

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

April 1, 2025

Dear Recreation Directors/ Event Coordinators:

With the advent of fair and festival season upon us we are beginning to see events showing up on our calendars. The Cuyahoga County Board of Health (CCBH) wants to provide you with guidelines and license applications for a safe and healthy event season. We need your help to ensure the best possible conditions at this year's fairs and festivals. The services and attractions that require our attention include food operations, temporary park camps, mass gatherings, and animal attractions.

Environmental Health Specialists from our office will be at all festivals to inspect mobile food operators and to provide licenses for temporary food operations. The enclosed guidelines for mobile and temporary applications summarize our program requirements. **Applications for temporary and mobile licenses must be submitted ten (10) days in advance**, so that our Environmental Health Specialists can be scheduled, licenses can be issued, and inspections can be conducted. **At no time can any of our Environmental Health Specialists accept payments during the event(s).**

If your event will have five (5) or more occupied campers, trailers, or tents used for overnight lodging, state code requires that the event coordinator submits a plan review application and applies for a Temporary Park Camp license. The fee for the license is \$130.00. **The plan review fee and the application are due fifteen (15) days prior to the event.**

Animal attractions, including petting zoos and animal exhibits, have become popular at fairs and festivals. CCBH has adopted regulations that require all animal venues within our jurisdiction to apply for a temporary or annual permit to operate even if they are giving away animals for free. An application for a permit to operate an Animal Venue is also enclosed. The permit requires operators to implement adequate control measures to minimize the public health and safety risks associated with animals in public settings. **This application is due 7 days before the event.**

All outdoor gatherings require toilets and handwashing facilities. If you do not have permanent facilities at the event, please see the attached *Temporary Event Definitions and Requirements* form to determine the appropriate number of portable toilets and hand sinks.

Thank you for your attention to these details. Our Environmental Health Specialists will inspect and provide the necessary information to help make your event a success. For more information, please feel free to call us at 216-201-2000. You may also visit our website at www.ccbh.net to download any necessary forms.

Together, we can help make your event a successful, safe, and healthy experience for all.

Sincerely,



Gerry Scott, BS, REHS
Supervisor of Food Protection
Environmental Health Services
Cuyahoga County Board of Health

Enclosures, Temporary Food Applications, Temporary Park Camp Plan Review and License Application, Animal Venue Application, Event Planning Guidelines

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5550 Venture Dr · Parma, OH 44130 · 216-201-2000 · www.ccbh.net

License 2025

A food vendor is required to make application for a temporary license at least ten (10) days before the start of the event. The application must include a floor plan, list of equipment, a menu, and all pertinent food handling procedures. **The temporary food license fee is \$78.00 per day and \$39.00 per day for non-profit operations.** Temporary food licenses are issued for a maximum of five (5) days. A sanitarian from the Cuyahoga County Board of Health (CCBH) will deliver the license on the first day of the event when they are on-site to conduct the inspection. **Operators selling foods that are not time and temperature controlled for safety (TCS), such as whole fresh fruits and vegetables, commercially pre-packaged foods, commercial beverages, and cottage foods maybe exempt from licensing. (Various restrictions apply).**

Food

All food must be from an approved source. Food not prepared on-site at the temporary food operation location shall be prepared in a licensed facility and may require additional approval by the Ohio Department of Agriculture. Foods shall be transported to the temporary event site by a CCBH approved method. Foods shall not be prepared at home. Exceptions include cottage foods and home bakeries.

Food Protection

- A. All TCS foods shall be maintained at 41°F and below or 135°F and above. Mechanical refrigeration shall be used for overnight storage of all TCS foods.
- B. Frozen foods are to be thawed utilizing acceptable methods.
- C. Foods must be protected at all times. Covers or approved sneeze guards must be utilized for any open or exposed food displays.
- D. Food and food containers shall be stored a minimum of six (6) inches above the floor or ground.
- E. Utensils and non-latex gloves shall be provided and utilized for the transfer, preparation and/or serving of foods.
- F. Provide and use a properly calibrated probe thermometer to verify cooking and holding temperatures.

Equipment, Utensils and Supplies

Depending on the type of foods, methods of transport, preparation and hot/cold holding, all or some of these items are required:

- A. **Handwashing facilities.** Method will be approved by CCBH based on the type of food and preparation.
- B. **Three compartment sink** or equivalent (three bucket system).
- C. **Sanitizer with test strips** [chlorine (bleach 5.25% concentration), quaternary ammonium, or iodine].
- D. **Probe thermometer(s).** For use if handling or preparing TCS foods.
- E. **Hot and cold holding equipment** (coolers, refrigerators, grills, etc.)
- F. **Utensils and disposable non-latex gloves.**

Structural Requirements

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

Support Facilities

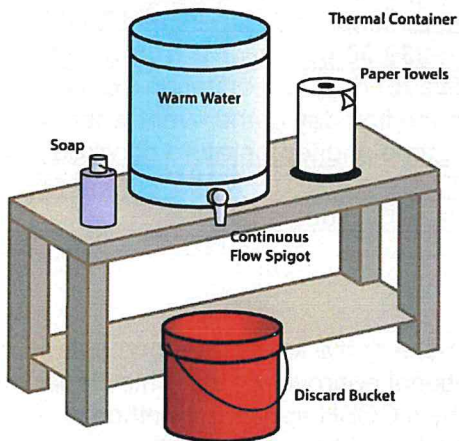
Water is to be provided from an approved source only.

Adequate sewage / wastewater disposal site(s) must be available.

Portable toilet facilities, hand sinks, and garbage/refuse disposal are required.

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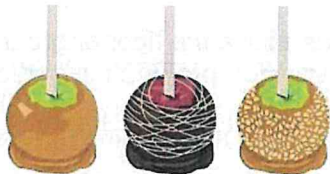
TEMPORARY FSO CHECKLIST



Approved Hand Washing

Each temporary booth is required to have a temporary hand washing station which includes: Warm flowing water, soap, paper towels, and a bucket for waste disposal.

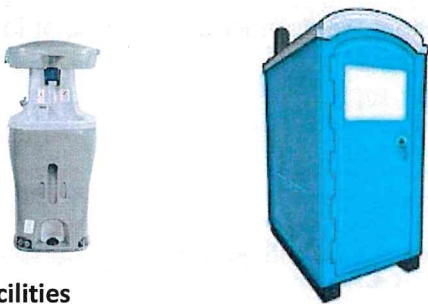
***Hand sanitizer is NOT to be used as a substitution**



ALL foods must come from an approved source.
ALL foods are to be prepared at the event or at a licensed kitchen approved by ODA.

***HOMEMADE FOODS ARE PROHIBITED**

Exemption: cottage foods and home bakeries



Support Facilities

Make portable toilet facilities, hand sinks and garbage disposal available for patrons. Water shall be provided by an approved source. All waste water is to be discarded to the sanitary sewer.

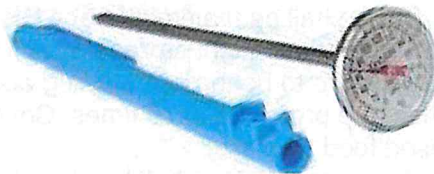
***Dumping grey water in storm drains or on the ground is not an approved form of disposal**



Approved Method for Sanitizing Equipment & Utensils

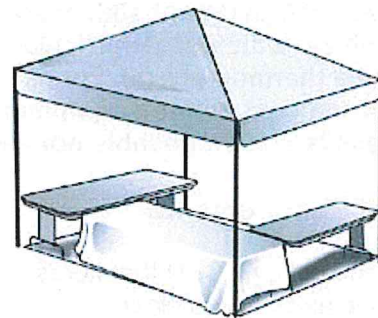
A three compartment sink must be provided to properly wash, rinse and sanitize all equipment (must be able to fit largest piece of equipment.)

***Approved sanitizers and concentrations: Chlorine 50-99pm, Quaternary ammonium 200-400ppm or Iodine 12.5-25ppm**



Approved Cooking & Holding Temperatures

- Cold Holding 41°F & below
- Hot Holding 135°F & above
- Chicken Cooking 165°F
- Ground Beef Cooking 155°F
- Seafood/Roasts/Chops Cooking 145°F
- Fruits and Vegetables Cooking 135°F



Work Space Requirements

Work surfaces shall be easily cleanable & non-absorbent. Flooring shall be provided if booth is placed in grass. All foods, utensils and equipment must be 6" off of the ground.

Application for a License to Conduct a Temporary (Check one):

☐ Food Service Operation

☐ Retail Food Establishment

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

**Cuyahoga County Board of Health
Attn: Environmental Public Health
5550 Venture Dr.
Parma, OH 44130**

Temporary Applications Must Be Submitted Ten (10) Days Prior to the Event for Approval

Before a license application can be processed and approved, the application must be completed and the required fee submitted. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City	State	ZIP
Start date	End date	Operation time(s)
Name of license holder	Name of Noncommercial Organization (if applicable)	Phone number
Email Address		
Address of license holder		
City	State	ZIP
List all foods being served/sold		

I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:

Signature	Date
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Licensors to complete below

Valid date(s)	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

TEMPORARY FOOD SERVICE INFORMATION

1. Food

A. Source of food (Where are ingredients and/or food items received from?)

B. Where are food items prepared (Food must be prepared on site at the event OR received from ODA approved, licensed facility)

C. How will TCS food items/ingredients be transported to the event?

D. How will foods be held hot (135°F and above)

E. How will foods be held cold (41°F and below)

THERMOMETERS MUST BE AVAILABLE TO ENSURE PROPER COOKING AND/OR HOLDING TEMPERATURES. A THERMOMETER MUST HAVE THE AVAILABILITY TO MEASURE TEMPERATURES FROM 0-220°F. (LASER THERMOMETERS ARE NOT SUFFICIENT.)

2. Sanitation

A. How will food handlers wash their hands at this temporary location? (Hand washing facility is required to be at each temporary location)

B. How and when will equipment and utensils be washed? (Include type of sanitizer)

C. How will the concentration of the sanitizer be measured?(Include type of test kit)

D. Water source? (Where is the water coming from)

E. Where will waste-water be discarded? (Not on ground or storm drain)

3. Food Protection

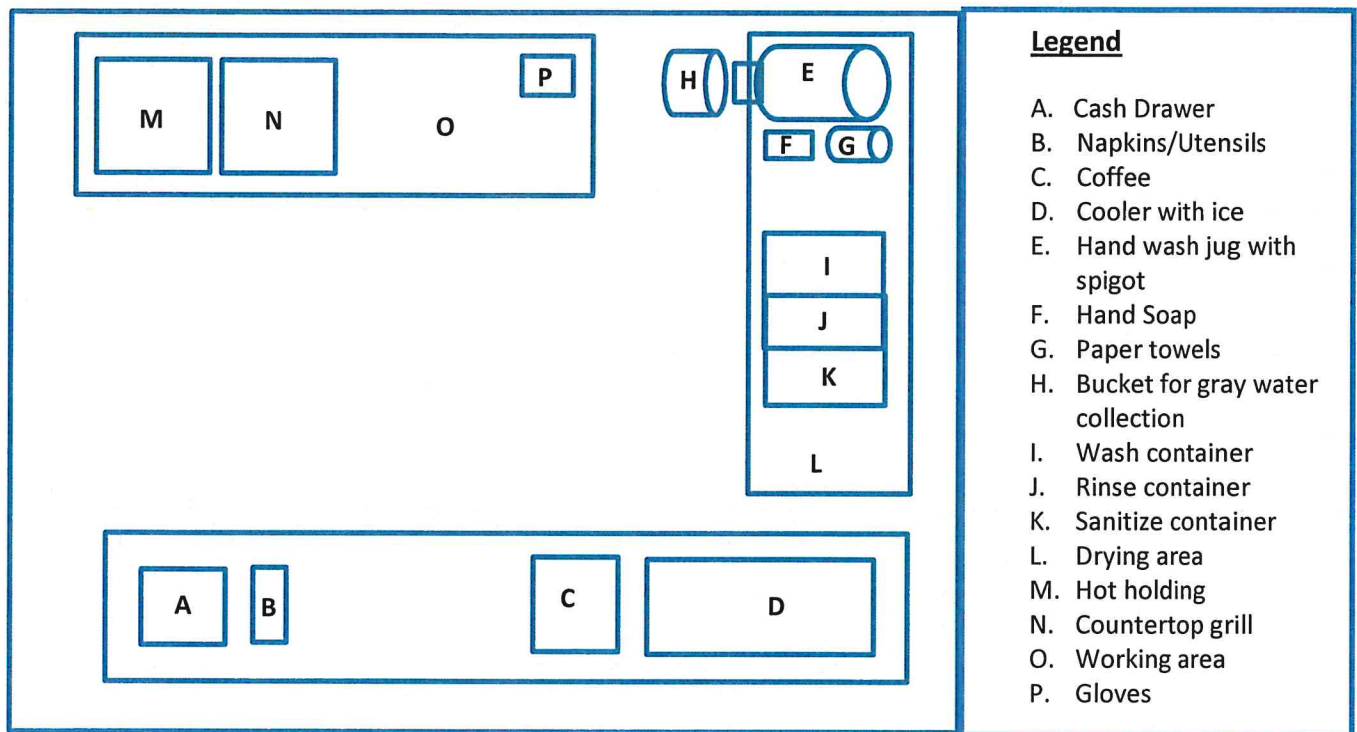
A. How will food on display be protected from contamination?

B. Will employees use utensils or gloves to prepare the food? (Latex gloves are prohibited)

C. How will employees restrain their hair? (Hats, beard covers, hairnets)

4. Drawing of Layout

A. Example



B. Provide a detailed drawing of your floor plan. Show all equipment and utensils, support facilities, and serving areas.

	<p>Legend</p>
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Temporary Campground Application for Plan Review and License to Operate

Name of Temporary Campground			Health District Cuyahoga County Board of Health		
Address of event			Directions: (please print) 1. Complete <u>one</u> application for each temporary campground event; 2. Sign and Date the application; 3. Include the required items for review per OAC 3701-26-05(C)(10) 4. License will not be issued until plan review is approved. 5. Contact Local Health District to obtain the license fee amount.		
City/Zip					
Start date	End date	# of days for this event (≤ 7 days)			
Name of Owner / Licensee					
Address					
City/ State /Zip					
Phone #		E-mail			
Number of sites proposed		Water Supply <input type="checkbox"/> Public PWS <input type="checkbox"/> Private <input type="checkbox"/> N/A PWS name:		Type of Sewerage System <input type="checkbox"/> Municipal <input type="checkbox"/> Dump Station(s) <input type="checkbox"/> Septage Hauler <input type="checkbox"/> On-site <input type="checkbox"/> N/A <input type="checkbox"/> Other:	
Fires permitted on campsites? <input type="checkbox"/> Yes <input type="checkbox"/> No		Local Fire District			

Person to Contact regarding inspections, maintenance, or emergencies, if different from licensee.

Name	Phone #	E-mail
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I hereby certify that I am the licensee, or the authorized representative of the establishment listed above, and agree to abide by the rules that apply for this license. I certify that the information provided is a true and accurate statement of the facts.

Signature	Date
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Check or money order for the license fee, payable to:

Return the fee and application to:

(Licensor to complete: either pre-printed, or with a label or stamp)	Health District	
	Cuyahoga County Board of Health	
	Street address	
	5550 Venture Dr.	
	City	
	Parma	
	Zip	Phone #
	44130	216-201-2000

LOCAL LICENSING AUTHORITY TO COMPLETE BELOW

Date Plan Review Application Rec'd:	Date Plan Review Approved:	Number of Days Licensed this Year (including this event):
Plan Review Approved by:	Number of sites approved:	License Fee: \$ 130.00

Application approved for license as according to the applicable sections of the Ohio Revised Code

Processor:	Date payment received:	Date Processed:
License Audit No.	Health District License No.	

Each plan submittal shall include the following prior to the start of the plan review per OAC 3701-26-05(C)(10):

1. Signed Temporary Campground Application for Plan Review and License to Operate Form HEA 5336;
2. Site Evaluation Report, ODH HEA 5228 completed and signed by the licensor (local health district);
3. Written verification by the fire protection authority that has jurisdiction in the area that adequate fire protection can be provided to the campground;
4. **Two sets of drawings * to include:**
 - a. Layout of temporary campground;
 - b. Plot plan showing location, number, and size of sites;
 - c. Internal access or camp roads;
 - d. Detail of water supply (if provided);
 - e. Detail of sewerage system;
 - f. Detail of water and sewer hookup at individual sites (if applicable);
 - g. Method and layout of electrical distribution system including individual service connections;
 - h. Location of shower facilities (when provided);
 - i. Location, number, and type of toilet facilities;
 - j. Location, number, and details of gray water recycling system;
 - k. Location, number, and details of dump station(s);
 - l. Variance or waiver requests (if needed) must be received by the Ohio Department of Health (ODH) for review at least 90 days prior to the event.

Temporary Campground applications are to be submitted for review to the local health district having jurisdiction.

*Reproductions from other documents are acceptable if legible. Drawings should be scale.

Note - the applicant assumes responsibility for obtaining any permits that may apply to the construction and/or development of this temporary campground.

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Temporary Campground Requirements

As defined in Ohio Revised Code 3729.01 (V), a “temporary park camp” is any tract of land used for a period not to exceed a total of twenty-one days per calendar year for the purpose of parking five or more recreational vehicles, dependent recreational vehicles, or portable camping units, or any combination thereof, for one or more periods of time that do not exceed seven consecutive days.

Plan Review

A set of plans must be submitted to the Cuyahoga County Board of Health at least fifteen (15) days prior to the event, and must contain the following in order to gain approval:

- Two sets of drawings, which depict all items as described in the plan review and license application (form HEA 5336), under section 3701-25-52 of the Ohio Administrative Code.
- Per 3701-26-05(c)(3) written verification from the local Fire Department that the camp can be provided with proper and sufficient fire protection. Note: Documentation may be in the form of an email directly from the Fire Department, or hard copy letter on the Fire Department’s letterhead.

Licensure

Once the plans are approved, the camp will be approved for licensure. In order to be licensed, a plan review and license application (Form HEA 5336) must be completed and submitted with the \$130.00 application fee.

Note: Temporary park camp plan review and licensing applications may be found at www.ccbh.net.

Operational Requirements

- Compliance to all regulations described in this document.
- All park/camp buildings, sites, and facilities shall be maintained in a safe and sanitary manner at all times.
- The park/camp shall be properly drained to eliminate standing water, and free from all trash and debris.
- Pests and other nuisances shall be prevented and abated immediately if they occur.
- All roads and walkways shall be maintained.

Spacing

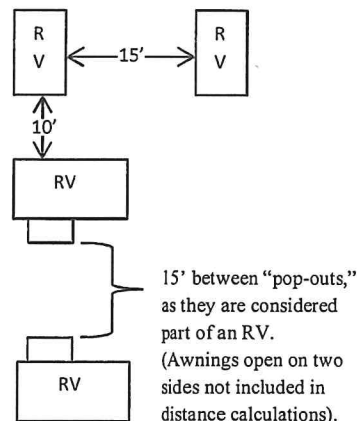
The minimum spacing requirements for recreation vehicles are highlighted below:

Sites must be at least 1,000 ft² in size.

Camping units shall be parked only on sites that comply with approved plans.

Vehicles may be parked in between RVs without affecting distance requirements.

Recreational Vehicles	Minimum Spacing
Side to Side	15 Feet
End to Side	10 Feet
End to End	10 Feet
From any Building	15 Feet
From any Public Road	15 Feet
From Park/Camp Roads	10 Feet
From Property Lines	7.5 Feet



Water

It is not required that water be provided at the camping sites. However, if water is provided, it must meet Ohio EPA requirements.

If water is provided, the hoses connecting the units to the water supply must be National Sanitary Foundation (NSF) 61 approved hoses for drinking water.

In order to prevent contamination of the water supply, approved backflow prevention must be utilized at the main water source. ASSE-1013 backflow prevention assemblies and ASSE-1024 dual check valve backflow prevention devices at individual connection points (or their equivalents) are acceptable.

Sewage/Wastewater

Adequate sewage/wastewater disposal must be provided by using a combination of the following:

- A designated dump station
- Individual watertight containers at each site
- The services of a registered sewage hauler to pump out RV tanks

NOTE: It is critical that sewage/wastewater not be disposed of on the grounds or into storm sewers, as this could directly contaminate natural waterways.

Toilets

Toilets must be provided as indicated in the chart below:

Sites #	Men		Women
	Urinals	Toilets	Toilets
5-15		1	1
16-30	1	1	2
31-60	1	2	3
61-90	2	2	4
91-120	2	3	5
121-150	3	3	6
151-200	4	4	8
201-300	5	5	10
301-400	6	6	12
401-500	7	7	14
501+ Add 1 per 200 for men and 2 per 200 for women			

Toilets must be located within 1,000 feet walking distance from camp sites.

Trash

Trash containers must be provided for proper disposal of trash and waste. Sufficient capacity and pickup must be met so dumpsters do not overflow. Dumpster lids must remain closed when not in use. **Note:** In order to prevent the attraction of pests, it is critical that all trash be properly contained/not left on the grounds.

Safety

Fire-fighting equipment of the type and quantity acceptable to the State of Ohio Fire Marshal or local Fire Department shall be made available for use in firefighting. All firefighting equipment shall be maintained in good operating condition (not expired), and located so it is easily accessible at all times.

If the Cuyahoga County Board of Health believes an electrical hazard exists, the operator will be required to provide written documentation indicating that all electrical systems at the park/camp meet applicable state and local electrical codes.

First aid equipment consisting of disposable gloves, a sufficient supply of materials to stop bleeding, and to clean and cover minor cuts and abrasions shall be maintained and easily accessible.

The operator shall maintain a record of all injuries occurring within the park requiring the attention of medical personnel licensed under Chapters 4723, 4730, and 4731 of the Ohio Revised Code.

The operator shall ensure that no motorized vehicles are operated in such a manner as to create hazards to life and safety.

The operator shall identify all natural hazards within the park/camp and eliminate them whenever possible.

Firearms and other potentially hazardous equipment and substances shall be used, stored, and maintained in a safe manner.

The operator shall control any potentially hazardous activities or excessive noise within the park/camp.

Animals/Pets

The operator shall promptly report all cases of domestic and wild animal bites within the park/camp to the local animal control official and the Cuyahoga County Board of Health at 216-201-2000.

Animal Venues

In order to minimize the safety risks associated with animals in public settings, the Cuyahoga County Board of Health operates the Animal Venue Program. "Animal venue" includes any operation that sells, distributes or exhibits animals to the public. If an animal venue is associated with your event, please visit www.ccbh.net/animal-venues, and download an application for an animal venue permit at least one week prior to the event. If you have any questions regarding animal venues, please contact Program Manager, Stacey Koltas R.S., MPH, at 216-201-2000 x1253 or skoltas@ccbh.net.

If you have any questions regarding the Temporary Park Camp Program, please contact:

Brooke Lahood, BS, REHS
Program Manager
216-201-2001 x1268
blahood@ccbh.net

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Application for a Temporary Animal Venue Permit

The Cuyahoga County Board of Health Animal Venue Regulation requires all venues that exhibit, sell, or distribute animals to the public obtain a valid Animal Venue Permit to operate. The completed application and payment must be received at least 7 days prior to the event. Make checks payable to the Cuyahoga County Board of Health.

Permit Type: (select one) <input type="checkbox"/> Temporary Animal Venue \$30/day <input type="checkbox"/> Non Profit Temporary Animal Venue \$0	
Animal Venue Name:	
Address:	
City, State & Zip:	
Event Name:	
Event Address:	
Event City, State & Zip:	
Provide the date(s) and time(s) that your venue will be present at this event:	
List all of the animals in your venue:	
Owner Name:	
Phone:	Email:
Applicant Name:	
Applicant Signature:	Date:

For CCBH use only:

Approved by:	Date:	Login #:
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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 or call 216-201-2000 with any questions regarding these guidelines.