

SPECIAL EVENT SANITATION GUIDELINE

In recent years, there have been a number of large outbreaks of disease associated with mass gatherings, petting zoos and cultural events. The purpose of this guideline is to provide information to festival organizers regarding the provision of safe food, water and sanitation facilities at large outdoor events such as a fair or festival.

IMPORTANT

Under the Food and Food Handling Establishments Regulation MR339/88R, festivals and fairs are defined as “events” and are required to meet certain requirements under *The Public Health Act*.

- **For the health & safety of participants, proper planning is essential. Event organizers must register their plans with the Department ahead of time to ensure a safe & successful event.**
- **All Temporary Food Service establishments must obtain a permit from a Public Health Inspector prior to opening.**

This is a guideline only. Additional items may be required by the Public Health Inspector pursuant to the regulations under *The Public Health Act*.

GUIDELINES FOR SPECIAL EVENT SANITATION

1. Definitions:

An “**Event**” is an organized activity or celebration not exceeding 14 days in duration.

A “**Temporary Food Service Establishment**” is any place where food is prepared or provided for consumption at a fixed location for 14 consecutive days or less in conjunction with a single event.

All temporary food service establishments are subject to the requirements of *Manitoba Regulation 339/88R, Food and Food Handling Establishments Regulation* under *The Public Health Act*, and such other requirements as may be required by a Public Health Inspector.

2. Special Events Planning:

Proper planning is essential to ensure that the number of toilets, hand washing stations, and litter containers are adequate for peak attendance numbers for the event being held in order to protect the health of those in attendance and reduce the risk of spreading disease.

NOTE: The operator(s) of an event must submit a “*Schedule A, Registration Form*” for Special Events to the local Public Health Inspector as early as possible before the expected date(s) of the event, but no later than **2 weeks** prior to the event.

The following factors should be considered when planning an event as they will have some influence on the number and type of facilities required as well as provide help in preparing the grounds and developing contingency plans:

- Duration & Layout of the event
- Type of event
- Type of crowds, special needs
- Possible weather conditions
- Whether the event is pre-ticketed and attendance numbers known
- Whether food and beverages will be available
- Whether alcohol will be consumed*
- Whether finishing times are staggered if the event has multi-functions or activities.

* If there is to be a beer garden or other similar venue, washroom requirements are determined by the Manitoba Liquor Control Commission and are to be for the exclusive use of patrons of the beer garden.

3. Toilets and Hand Washing Facilities:

- Public toilets and hand washing stations must be provided by the event organizer based on anticipated peak attendance at any one time.
- This estimate can be based on previous year's attendance and experience.
- The number of toilet facilities should be in accordance with Table 1 of this guideline.
- Hand washing stations must be provided in conjunction with all toilet facilities and also in accordance with Table 1.
- A hand washing station includes: 1) a wash basin supplied with running water, soap and disposable towels, 2) a hand sanitizer dispenser or 3) a sanitizing towelette dispenser.
- Regardless of the number of handwash basins located with the permanent toilets, additional hand washing stations will still be required in close proximity to the temporary/portable toilets.
- Event organizers should always have a contingency plan in place in the event that attendance exceeds the anticipated numbers and additional toilet and hand washing stations are needed on short notice.
- Toilet and hand washing stations should be placed in strategic locations that are easily accessible to people in all areas and/or venues at the fair or festival as well as easily accessible for needed servicing and maintenance during the event.
- Signage should be in place to direct people to the facilities.
- A maintenance schedule for the toilet and hand washing stations should be set up to ensure that facilities are cleaned and supplies replenished as needed.
- Supplemental hand washing facilities shall also be provided at petting zoo locations at the event and it is recommended that signs be posted reminding visitors and children to wash after contact with animals.

4. 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 handwash areas, and activity areas
 - along walkways from food booths to where events are being held
 - in close proximity to food booths (Note: Ideally 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.

5. **Liquid Waste:**

- All liquid waste from portable toilets, hand washing stations and food booths should be disposed of in an approved manner.
- For large events lasting more than 4 hours, the event organizers should have a sewage pump-out truck available on site at all times or on stand-by status for servicing the portable toilets when needed.

6. **Food Service:**

Where food services will be provided through mobile or temporary food facilities, the operator of the event must submit the completed form *SPECIAL EVENTS FOOD SERVICE FACILITIES*, attached to this guideline, along with the *REGISTRATION FORM FOR SPECIAL EVENTS*.

7. **Water Supply System:**

- If the water source is from a well, water samples should be submitted for bacteriological analysis prior to the event to ensure that the water is potable. Well water should be absent of total coliform and *E. coli* bacteria.
- 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. NOTE: Most RV centers and big box home improvement stores carry them, as well as plumbing supply companies. Hardware stores may be able to special order them in for clients.
- 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.
- Event organizers should consult ahead of time with the Public Health Inspector directly for any additional requirements that are site specific.

TABLE 1
Toilet and Hand Washing Station Requirements

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 an event is to be for 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.		

SCHEDULE A REGISTRATION FORM FOR SPECIAL EVENTS

EVENT				
NAME of EVENT:				
LOCATION:				
Date(s):			Time(s):	
ANTICIPATED DAILY ATTENDANCE:				
NAME of GROUP or ORGANIZATION:				
CONTACT PERSON:			PHONE:	
MAILING ADDRESS:				
ADDRESS of CONTACT PERSON:			EMAIL:	
TOILET AND HAND WASHING STATIONS				
	Total Required	Permanent (existing)	Temporary # Required	# of Handicap Facilities
Toilet Facilities				
Description (flush, outhouse, portable)				
Hand Washing Stations/hand basins				
Description (running water, sanitizer dispenser, towelette)				
Contractor for Temporary Toilets	Name: Telephone:			
Contractor for Washing Stations	Name: Telephone:			
SOLID WASTE				
	Number	Type	Bags	Commercial Bin On Site?
Waste Receptacles			Y___ N___	Y___ N___
Name of Commercial Hauler: (plus, contact info)				
PETTING ZOO: Y___ N___				
SITE PLAN ATTACHED: Y___ N___				
Applicant Signature:			Date:	
FOOD SERVICES: Where food services are being provided through mobile or temporary food facilities, please complete the form: <i>"SPECIAL EVENTS FOOD SERVICE FACILITIES"</i> .				
FOR OFFICE USE ONLY				
Date Received: _____ Reviewed by: _____				
Comments: _____				

