

## Temporary Event Definitions and Requirements

### *Mass Gatherings*

A mass gathering is a temporary event defined as 50 or more persons gathered for two or more hours. These events must have an adequate number of trash receptacles, toilets, and hand sinks to prevent nuisances. Food vendors, campgrounds, and animal venues at these events may also require inspection and licensing by the Health Department.

### *Animal Venue*

An animal venue is a petting zoo, animal ride, animal showcase or other animal entertainment at a temporary event (i.e. duck races, pony rides). These booths, rides or displays must be licensed at least 7 days to the event and inspected during the event. Considerations for hand washing, animal health, safe harborage, sanitary disposal of animal waste are just a few of the requirements to keep patrons safe.

### *Temporary Park Camp*

A temporary park camp is when 5 or more trailers, tents, or sleeping quarters are on a tract of land for up to 7 consecutive days at a temporary event. Applications for temporary park camps must be submitted at least 15 days prior to the event and require licensing and inspection. Spacing, trash removal, waste water containment, and clean water backflow prevention are just a few of the considerations to keep patrons safe.

### *Mobile Food Service Operations*

While most commonly known as food trucks, these operations may be on the ground (tables under a tent) or in a truck or trailer unit. They must be pre-licensed and inspected prior to the temporary event. They may operate anywhere in the State of Ohio and will be inspected for any events where they participate. Event planners can request a copy of their license and recent inspections. These operations must have hand washing sinks and utensil washing sinks if open foods are prepared and served (i.e. fried food, sandwiches, and confections). In most cases, forced air refrigeration (rather than ice in a chest) is required for holding TCS foods. Mobile facilities must comply with their approved license, menu, and layout to operate.

### *Temporary Food Service Operations*

These food operations are licensed for each event for up to 5 consecutive days and must be applied for 10 days prior to the event. Individual owners/operators may take out up to 10 temporary food service licenses per year. Each booth at each event will be inspected on the first day of the event. Hand washing and utensil washing are required if open foods are prepared and served, but permanent sinks are not required. For example, a thermos of warm soapy water with a catch bucket can be used for hand washing with paper towels and a trash can. Dry ice or ice cubes may be used for cold holding food at or below 41°F. All food sold under a temporary license must be prepared on site at the event or received from an approved licensed facility.

### ***Further Considerations for Temporary Food Service Operations:***

Depending on the types of foods served and the methods of transport, preparation, and hot-cold holding used by the operator, all or some of these items are needed:

- **Cold/hot holding and cooking equipment:** Grills, coolers, etc. All TCS foods shall be maintained at 41°F or below and 135°F or above after cooking to required temperatures. Mechanical refrigeration is mandatory for overnight storage of TCS foods.
- **Hand washing facilities:** Method will be approved by CCBH based on food type and preparation. This is done during the review of the temporary food license application.
- **Three compartment sink:** Can use an equivalent such as a three-bucket system for wash, rinse, and sanitizing utensils.
- **Gloves/utensils:** Utensils or non-latex gloves for the transfer, preparing and/or serving of foods shall be provided.
- **Sanitizer with test strips:** Chlorine (unscented bleach 5.25% concentration), quaternary ammonium, or iodine or any approved sanitizer with test kit.
- **Probe thermometer:** If handling TCS foods, thermometers must have the ability to measure temperatures at 0-220°F.
- **Food protection:** Foods must be protected. Covers or an approved type of sneeze guards for open or exposed food display must be provided. Food and food containers shall be stored a minimum of 6 inches above the floor or ground.
- **Hair restraints:** Hair must be covered, including facial hair.
- **Structural requirements:** If it is determined by CCBH that floor, wall or ceiling structures are necessary, the materials used must be smooth, impermeable, and easy to clean.

### ***Cottage Food Items***

Cottage foods are non-TCS (time and temperature controlled for safety) foods (also called non-perishable) that do not require refrigeration. These foods might be exempt from licensure and can be produced in a private residence. They require labels to warn customers that they are “home-produced” that include the common name, ingredients (in descending order by weight or volume), the common allergens, the weight of the product and the manufacturer with city and state. **Please contact Cuyahoga County Board of Health (CCBH) for a detailed list of approved Cottage foods and if a temporary license is required for an event (216)201-2000.**

### ***Home Bakery Products***

A Home Bakery produces both TCS and Non-TCS food products. These food products are produced in a private residence and must be licensed and inspected by the Ohio Department of Agriculture. Home bakeries are required to properly label all food products. The foods are sold from the home, through grocery stores, farm markets, and other retail outlets. **If attending an event these facilities may require a temporary food service license.**

## ***Farmers Markets***

These markets are locations where producers congregate to offer fresh fruits and vegetables, cottage foods, and/or other food items which may be exempt from licensure and inspection.

## ***Food License Exemption***

If a church, school, or non-profit organization hosts a temporary food operation, selling food on their property for less than seven consecutive days or less than 52 times per year (once a week), they may be exempt from licensure. Contact CCBH for details on exemptions (216)201-2000.

## ***Water Source***

Potable water is to be provided from an approved source only. Water lines and hoses used to convey water to food booths, sanitary facilities, and drinking water fountains must be effectively flushed & disinfected prior to use and equipped with backflow prevention.

All water hoses should meet “**NSF/ANSI STANDARD 61**” or equivalent for drinking water components. They are rated for potable water use, are usually white in color, are made of higher grade PVC and meet all food-grade requirements. Most RV centers and big box home improvement stores carry them, as well as plumbing supply companies. Any hoses connected to a potable water spigot must be protected with a backflow prevention device (check valve) to prevent water in the hose from siphoning backwards and contaminating the potable water supply.

## ***Waste Water***

Sewage and grey water (from hand washing or showers) must be contained and properly disposed of in a sanitary sewer to prevent ground water contamination. Adequate waste water disposal site(s) must be designated. Waste water must not be discharged onto the ground or into a storm sewer.

## ***Trash/Solid Waste***

Event organizers must ensure that the event has an adequate number of receptacles for sanitary disposal of garbage and refuse. Trash must be maintained and disposed of in a sanitary manner to deter pests and prevent nuisances. Run-off from trash containers must be contained to protect ground water.

The placement of receptacles and the number needed will depend on the event layout. In general, waste receptacles should be placed:

- At minimum, approximately 4 per acre
- In high traffic areas such as near spectator stands, seating areas, toilet and hand wash areas, and activity areas
- Along walkways from food booths to where events are being held
- In close proximity to food vendors (Note: these receptacles should be covered)

Other considerations:

- The use of plastic bag liners is recommended to allow for frequent and easy removal.
- A commercial dumpster should be provided at large events and emptied as often as is necessary and at minimum once per day.
- A maintenance schedule should be set up to monitor and empty garbage receptacles.

## Toilet Facilities

Portable toilet facilities, hand sinks, and garbage/refuse disposal are required. The following are the recommended minimum numbers of toilet facilities and hand washing stations for an event that will last longer than 3 hours and where food and beverages are available. If the event is less than 3 hours, then the number of toilets can be reduced by 25%.

ATTENDANCE	TOILETS	HAND WASHING STATIONS
1 – 50	2	2
51 – 100	4	2
101 -200	6	2
201 - 300	8	2
301 - 400	10	2
401 – 500	12	3
501 – 600	14	3
601 – 700	16	3
701 – 800	18	3
801 – 900	20	3
901 – 1000	22	4
More than 1000	One additional toilet for every 100 for a function lasting > than three hours, or, One additional toilet for every 200 for a function lasting < than 3 hours	Note: A minimum of two (2) hand washing basins are required. One additional hand washing station is required for every ten (10) toilets.
NOTE: this number includes both permanent and temporary/portable toilets.		
NOTE: A minimum of one handicap-equipped toilet facility must be provided, with at least one additional handicap-equipped toilet for every 10 regular toilets required. After the minimum of two hand washing stations are provided, one additional station is required for every 10 toilets. One handicap-equipped toilet must be provided at all sites, with one handicap-equipped toilet for every 1,000 people thereafter.		

Source: FEMA "Special Events Contingency Planning" Toilets Page 39

## First Aid

First Aid kit consisting of disposable gloves, materials to stop bleeding, and to clean and cover minor cuts and abrasions shall be maintained and easily accessible.

Event organizers should consult ahead of time with the Environmental Health Specialist directly for any additional requirements that are site specific.

Please visit [www.ccbh.net](http://www.ccbh.net) or call 216-201-2000 with any questions regarding these guidelines.