

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Temporary Event Definitions and Requirements

Cottage Foods

Cottage foods are non-TCS (time and temperature controlled for safety) foods (also called non-perishable) that do not require refrigeration. These foods are exempt from licensure and may be produced in private homes.

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. If attending a temporary event with selling space greater than 100 cubic feet, these facilities require a temporary food service license.

Home Bakeries

Home bakeries produce both TCS and Non-TCS food products. The foods are baked in private residences and sold in the same residence. The inspection and licensure of these facilities is conducted by the Ohio Department of Agriculture. If attending a temporary event these facilities require a mobile or temporary food service 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.

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.

Mobile Food Service Operations

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 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 prepped and served (fried food, sandwiches and confections). Forced air refrigeration, rather than ice in a chest, is required for holding TCS foods.

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 event. Each booth at each event will be inspected on the first day of the event.

The fee for these booths is \$70 per day and \$35 per day for non-profits. Hand washing and utensil washing are required if open food and utensils are sold, 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.

Trash

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.

Backflow Prevention

Any hoses connected to a 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 (safe for drinking) water supply.

Animal Venue

An animal venue is a petting zoo, animal ride, animal showcase or other animal entertainment at a temporary event (wrestle the bear, pet the monkey, etc.). These booths, rides or displays must be licensed at least one week prior 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 designed to keep patrons safe.

Mass Gatherings

A mass gathering is a temporary event defined as 50 or more people gathered for two or more hours. These events must have an adequate number of trash receptacles, toilets and hand sinks to prevent nuisances.

Temporary Park Camp

A temporary park camp is defined as five or more trailers or sleeping quarters on a tract of land for up to seven 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 among considerations.

Food Protection

- 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
- Frozen foods are to be thawed in a refrigerator or as part of the cooking process, ***not at ambient temperature***

- Foods must be protected - covers or an approved type of food shield for open or exposed food display must be provided
- Food and food containers shall be stored a minimum of six inches above the floor or ground
- Utensils, non-latex gloves for the transfer, preparing and/or serving of foods shall be provided
- Provide and use a probe thermometer to verify proper cooking and holding temperatures
- Strict handwashing and personal hygiene practices are essential
- Hair must be covered including facial hair

Equipment, Utensils and Supplies

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:

Hand Washing Facilities

Method will be approved by CCBH based on food type and preparation 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

Sanitizer with test strips

Chlorine (unscented bleach 5.25% concentration), quaternary ammonium, or iodine

Probe thermometer

If handling TCS foods, thermometers must have availability to measure temperatures at 0-220°F

Cold and hot holding equipment

Coolers, grills, etc.

Utensils, disposable non-latex gloves, hair restraints (baseball hats, hair net, snood)

Structural Requirements

If it is determined by CCBH that floor, walls or ceilings are necessary, the materials used must be smooth, impermeable and easy to clean.

Support Facilities

Water is to be provided from an approved source only.

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 home improvement stores carry them, as well as plumbing supply companies. Hardware stores may be able to special order them.

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.

Backflow Prevention

Any hoses connected to a water spigot shall 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. ***This water must not be discharged onto the ground or into a storm sewer.***

- Adequate sewage-waste water disposal site(s).
- Portable toilet facilities, hand sinks, and garbage/refuse disposal are required.
Table 1 provides guidelines on the amount of toilets and sinks

Table 1. Toilet facilities for Special Events

The following are the recommended minimum numbers of toilet facilities and hand washing stations for an event that will last longer than three hours and where food and beverages are available. If an event is to be for less than three 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

Solid Waste

Event organizers must ensure that the grounds are provided with an adequate number of receptacles for garbage and refuse.

The placement of receptacles and the number needed will depend on the event grounds layout and should be placed:

- 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 booths (Note: these receptacles should be covered)
- the use of plastic bags is recommended to allow for frequent and easy removal

A rule of thumb for placing receptacles in large open areas would be approximately 4 per acre.

A commercial disposal bin should be provided at large events and emptied as often as is necessary and at minimum once a day.

A maintenance schedule should be set up to monitor and empty garbage receptacles.

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 Public Health Sanitarian directly for any additional requirements that are site specific.

Please visit www.ccbh.net or call 216.201.2000 with any questions.

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