



To: Nonprofit food operations located in the City and County of Denver

From: The Denver Departments of Environmental Health and Excise & Licenses

Date: January 2014

Re: Inspection and licensing of nonprofit food operations

The Public Health Inspection Division within the Denver Department of Environmental Health is responsible for inspecting food facilities in the City and County of Denver to assure compliance with Denver's food safety regulations. Regulated facilities include nonprofit food establishments which operate more than 52 days per year. In recent years, and as a result of limited resources, the Public Health Inspection Division has not conducted regular inspections of nonprofit food operations but has continued to investigate any complaints received.

As a result of continual efforts to ensure resources are being used to protect the public's health as effectively as possible, the Public Health Inspection Division reinstated regular inspections of nonprofit food handling operations in 2013. In cooperation with this effort, and as required by Chapter 23 of the Denver Revised Municipal Code, all nonprofit food establishments operating more than 52 days per year must obtain a "no fee" food license from the Denver Department of Excise & Licenses which is located on the 2nd floor of the Webb Building located at 201 W Colfax Ave. **Please note that this requirement does not apply to child care operations that hold a Denver license or facilities such as residential facilities, day treatment facilities, or other operations that are under routine inspection from the City & County of Denver Public Health Inspections Division. Please contact us if you are uncertain whether the nonprofit food licensing requirement applies to your operation.** When applying for the license you must provide proof of nonprofit status, at which point you will receive an inspection card and instructions to contact several different city agencies for a site inspection and approval signature. After obtaining the approval signatures, the inspection card must be returned to the Dept of Excise & Licenses and the license, which is good for one year, will be issued.

The Public Health Inspection Division offers many food safety resources on our website at www.denvergov.org/phi. These resources include the Denver Food Establishment Rules and Regulations, information about online and classroom training, and other educational resources to assist with food handler education. You can stay apprised of new information, food safety news, and the Public Health Inspection Division on Facebook by liking us at Denver Public Health Inspections. We encourage you to check our website frequently or like us on Facebook to ensure you stay informed regarding information relating to our food safety program.

Below please find more information and examples about the types of operations that need to be licensed.

Non-profit operations which...

- handle only prepackaged foods and/or whole uncut produce do NOT need a license
- handle exposed (not packaged) non-potentially hazardous foods* (such as repackaging flour, portioning of dried beans) do NOT need a license
- conduct handling of exposed (out of the package) potentially hazardous foods** (such as repacking meats, cutting cheese, cooking foods, making sandwiches) more than 52 days per year DO need a license. If these operations occur fewer than 52 days per year, no license is required at this time.

*Non-potentially hazardous foods are those foods which do not support the growth of bacteria at room temperature. Non-potentially hazardous foods include flour, crackers, dried beans, dried rice, and whole, uncut produce.

**Potentially hazardous foods are those foods which DO support the growth of bacteria at room temperature and therefore need to be refrigerated for safety. These foods include milk, eggs, meats, cheese, potato salad, soups, etc.

Examples

Operation A is a homeless shelter which serves breakfast and dinner daily. Breakfasts consist of prepared foods such as eggs, hashbrowns, scrambled eggs, and cereal with milk. Dinner menus are variable but all dinners are hot and prepared in the shelter. Operation A DOES need to obtain a license.

Operation B is a salvaged food operation which receives unused food from grocery stores and restaurants and provides it to a network of area food pantries. Operation B keeps everything packaged as it is received except for bulk non-potentially hazardous items like flour and rice, which is repacks into smaller quantities for distribution. Operation B does NOT need to obtain a license.

Operation C provides a fully cooked hot meal onsite for the hungry 50 weeks of the year. Operation C does NOT need a license.