



# Syringe Services Program (SSP) Application Process

Allegheny County Health Department

## To apply:

Please follow the application process below, which will help you prepare to apply.

### Send completed paper applications to:

Attn:  
Otis Pitts  
542 Fourth Ave.  
Pittsburgh, PA 15219

### Or email them to:

[OverdosePrevention@AlleghenyCounty.U.s](mailto:OverdosePrevention@AlleghenyCounty.U.s)

## Acronyms

ACHD = Allegheny County Health Department  
BOH = Board of Health  
PEP = Post-exposure prophylaxis  
PrEP = Pre-exposure prophylaxis  
PWID = People who inject drugs  
SSP = Syringe services program

## SSP Application Process

1. To apply to become a Syringe Services Program (SSP) in Allegheny County, the interested party will need to:
  - a. Get approval of the proposed program location, by resolution or ordinance, from the municipality in which the program is proposed to operate.
    - i. Find a list of municipalities [here](#) and an interactive map [here](#).
    - ii. Each municipality, including the City of Pittsburgh, may have a different process for this. Please [contact us](#) for assistance, if needed.
  - b. Get proof of approval in part (a) by obtaining a paper or electronic copy of the resolution or ordinance.
  - c. Submit a complete application (see ACHD's SSP Application document on main page).
2. The ACHD will confirm receipt of the application.
  - a. If the application is incomplete, the SSP applicant will receive an email to notify them what is missing and how to submit the needed information and/or material(s).
  - b. Applicants are encouraged to reply within ten (10) business days. The response should include an estimated timeline for when all requested information/materials will be sent.
3. Once the application is complete, the ACHD Director will send the application to the Board of Health (BOH) for review and final approval.
  - a. The BOH will schedule an approval vote in a timely manner.
4. If the BOH approves the application:



- a. The ACHD will inform the applicant and coordinate a meeting between the approved SSP and representatives from the Overdose Prevention Program.
  - b. The ACHD will forward all materials pertaining to approved applications to:
    - i. The County Executive,
    - ii. All members of County Council,
    - iii. The Mayor and Council (or, if applicable, Commissioners) of each municipality where an SSP is proposed.
5. If the BOH does not approve the application:
- a. The ACHD will inform the applicant and attempt to indicate the reason(s) for disapproval