



ENVIRONMENTAL HEALTH OFFICES

GWINNETT

455 Grayson Highway, Suite 600  
Lawrenceville, GA 30046  
770.963.5132  
866.265.4293

NEWTON

1113 Usher Street, Suite 303  
Covington, GA 30014  
770.784.2121  
770.784.2129

ROCKDALE

1329 Portman Drive, Suite F  
Conyers, GA 30094  
770.278.7340  
866.551.0133

## “POP-UP” APPLICATION/EVALUATION FORM

This form is to be used to evaluate a food service establishment’s capabilities to operate at a “pop-up” food service location.

Name of Food Service Establishment: \_\_\_\_\_

Food Service Establishment Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ County Where Located: \_\_\_\_\_

- Will preparation and handling of food or utensils occur at the service site? [Cooking is NOT allowed for “pop-up” food service operations.]
  - YES – *food service establishment must have a handwashing set-up as required per Rule .08(3) to include catch bucket, method to heat and keep water at 100°F, soap, and paper towels*
  - NO
- Will TCS foods be transported to the service site? [TPHC can NOT be used while food is in transport to the service site.]
  - YES - *ANSI accredited insulated food transport containers must be provided, and sufficient in number, for the amount of food to be transported.*
  - NO
- Are logs available to record temperatures prior to loading food at the base of operation and Upon arrival at the service site?
  - YES – *not required, but recommended*
  - NO – *how will the food service establishment ensure food maintains proper temperature?*
- Will food service operations be conducted outside in an enclosed courtyard?
  - YES - *protection from contamination of food, utensils and equipment must be Provided*
  - NO
- Will food at the “Pop-up” location require hot or cold holding?
  - YES – *steam or hot water heating equipment or refrigeration equipment is required*
  - NO
- Does the food service establishment have a means to provide protection from contamination via barriers such as wrappers or food shields of some type?
  - YES
  - NO – *how will food be protected from customer contamination?*

- 7. Will the food service establishment be operating for more than 3 hours in one day at the “pop-up” location?
  - YES – *a mobile food service permit is required*
  - NO
- 8. Does the food service establishment have individually wrapped, single-service tableware for use by the consumer?
  - YES
  - NO – *tableware is required to be wrapped single-service, if provided*
- 9. Does the food service establishment have an adequate supply of clean equipment and utensils to take to the “pop-up” location and a method to store them on site while operating in a way that prevents contamination?
  - YES
  - NO – *required*

**Food Service Establishment is**

- APPROVED** (*Letter of Approval attached*)
- NOT APPROVED** *If not approved, provide explanation:*

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_