

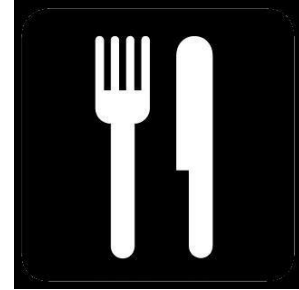


Pop-Up Guidelines

Review the following guidelines to assure that you have all the necessary information required for review. In order to obtain pop-up approval, you must first be a licensed [food facility](#) or [caterer](#).

Items submitted to SFDPH

1. Completed [Permitted Kitchen Verification Form](#) for Pop-Up
2. Pop-up Fee: credit card, check, or money order for \$191.00 made out to SFDPH
3. Copy of Pop-Ups [Certified Food Safety Certificate](#)
4. Copy of Pop-up Menu
5. Copy of your Permit to Operate and most recent inspection report from already permitted operation. In order to obtain pop-up approval, you are required to be a permitted food facility within a city, county, or state. For example, a [permitted catering operation](#).
6. Copy of Permit to Operate and most recent inspection report from host Food Facility where Pop-up is occurring
7. Floor plan of pop-up host location: indicate all equipment, sinks, storage spaces, and details on pop-up set-up. Identify all equipment to be used by pop-up
8. Transport Operation Plan: brief description of safe food handling practices in regards to the protection of food, equipment, and utensils from contamination and/or temperature abuses during transport from commissary to pop-up. This will only be needed if commissary and pop-up at different location
9. Facility Operation Plan at pop-up location: brief description of pop-up set-up and safe food handling practices in regards to the protection of food, equipment, and utensils from contamination and/or temperature abuses at pop-up site.



Definitions

Pop-up Vendor - To qualify as a Pop-Up vendor, you must have or obtain a Health Permit to Operate within the City and County of San Francisco. For example, a licensed caterer may operate a Pop-Up at a licensed restaurant if they obtain necessary approval from the Health Department.

A Pop-Up vendor can operate no more than three (3) days per week out of a currently licensed food facility in San Francisco.

Caterer – is any person/entity who supplies food and beverages and/or related services to any off premise public or private function. Per the California Retail Food Code, caterers are required to have a valid health permit. If you are catering without a health permit, you must cease all food preparation until a valid health permit has been obtained. A catering permit does not allow direct retail sales.

Commissary – A food facility that services Mobile Food Facilities, Mobile Support Units, Vending Machines, Caterers, Temporary Food Facilities, PFRs, or other possible food vendors where any of the following occur:

- a) Food, containers, or supplies are stored
- b) Food is prepared or prepackaged for sale or service at other locations
- c) Utensils are cleaned
- d) Liquid and solid wastes are disposed, or potable water is obtained

Catering Facility – A food facility that services Vending Machines, Caterers, Temporary Food Facilities, PFRs, or other possible food vendors where any of the following occur:

- a) Food, containers, or supplies are stored
- b) Food is prepared or prepackaged for sale or service at other locations
- c) Utensils are cleaned
- d) Liquid and solid wastes are disposed, or potable water is obtained
 - Does not allow Mobile Food Facilities or Mobile Support Units

Application

- Correctly filled out application, providing all applicable information, forms, and fees.

Food Safety Certification

- A copy of approved Food Safety Certificate must be available at all events and turned in with application (note: certificate is valid for five (5) years).

Itemized Menu

- Provide a menu of all the food you will be serving, including condiments and beverages.

Facility Information

- Provide floor plan of facility indicate all equipment, sinks, storage spaces, and details on pop-up set-up

Pop-up Operation Requirements

Please Note: All pop-up, pop-up employees and volunteers MUST comply with the following requirements during preparation and all hours of operation. All pop-up operations are subject to inspection by the Environmental Health Division.

- All food shall be held and served in accordance with California Retail Food Code during the actual event.
- Use of food prepared or stored at home is prohibited at a pop-up function. All foods, beverages, utensils and related equipment must be stored at least 6 inches off of the floor.
- Food served during the event must be displayed in a safe, sanitary manner and protected from contamination. Sneeze guards may be required.
- Food shall be held at or below 41°F or at or above 135°F during service.

NOTE: This will require sufficient equipment to maintain required temperatures for all perishable food at site (e.g. steam tables, chafing dishes, refrigerators, coolers).

- Food may be served by employees.
- Sanitary food handling techniques must be practiced at all times. Whenever practical, food handlers shall use tongs, disposable plastic gloves or single use tissue when handling food.
- Service displays shall be monitored by staff.
- Service displays shall be protected from overhead contamination.
- For service items, an adequate utensil for serving must be provided.

Pop-up Transport

- The transport vehicle must be adequately constructed so as to protect the food, foodservice equipment, and utensils from contamination at all times during transportation. Interior surfaces of the vehicle must be clean.
- Hot foods that are potentially hazardous must be kept at a minimum temperature of 135 degrees F at all times and be transported in NSF listed thermal transport containers similar to Cambro type. Hot transport containers must be durable, smooth, and easily cleanable.
- Cold foods that are potentially hazardous must be kept at or below 41 degrees F at all times and be transported in containers capable of maintaining temperatures at or below 41 degrees F. Cold transport containers must be durable, smooth, and easily cleanable (cardboard and Styrofoam are not acceptable).

- A calibrated metal stem/probe type thermometer with a temperature range of 0 - 220 degrees F, accurate to +/-2 degrees F, must be available at all times to monitor temperatures of food prior to transport, upon arrival, and at the time of serving.
- A log of temperatures for each food served at the event must be kept for review at the time of the routine inspection. The log must include the date, time, and address of the event along with each food and beverage item served. See attached sample temperature log sheet.
- When transport time exceeds one (1) hour, mechanical refrigeration and mechanical hot holding equipment must be provided.

Hand Washing Facilities

- Adequate hand washing facilities shall be provided inside of food prep area(s)
- Adequate hand washing facilities shall be provided adjacent to service area.
- Restrooms with adequate hand washing facilities shall be located within 200 feet of service area.