not know what food is being donated until they are received. Fill out this section to the best of your ability.

What kind of food will you be giving away? Check all that apply:

- Prepackaged shelf stable food or whole fresh produce - **complete section 1**
- Prepackaged food that needs refrigeration - **complete section 2**
- Prepared ready-to-eat food - **complete section 3**

1 Prepackaged shelf stable food or whole fresh produce

- Prepackaged shelf stable food does not need to be refrigerated. Examples are canned foods, dry rice and boxed pastas or cereal.
- Fresh whole produce are fruits and vegetables that are not cut. Examples are whole apples, bananas, onions and potatoes.
- If your distributions are reoccurring, between distributions store prepackaged, shelf stable food 6-inches above the floor.

Type of food	Where food came from	How food was transported
(example) <i>Canned goods</i>	<i>Second Harvest</i>	<i>Second Harvest truck</i>
(example) <i>Canned and boxed food</i>	<i>Private individual</i>	<i>Personal vehicle</i>

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2 Prepackaged food that needs refrigeration.

Examples of prepackaged foods that need refrigeration are milk, cheese, sandwich meat and raw chicken. If your distribution is less than four hours, foods may be packed in ice.

If your distribution is longer than four hours, you must have sufficient mechanical refrigeration.

Type of food	Where food came from	How food was transported	Mechanical refrigeration or ice?
(example) <i>Milk</i>	<i>Cub Foods</i>	<i>Refrigerated truck</i>	<i>Mechanical refrigeration</i>

3 Prepared ready-to-eat food

Examples of prepared ready-to-eat food are hot dogs, burgers, walking tacos, burritos and salads.

- Food must be supplied by a licensed food business or must be prepared on site.
- If your distribution is less than four hours, food may be packed in ice. If your distribution is longer than four hours, you must have sufficient mechanical refrigeration.

Type of food	Name and address of licensed food business	How food was transported	How is cold food kept cold?	How is hot food kept hot?
(e.g.) <i>Prep Meals</i>	<i>ABC Restaurant</i>	<i>Refrigerated truck</i>	<i>Ice</i>	

Food Checklist for Community Food Distribution

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.
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! Fill out this checklist during set up.

Prepackaged food checklist

- 1. Hand hygiene**
 - a. Hand sanitizer
 - b. Gloves
- 2. Employee hygiene**
 - a. Food workers know to change gloves when gloves become contaminated.
 - b. Food workers must not work if ill with vomiting or diarrhea in the previous 24 hours
- 3. Storage**
 - a. Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box
 - b. Ice being used to chill beverages is draining from the container
 - c. Ice bags are kept off the floor or ground
- 4. Clean up**
 - a. Food distribution site is left in clean condition.

Prepared foods that are ready-to-eat checklist

- 1. Handwashing**
 - a. Minimum 5-gallons warm water
 - b. Container with hands-free spigot
 - c. 5-gallon waste water container
 - d. Pump Soap and paper towels

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Prepared foods that are ready-to-eat checklist

2. Floor and ceiling

- a. Provide smooth, cleanable floors on dirt, gravel or grass surfaces
- b. Provide overhead food protection

3. Food source *(immediate closure if out of compliance)*

- a. No foods are prepared or stored at home
- b. All foods are prepared at a licensed food business or onsite at the event

4. Food temperature control

- a. Hot foods held at 135°F or above
- b. Cold foods held at 41°F or below
- c. Keep cold prepared food in mechanical refrigeration or on ice. Cold food must be held at 41°F or below
- d. Use a food thermometer to check food temperatures

5. Cooking

- a. Raw chicken or poultry is cooked to at least 165°F
- b. Raw ground beef or pork is cooked to at least 155°F
- c. Raw steak, pork, fish or eggs are cooked to at least 145°F
- d. Food cooked and then cooled at a licensed food business must be reheated to 165°F for hot holding.

6. Food protection

- a. Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids
- b. All open food is protected from customer contamination
- c. Don't touch ready-to-eat food with bare hands. Use gloves or utensils
- d. No pets in the food service area

7. Sanitizer

- a. Unscented bleach or Quaternary (Quat) sanitizer available
- b. Sanitizer test strips available
- c. Bleach concentration at 50-200 ppm or Quat at 200-400 ppm
- d. Wiping clothes stored in bucket with sanitizer solution

8. Dish washing *(Choose one option)*

- a. Equipment and utensils used for food will be washed, rinsed and sanitized on site
- b. Enough equipment and utensils for food will be brought to switch them out every four hours

Handwashing and equipment washing stations

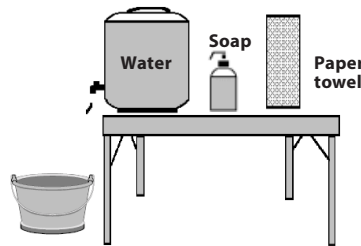
1. Handwashing set up

Handwashing is required if you prepare or serve ready-to-eat food. Handwashing must be set up within 10 feet of food stand. Restroom hand sinks do not satisfy this requirement. Hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed set-up.

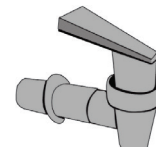
Mobile Hand Washing Sink



Gravity Hand Washing Setup



Hands-Free Spigot



Gravity-fed handwashing:

- Insulated 5 gallon container of warm, potable water
- Water should be refilled before the level comes down to 2 inches from the spigot
- Container must have a hands-free spigot that can be turned on and off
- Liquid hand soap
- Paper towels
- Catch bucket of at least 5 gallons

2. Wash equipment and utensils

Utensil Washing Setup



Bring enough of your utensils and equipment used with time/temperature control for safety food to switch out to new ones at least every four hours.

If you will wash equipment and utensils at the event, wash, rinse and sanitize them at least every four hours in a 3-compartment sink or 3-bucket set-up. The sinks or buckets must be large enough for your largest utensil to fit.

1. Wash in warm, soapy water
2. Rinse in clean water
3. Sanitize in bleach or quaternary solution

Bring test strips to check sanitizer (50-200 PPM for Chlorine; 200-400 PPM for Quaternary)