



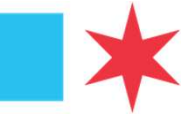
Special Event Food Safety Training

2023 Season



Contents

- Review of Risk Factors to Foodborne Illness
- Guidelines for Operation
 - Planning
 - Base of Operation (Commissary/Food Establishment)
 - Transportation
 - Onsite Operations
- Certificate Requirements
- Inspection Information
- Vendor permit application guidance
- Class review / quiz
- 2023 updates



FDA

5 Leading Risk Factors to Food-borne Illness

Food held at improper temperature

Inadequately cooked or “Undercooked” food

Contaminated food equipment

Food from an unsafe source

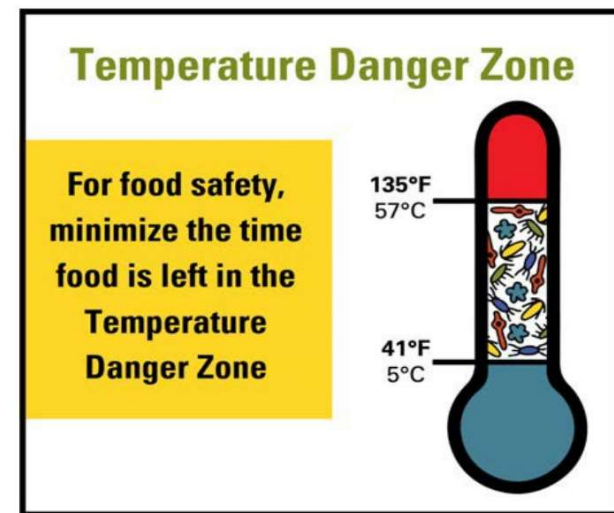
Poor hygienic practices/hand washing

Time/Temperature Control For Safety Foods

- Means a FOOD that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.
- Some examples:
 - Milk / Cheese / Dairy Products
 - Eggs
 - Shellfish
 - Fish
 - Meats
 - Meat Alternatives
 - Untreated Garlic & Oil Mixtures
 - Baked Potatoes
 - Raw Sprouts
 - Cooked Pasta / Cooked Rice
 - Cooked Vegetables / Cooked Plant Food
 - Cooked Beans
 - Certain types of sliced/cut produce
 - Tomatoes
 - Melons
 - Leafy Greens

★ Proper Holding Temperatures for TCS Foods

- Bacteria grow very quickly in the “temperature danger zone” between 41° F and 135 ° F
- Cold food must be held at **41° F** or below
- Hot foods must be held at **135 ° F** or above



Cooking Food Properly

Raw Animal Food Type	Final Cooking Temperature °F (held for 15 seconds)
Eggs	145
Fish	145
Beef (ex: steak)	145
Ground meats (ex: sausage, hamburger)	155
Pork (ex: ribs, pork chop)	155
Poultry (ex: chicken, turkey)	165
Whole Meat Roasts (ex: brisket, pork loin)	Refer to charts in 3.401-11 of Food Code

Reheating Foods: TCS food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the FOOD reach a temperature of at least 165°F for 15 seconds.

Sources of Contamination to Food

Type of Contamination	Example
Physical – some type of foreign object	Glass shards, plastic chips
Chemical – some type of chemical substance	Glass cleaner, lighter fluid
Biological – some type of living organism	Bacteria, viruses, parasites

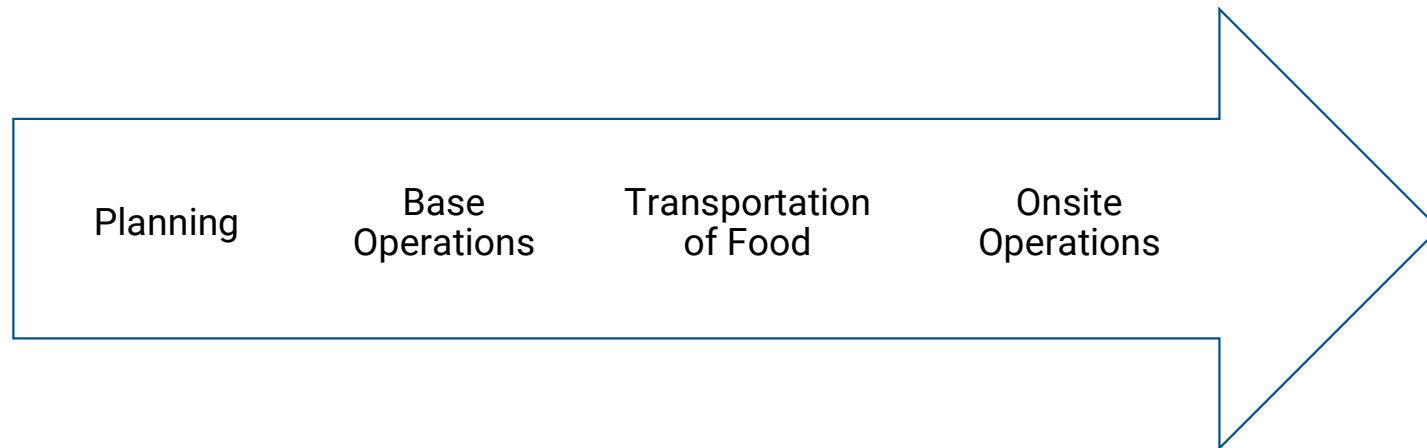
Approved Food Sources

- Food and food ingredients must be obtained from an approved source, such as a licensed wholesaler
- Food **cannot** be prepared or stored in a residential home

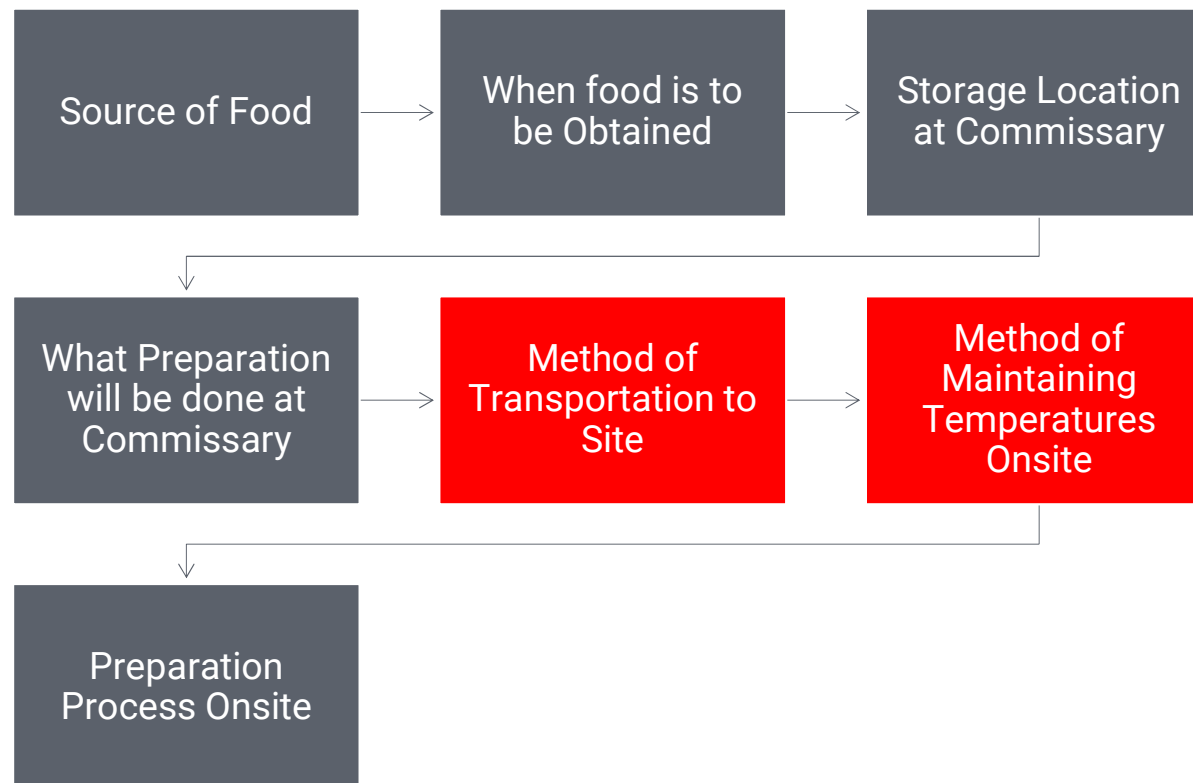
Hygienic Practices and Handwashing

- Proper hand washing technique
 - When to wash
 - Where to wash
 - How to wash
- No eating/drinking in food preparation areas
- Do not come to work when sick with vomiting, diarrhea, sore throat with fever, etc.

Contents of Guidelines



Planning – Make a Flow Plan



★ Planning – Monitoring Record Keep

- It is important to keep records.
 - All documents become part of the recording keeping system
 - Time/Temperature log (recommended)
 - Logs of equipment checks - thermometers
 - Checklist
 - Corrective action records
 - Standard operating procedures

Daily Refrigerator / Freezer Temperature Log

Instructions: This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. It is not necessary to check temperatures of food products but touch several products to be sure they are cold and frozen items are solid to the touch. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36°F and 41°F. Freezers should be between -10°F and 0°F.

Month/Year: _____ Location/Unit Description: _____

Date	Time Temp. Taken <AM>	Temperature	Food Service Worker's Initials	Time Temp. Taken <PM>	Temperature	Food Service Worker's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Supervisory Employee's Initials and Date: _____



Base of Operation

- A licensed, commercial commissary must be used in conjunction with the festival operations
- Restaurant, Shared Kitchen, Commissary
- The commissary or retail food establishment used for base of operations shall have a **passing inspection** within six months prior to the application date
- All complex food preparation must be done at the commissary
 - Washing produce
 - Slicing of produce
 - Other complex food preparation activities



Base of Operation

- Areas to consider at the Base:
 - **Receiving** – Foods from approved sources
 - **Storage** – Foods stored at proper temperatures
 - **Cooking** – Cook foods to the proper temperatures
 - **Cooling** – Cool foods with ice baths or shallow pan
 - **Storage** – Store foods after cooling and before delivering to the site

Transportation of Food

- From the Base of Operation to the Festival Site, food temperature and safety must be maintained
- Questions to consider -
 - How will the product be transported?
 - Is product protected from contamination?
 - How will products be maintained at the proper temperature?
 - How will the product be kept cold? (41°F or below)
 - Will the product be transported hot? (135°F or above)

★ Transportation

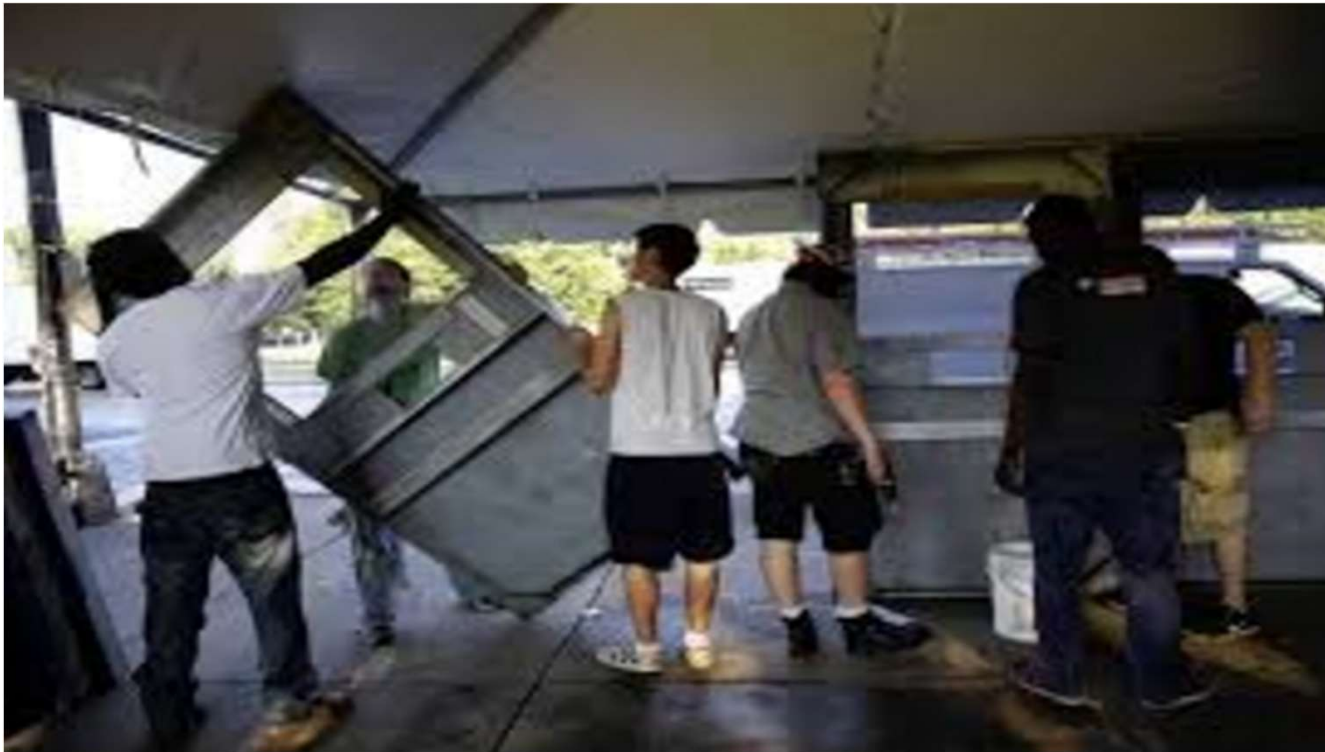
Is this allowed ?



★ Onsite at the Festival

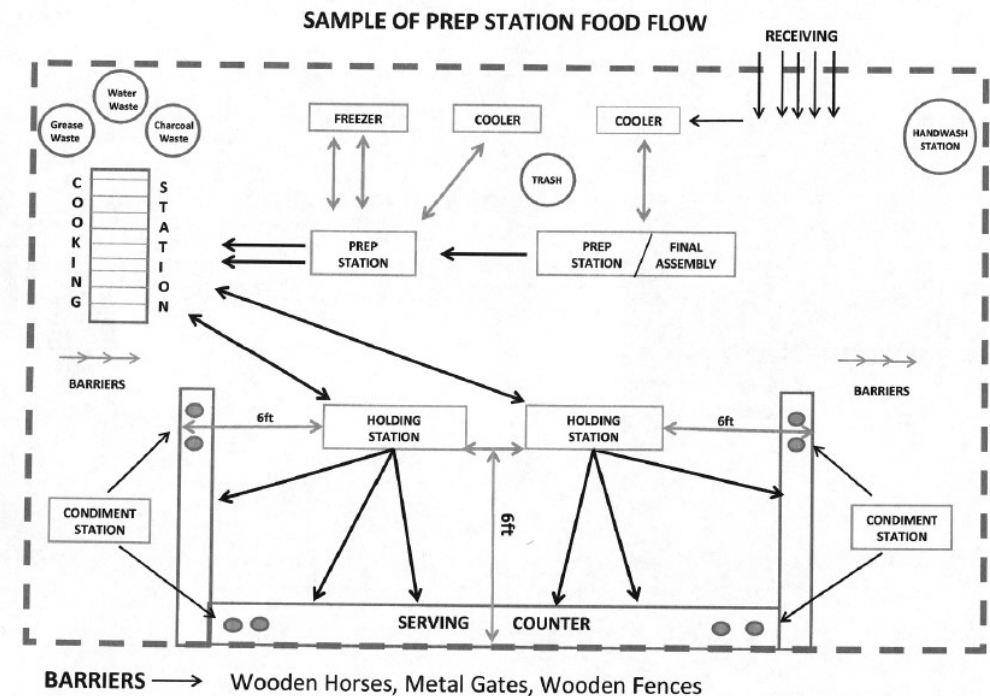


★ Setup at the Festival Site



★ Onsite - Site Set up

- CONSIDER THE FOLLOWING FACTORS:
 - **Good workflow** – minimum handling of food
 - **Avoid opportunities for cross contamination**
 - Provide a clear exit path
 - Do not block the fire hydrant
 - **Hand sink location and access**



Onsite - Setup

- Setup booth correctly before the event begins.
- Equipment to keep hot foods hot and cold foods cold.
- Place equipment for the proper flow of food and easy cleaning.
- Food items stored off the floor 6 inches.
- Corn covered with a waterproof tarp to prevent contamination from the elements.
- As needed - proper floor covering to keep the booth clean. (Use corrugated box board. Remove and replace when soiled.)
- Ensure the event is set up in a clean area free from rodents.
- Setup in a dry location. Free from puddles of water to prevent water from pooling and insects from breeding.

Summer Festival Certificate

Summer Festival Food Vendor Certificate (SFFVC)

- A Person in Charge or designee must be onsite at the temporary food establishment during all times that food is being prepared, held hot, and served.
- **The person with the SFFVC and their original SFFVC is required to be onsite and available for inspection.**
- Copies of the SFFVC or letters from course providers are not accepted during booth operation.
- All food related operations shall cease when there is no person with an original and valid Summer Festival Food Vendor Certificate.

★ Types of Certificates Required

Booth

- Summer Festival Food Vendor Certificate
- (SFFVC)

Food Truck - Mobile Food Preparer

- City of Chicago Certified Food Manager
- Food Handlers Certificate

Food Truck - Mobile Food Dispenser

- Prepackaged food only
- No certificate required

Onsite – Personal Hygiene

- Clean clothing
- **No Sleeveless shirts**
- **No shirts with exposed mid-drifts**
- Proper hair restraints
- All employees must wash hands as required to prevent the spread of disease
- Sick employees with diseases transmitted via food are excluded

Onsite – Employee Health Policy (Sick Employees)

- No person, while affected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, or infected wound, or acute respiratory infection, shall work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food contact surfaces with pathogenic organisms or transmitting disease to other persons.
- Frequent trips to the restroom may indicate a person who is ill with diarrhea.

★ Onsite – Hand Wash Facilities

- Portable **self-contained hand wash facilities** with water under pressure must be available
- Filled with potable water, soap, supply of paper towels and handwashing sign at every sink.



Please note:

- Bucket set-up is NOT allowed



★ Onsite - Hand Wash Sink



Soap

Running
Water

Paper
Towels



Onsite – No Bare Hand Contact with Ready-to-Eat Foods. Use....

- Gloves,
- Tongs,
- Tissues,
- Or other approved barriers to protect ready-to-eat food from direct hand contact.



★ Onsite – Glove usage

- Gloves should be put on clean hands
- Replace when ripped or torn
- Replace before beginning a new task
- Replace after handling raw foods and before handling ready-to-eat food
- Change every hour during continuous use



Onsite



Prevent cross-contamination

Keep Food
Contact
surfaces clean



Onsite – Storage at the Site

- Provide refrigerated and or freezer trucks with a thermometer.
- Check the air temperature of all refrigerators (including refrigerated trucks) every 2 hours.
- Check the temperature of the food every 2 hours.
- Record the temperature on a log (recommended).
- Correct all problems immediately and keep a record of the action taken.
- Store cold refrigerated foods in the coolest part of the truck without freezing the product.
- Ensure proper product temperature before putting food on the truck for storage and when removing the food from the truck. Use your clean and calibrated thermometer to take temperatures of the food.



Onsite -Cold Holding

- Mechanical refrigeration is required for cold TCS foods, sufficient to maintain cold food at **41°F or below**.
- Coolers filled with ice/dry ice will not be approved for use for TCS foods.
- Time as a Public Health control is not permitted at special events.





Onsite – Hot Holding Units 9-101.20

- TCS foods that are held hot for service must be maintained at **135°F or above**.
- The harmful bacteria that typically contaminates foods and causes foodborne illness is not able to multiply, or multiplies very slowly, when they are held at temperatures above 135°F.
- Food is to be held hot in approved hot holding units. Steam tables, baine maries, and steam cabinets are designed for maintaining food at or above 135° F. A double boiler on a stove can also be effective for holding some hot food items.
- Hot holding equipment is only designed to maintain product temperature and should never be used to heat or reheat product.

★ Onsite – Hot Food Holding Unit



Onsite – Don't Prepare Too Much Too Soon

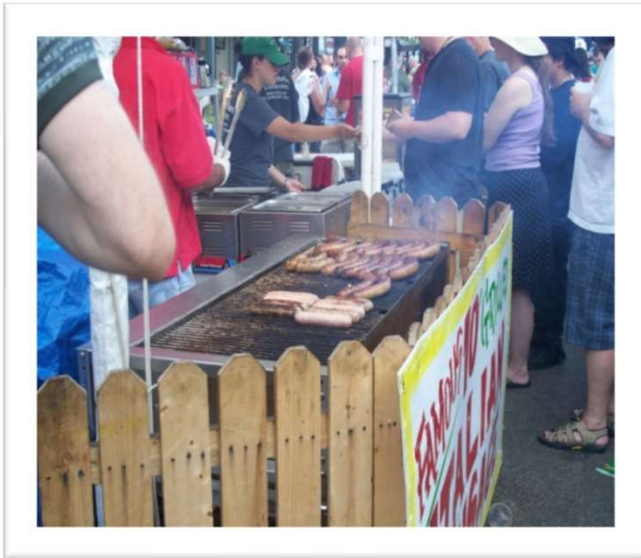
- Cook what is needed.
- Don't prepare too much food in advance of service. Keep foods out of the temperature danger zone.
- **KEEP IT HOT, KEEP IT COLD, KEEP IT MOVING.**



Onsite – Display

- Display foods away from the public and other sources of potential contamination.
- Foods should be displayed 6 ft. away from the customer.
- Protect refrigerated display cases from the sun to prevent food from warming into the temperature danger zone.

★ Onsite – Never Display Food Next to the Customer



- Display 6 ft. from the Public



- Prevent Public Contamination



Onsite – Place a Barrier Between the Food and the Customer



★ Onsite – No Self-Service

Risk of
Contamination



★ Onsite – Drinking Water

- Provide safe drinking water such as bottled water or water from an approved source.
- Purchase crushed ice from an approved supplier. Hand shaven ice is not allowed.



★ Onsite – Not an Approved Drinkable Water Source



★ Onsite – Approved Beverage Dispensers

- Use approved beverage dispensers that provide protection of the beverage.
- Contact the Chicago Department of Health to see if your dispenser will be approved for use at an outdoor festival.



Frozen Beverage Machines (9-101.20 (C))

- Can be used if:
 - Machine is returned to the commissary each night of operation to be washed, rinsed, and sanitized in accordance the manufacturer.
 - Only non-TCS beverages (no dairy) are used in the machine.



Complex Food processing (9.101-10 G)

- “Complex food preparation including washing and slicing of food shall be completed at the retail food establishment or commissary. P”
- Based on menu and food preparation processes – case by case basis
- Some processes cannot be done in booth because booth lacks necessary plumbing, space, equipment, etc.
- Examples of processes not allowed:
 - Cooking of whole roasted animals
 - Slicing and portioning of large amounts of food
 - Cooling of TCS
 - Use of oversize or specialty equipment that cannot be swapped out with replacements to meet cleaning frequency requirements
 - Washing of produce or utensils at the booth

★ Onsite – Keep Your Booth Clean



Empty Trash and
Replace Soiled
Floor - Box Board





Onsite

- Discard Leftover Foods at the End of the Day
 - **Leftover cooked foods cannot be reserved.**
 - Do not put cooked foods back into your coolers to be reserved.
 - Leftover foods must be discarded.





- Inspection completed on paper
- Same inspection report as previous years
- If provided, keep a copy in the booth.



Violations		Visit 1	Visit 2	Visit 3	Visit 4
V2) Summer Festival Food Vendor Certificate					
V8) V9) 40) Hands washed, good hygienic practice, hair restraints, clothing					
V10) Hand washing facilities available, supplied with soap and hand drying					
V15) Food separated and protected					
V16) V19) V21) V22) TCS foods at correct temperature					
V26) Toxic items properly stored, labeled					
V33) Facilities to maintain proper temperature					
V36) Thermometer					
V47) Appropriate flooring/ground cover					
V49) Food and non-food surfaces, clean, protected, and maintained					
Other:					

Temperatures							
Visit 1	Time	Visit 2	Time	Visit 3	Time	Visit 4	Time
Item		Item		Item		Item	
Temperature °F		Temperature °F		Temperature °F		Temperature °F	
Item		Item		Item		Item	
Temperature °F		Temperature °F		Temperature °F		Temperature °F	
Item		Item		Item		Item	
Temperature °F		Temperature °F		Temperature °F		Temperature °F	
Item		Item		Item		Item	
Temperature °F		Temperature °F		Temperature °F		Temperature °F	
Certification #:		Certification #:		Certification #:		Certification #:	
Certified Manager's Name		Certified Manager's Name		Certified Manager's Name		Certified Manager's Name	

Visit	Violation #	Violation Description

Comments:			

[Print 1) Issuance Signature]	[Print 2) Enforcement Signature]	[Print 3) Manager Signature]	[Print 4) Manager Signature]
[Print 5) Issuance Signature and Badge Number]	[Print 6) Enforcement Signature and Badge Number]	[Print 7) Issuance Signature and Badge Number]	[Print 8) Enforcement Signature and Badge Number]

(V8) Hands clean & properly washed	(V9) No bare-hand contact with RTE	(V40) Personal Cleanliness
(V18) Proper cooking time and temperature	(V19) Reheating for hot holding	(V21) Hot holding temperature
		(V22) Cold holding temperature



Inspection Findings – Most Common Violations

- **Temperature abuse**
 - Not enough refrigeration
 - Inappropriate transportation
- **No person with summer certificate**
- **No hand sink or hand sink issues**
- **Lack of effective barriers for food protection**



Inspection Findings – Closures

- **Some examples of why a booth is closed by CDPH (not allowed to operate):**
- No PIC with an original/valid Summer certificate
- Not enough mechanical refrigeration
- No hand sink or hand sink issues (no water, etc.)
- Lack of effective barriers for food protection



Inspection Findings – Amount of Food Discarded

Past Three Years

2020*	2021 ^a	2022
0	713 lbs	2254.5 lbs
\$0	\$3,092	\$11,426

*No Events in 2020 due to Covid-19

^aFewer events than usual inspected during 2021 season due to Covid-19

(Amounts provided by PIC.)

Reasons Food is Discarded

- **Improper temperature**
- Evidence of physical/chemical contamination
- Cross-contamination
- Opened or TCS foods left in unsecured booth overnight

Event Application



- The event as a whole must receive a permit from the Department of Cultural Affairs and Special Events (DCASE)
- The event permits are now filed online
- Event organizer should disclose full list of vendors participating
- Online system is currently open to accept event applications

Event Applications – Updated timeline

DCASE Processing Fee

The processing fee for a Special Event Permit Application starts at \$100 if submitted more than 60 days before the start of the event. The fee increases if submitted closer to the event. Applications may be submitted up to 180 days prior to the event and must be submitted at least 21 days prior to the start of the event.

NEW Timeline

- \$100 (60+ days prior to the event)
- \$200 (59 - 45 days prior to the event)
- \$500 (44 - 37 days prior to the event)
- \$1,000 (36 - 29 days prior to the event)
- \$2,000 (28 - 21 days prior to the event)
 - Applications are **not accepted less than 21 days prior to the event**
 - Processing fees are generated based on when the application is complete and ready for DCASE review

Single Event Vendor Review Process

- Collection and submission generally facilitated by event coordinator
- Event coordinator then uploads the completed applications to the online special events portal. **ONLY event coordinators can access the portal. Individual vendors should NOT try to use the online portal.**
- Should be submitted at least 20 days prior to event
- Health reaches out directly to applicant via email or phone to with any follow-up questions/concerns
- Late applications may not be reviewed in time for the event

Single Event Vendor Applications (Reformatted in 2020)



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION

FEE: 75.00 PER VENDOR. (Upon approval you will be sent a link to pay for the license on-line). THIS APPLICATION MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT. Please type or print clearly. Application will be returned if not completed in its entirety.

EVENT INFORMATION

Name of Event _____
Address of Event (Range if possible) _____
Date(s) of Event _____ Hours of Event _____
Event Food Coordinator _____ Phone # _____ Email _____

VENDOR INFORMATION

Legal Name of Food Vendor _____ Contact _____
Phone # () _____ Email _____
Address of Food Vendor _____ City _____ State _____ Zip Code _____

Illinois Department of Revenue (IDOR) # (8 digits) _____
Dept. of Business Affairs & Consumer Protection ACCOUNT # (up to 6 digits) _____

If you do not know your account # please call (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account #.

Summer Food Festival Sanitation Certificate # _____ (Please attached a copy of the certificate to this application)

For a list of Summer Sanitation Class locations and dates click on: www.chicago.gov/content/dam/city/depts/dca/Neighborhood%20Festivals/summersanprov.pdf

Print Name _____ Title _____

Signature (Must be signed by an owner or officer) _____ Date: ____/____/____

List the name and address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a notarized commissary letter from the 3rd party location owner/operator. Note: NEITHER FOOD OR EQUIPMENT MAY BE STORED IN THE HOME.

Describe how time/temp requirements (cold foods at 41 degrees F or below, hot foods at 135 degrees F or above) are maintained during the transport of food to the event. (i.e. refrigerated cold storage containers, refrigerated truck).

List the name(s) and addresses of the food supplier(s) used for the event (wholesalers, distributors, etc.). Retain all receipts for inspection.

I understand that the holder of a current Summer Festival Food Sanitation Certificate must be present in each booth and have an original copy of the certificate at all times that food is being handled.

Check to accept ☐

I understand that a portable, one-piece, self-contained hand sink is required at the special event booth.

Check to accept ☐

I understand that **mechanical** refrigeration is required on-site if perishable food will be cold held at the event.

Check to accept ☐

Date of most recent health inspection at restaurant/commissary used for initial food preparation and storage of equipment (must be dated within the prior 6 months). For restaurants/commissaries located within the City of Chicago, an inspection can be requested by emailing cdphfood@cityofchicago.org

If the restaurant / commissary is located outside of the City of Chicago, a copy of the most recent health inspection report must be submitted with application.

Menu Item (i.e. Italian beef, spaghetti, ice cream, French fries)	Ingredients (i.e. beef, rice, tortillas, cheese, bread)	How is it prepared at event? (i.e. grilled, fried, no on-site prep)	Equipment Used For Prep, Cold/Hot Holding, Cooking <u>At Event Booth</u> (i.e. refrigeration, steam table, grill, freezer)	Final Internal Cooking Temp °F (Not oven/oil temp)
				°F
				°F
				°F
				°F
				°F
				°F
				°F

Are condiments provided for customer self-service? Yes ☐ No ☐

If yes, list them below and how they are dispensed.

All questions must be answered, or the application will be denied.

Application – Multiple Event Food Vendor Permit

- For vendors that wish to operate at multiple events over a period of time, up to 180 days
 - Contact BACP for application and instructions–
chicagobusinessdirect@cityofchicago.org
 - Application is very similar to single event application
 - BACP will forward the completed application to Health for review
 - Health will reach out to applicant by email with any questions/concerns
 - Paper license issued
-
- Note: In order to participate in special events, a food truck (mobile food dispenser or mobile food preparer) must have either a single event permit or a multiple event permit.

Booth Layout

- Template included with application
- Can draw their own as long as it includes all booth features

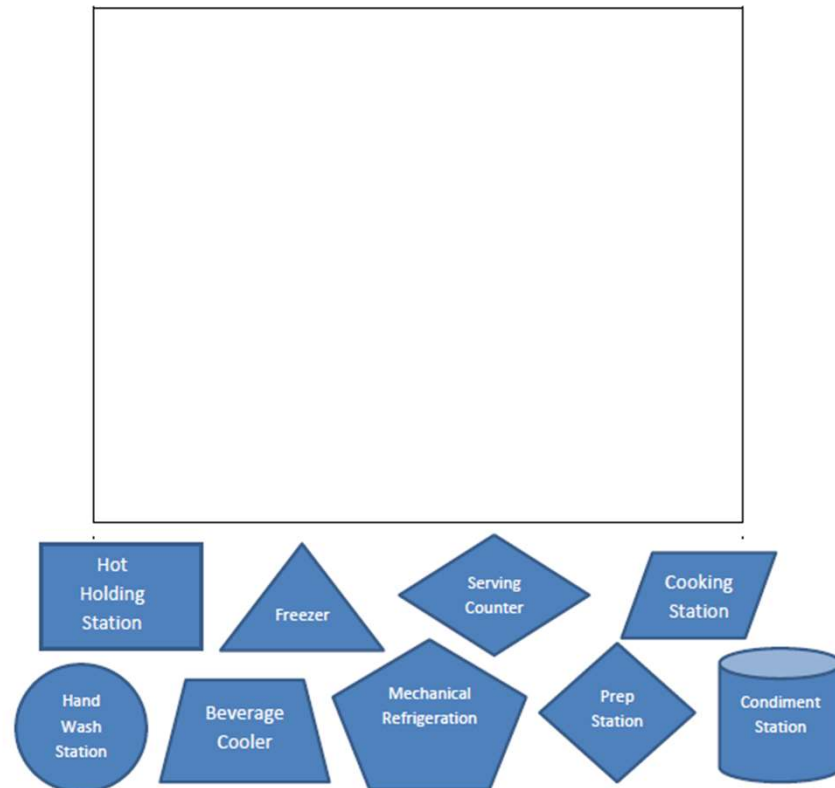
Special Event Food Booth Layout

(Required with all applications)

Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

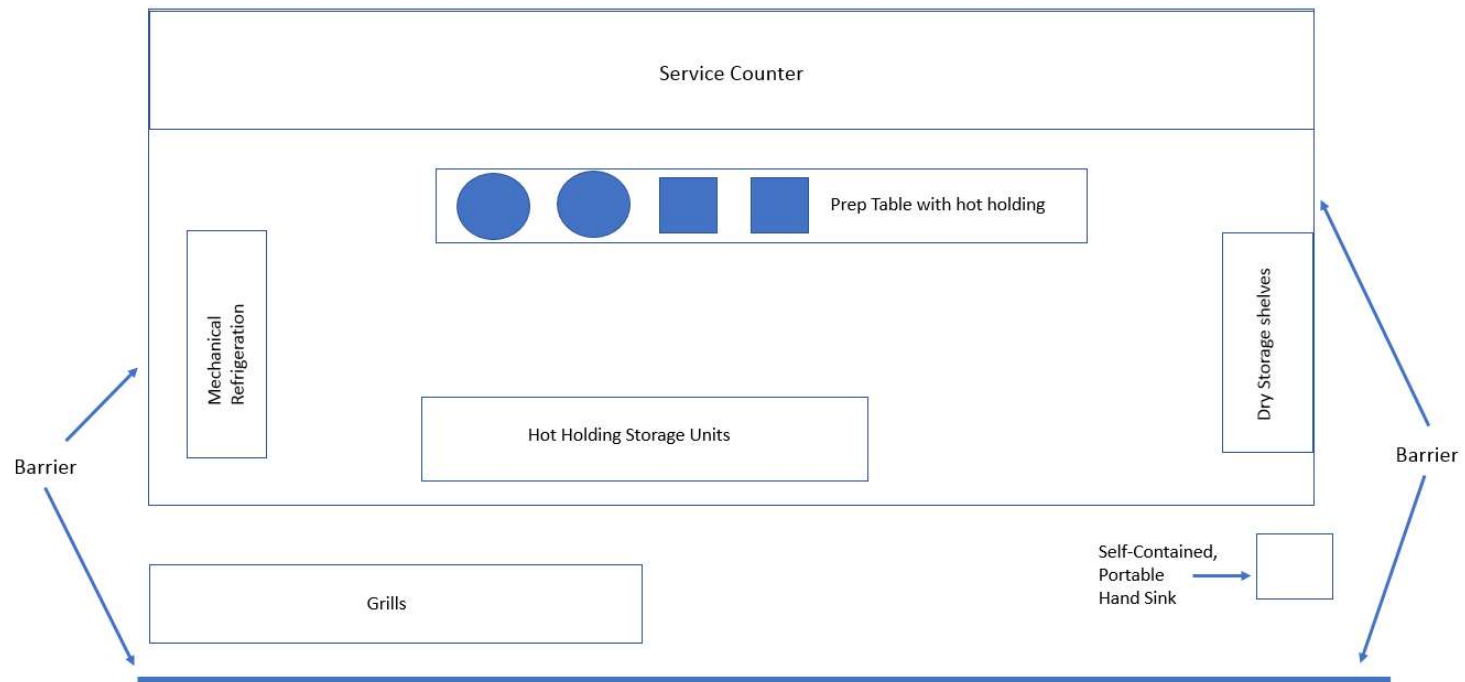
Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that **NO DISHWASHING** is allowable on-site so this should not be done or shown on the layout.

Vendor Name:



★ Sample Booth Layout

Sample Special Event Food Booth Map



★ License Issuance



- Both 180-day vendors and single event vendors receive City of Chicago License Certificate
- Copy sent via email
- Original mailed out to address provided by vendor
- **Should have a copy of the license on-site at the event (posted)**
- Inspectors may ask for the license

Common send-back items on applications

- Trailers (not allowed in any form)
- No copy of actual summer fest certificate provided (letters, proof of registration NOT accepted)
- Incomplete menu processes
- Incomplete booth layouts
- Commissary permission letter not notarized
- No mechanical refrigeration provided
- **No recent *passed* inspection at commissary kitchen**
 - Restaurants can request inspection by emailing food@cityofchicago.org
 - Include facility and contact information
 - Clarify that inspection is for special event participation

Contacting CDPH for Inspection

- Make sure your facility is ready for the inspection.
- It may take CDPH one week to come out for an inspection (based on the number of requests)
- If an inspection is needed for the restaurant / commissary / shared kitchen user, send email to: food@cityofchicago.org
 - Subject line: Special Event inspection
 - Don't forget to include:
 - DBA (name of business)
 - Address (as listed on business license)
 - Zip code
 - Contact phone number
 - Business hours
 - (If you are a shared kitchen user, include the DBA and address of the Shared Kitchen.)



Tips for Vendors:

- Submit application in a timely manner
- Include booth layout with application
- Plan ahead if a recent inspection is needed
 - Passed inspection should be completed BEFORE vendor submits their application to the event coordinator
 - Reminder that event coordinators must turn in vendor applications to CDPH 20 days prior to the event
- No bare-hand contact
- Wash, chop, prepare food at restaurant/commissary, no food complex preparation is to be done at festival



Tips for Vendors:

- No food left at booth overnight
- Operator is to have a **calibrated metal stem thermometer** and method to clean/sanitize thermometer
 - Reminder: Monitor the temperatures of the TCS foods, foods found at improper temperature will be discarded.
- Floor covering may be required
- Protect food from contamination at every step of the process
- No home prepared foods

Tips for Vendors:

- Customer self-service prohibited, except for non-TCS condiments.
 - Self-serve condiment bottles are to be tethered to permanent surface
 - Individual prepackaged condiments are also an option
- Need sneeze guards/barrier/or food displayed less than 6ft from public
- Dishwashing at booth/festival is prohibited - need to bring enough utensils
- No eating inside the booth

Class Review / Quiz

- Will the CDPH inspector accept a copy of the SFVC onsite during the inspection?
- Can you operate if you have a receipt for the Summer certificate or a copy of it?
- What temperature must cold food be kept at?
- What temperature must hot food be kept at?
- Is dishwashing allowed at a festival / booth?
- Can you prepare foods at home and sell at the festival?
- Can a milk shake machine be used onsite at a special event?

Class Review / Quiz (answers)

- Will the CDPH inspector accept a copy of the SFVC onsite during the inspection? **NO, the PIC needs the valid/original SFVC.**
- Can you operate a food booth if you have a receipt for the Summer certificate or a copy of it? **NO, the PIC needs the valid/original SFVC.** *(Exception, not needed if all food is pre-packaged at the commissary; refer to slide.)*
- What temperature must cold food be kept at? **41°F or below.**
- What temperature must hot food be kept at? **135°F or above.**
- Is dishwashing allowed at a festival / booth? **NO, must have enough utensils at festival.**
- Can you prepare foods at home and sell at the festival? **NO, it must be prepared at the approved commissary, shared kitchen, or restaurant.**
- Can you wash produce at a booth/festival? **NO, it must be done at the approved commissary, shared kitchen, or restaurant.**
- Can a milk shake machine be used onsite at a special event? **NO**

Special Event Updates for 2023

- The Chicago Department of Public Health (CDPH) is currently exploring the possibility of regulating food vendors at Park District events. We will provide more information prior to making any changes.



General CDPH Updates for 2023

(For awareness, these updates are for “regular” food establishments, not for Special Events.)

- Certified food manager certificate requirements are changing for new food establishment license applications submitted with the Dept. of Business Affairs
- Retail Food, Mobile Food and Children’s Services Facilities, BACP will only accept either of the following:
 - **Original City of Chicago sanitation manager certificate** or;
 - **Receipt showing the Chicago certificate has been ordered** from Kennedy King College, dated within 3 months of application
 - Applicant must have already taken and **passed** the course **AND paid for the Chicago certificate**
 - Receipt must indicate specifically that the Chicago sanitation manager certificate is pending from Kennedy King
 - Vague receipts will be rejected
- Shared Kitchen User license applications
 - Must **provide original City of Chicago certificate**, as required by ordinance
 - No longer accepting receipts



Thank You!



[Chicago.gov/Health](https://chicago.gov/Health)



HealthyChicago@cityofchicago.org



[@ChicagoPublicHealth](https://www.facebook.com/ChicagoPublicHealth)



[@ChiPublicHealth](https://twitter.com/ChiPublicHealth)