Georgia Department of Public Health
Temporary Food Event Organizer Application

COBB & DOUGLAS PUBLIC HEALTH

ORGANIZER'S APPLICATION MUST BE RECEIVED 30 DAYS BEFORE THE EVENT ALONG WITH A LIST OF ALL FOOD VENDORS WHO WILL BE ALLOWED BY THE ORGANIZER TO PARTICIPATE IN THE EVENT

Organizer's Name: _____ Organizer's Phone: _____

Organizer's Address: _____
Please include suite # Street Name and # Suite City State Zip Code

Organizer's E-mail Address: _____

Property Owner's Name: _____ Property Owner's Phone: _____

Onsite Coordinator's Name (if different from Organizer): _____ Onsite Coordinator's Phone (if different from Organizer): _____

Event Name: _____

Event Address: _____
Please include suite # Street Name and # Suite City Zip Code

Set Up Date: _____ Set Up Time: _____

Event Begin Date: _____ Event Begin Time: _____

Event End Date: _____ Event End Time: _____

Number of food service vendors expected: _____

Expected number of patrons (total): _____ Expected average of patrons per day: _____

If event is longer than one (1) day, please provide your operating schedule

It will be the organizer's and / or property owner's responsibility to ensure that only vendors permitted by this department shall participate in the event.

Any unauthorized or unpermitted vendor found participating in an event shall be charged with a violation of this rule, and ordered by the organizer or property owner to leave the event premises.

Return the completed application to the appropriate Center for Environmental Health:

***Cobb County*:**
1738 County Services Parkway SW, 2nd Floor, Marietta, GA 30008-4012
Office: (770) 435-7815 | Fax: (770) 431-7410

***Douglas County*:**
4655 Timber Ridge Drive, Douglasville, GA 30135-1224
Office: (770) 920-7311 | Fax: (770) 920-7317

WATER SUPPLY

1. What will be the source of approved potable water? (Check all that apply)

   ☐ Public water system ☐ Drilled well that meets EPD Drinking Water Standards (attach test results)

   ☐ Vendor is completely responsible for their own water supplies ☐ Bulk commercial supply (bottled) ☐ Onsite water faucet

   ☐ Onsite direct water connection (trailer inlet) Other: _____

2. Source of bottled water (both individual bottle and bulk supply)? _____

TOILET FACILITIES: If adequate permanent bathroom facilities are not provided, it is the responsibility of the event organizer to ensure that a sufficient number of portable sanitations units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring that all portable sanitation units are serviced at least once during every seven days, or more frequently if usage requires. Review the brochure entitled *Portable Sanitation: Information for Event Organizer and Construction Site Owners*, pages 6 – 7 of the application document, for requirements.

1. What will be used for toilet facilities at the event? (Check all that apply)

   ☐ Central supplied facilities ☐ Portable toilets

2. Will alcoholic beverages be served?

   ☐ Yes ☐ No **REMINDER: If Yes, the number of portable toilet facilities required must be increased by 25% of the base number.**

3. Will general public handwashing facilities with soap and running water be available after toilet use? (Highly recommended to reduce public health risks of disease outbreaks.)

   ☐ Yes ☐ No

WASTE DISPOSAL (Solid and Liquid)

1. What type of container(s) will be used for solid waste disposal at the event?

2. How will you dispose of liquid waste? (e.g. grease from fryers, catch basins / water waste tanks from food vendors, portable toilet pump outs, etc.)

3. How often will the solid and liquid wastes be removed and by whom?

GENERAL SITE PLAN: In the space below, or on a separate page, please provide a generalized site plan depicting the locations of the food vendors, toilet facilities, general public handwashing facilities (if provided), solid and liquid waste containers, animal enclosures, walkways, roads through the event, etc. and approximate distances. Please indicate if the pathways / roadways through and around the event are paved or unpaved.

ATTACHMENT A – LIST OF FOOD VENDORS

NAME OF FOOD BUSINESS	NAME OF CONTACT	CONTACT PHONE

Attach additional pages if needed

STATEMENT: I hereby certify that the above information and any attached forms and documents are correct, and I fully understand that in accordance with DPH Rule 511-61-1.08(2)(a)4(i) through (iii), and DPH Chapter 511-3-6, I am responsible for the following:

a. At least 30 days prior to the event / celebration, I will provide to the Local Health Authority a list of food vendors who will be allowed in the temporary event / celebration; and
b. To ensure that only vendors permitted by the Local Health Authority are allowed to participate in the temporary event / celebration; and
c. To require any unauthorized or unpermitted food vendor found participating in the event to immediately leave the event premises; and
d. To ensure a sufficient number of portable sanitation units are available onsite (if central toilet units are not available or not sufficient) to prevent a prohibited discharge of sewage or cause a public health nuisance; and
e. To ensure all portable sanitation units are serviced at least once every seven days, or more frequently, if usage requires.

Additionally, I understand that non-compliance with the requirements listed above are considered to be violations of DPH Chapter 511-6-1 and DPH Chapter 511-3-6, and I may be subject to legal action as deemed necessary by the Local Health Authority.

Organizer's Signature: _____ Date: _____

Planning

Proper portable sanitation planning is essential to the coordination of a safe and successful special event. Considerations during the planning process should include:

Type of event – Events that last throughout the day and into the evening will require more units than events that last for only a couple of hours. Also, if food will be served at an event, handwashing stations should be considered in order to reduce the risk of disease transmission through hand to mouth contact. Portable sanitation units should be located as far away from food service vendors as practical.

Number of attendees and duration of the event – An event for a large mass gathering of people will require more portable units than a small group of people. *See the included table for estimating the number of portable units required for an event or construction site.

Food and beverage type and location – If alcoholic beverages are being served, the number of portable toilets should be increased by 25%.

Outside temperature – On hot days, visitors will consume more drinks and make more trips to the lavatories. More units should be considered for such cases.

Event layout and topography – Portable toilets should be placed on flat surfaces in a strategic position that allows easy access by the public and large trucks that service the units.

Current listings for certified portable sanitation contractors and companies can be found at www.dph.georgia.gov

Background

Large gatherings of people in relatively small areas for extended periods of time may elevate the risk of disease outbreak. In many of these situations, there are not enough restroom facilities at the site to accommodate a mass gathering. Proper measures must be employed to ensure enough sanitary facilities are present to meet the needs of the public, and to ensure the safe and timely disposal of sanitary wastes. Portable sanitation units can provide for this need. If portable sanitation units become overcrowded and neglected, especially at events involving food consumption, the risk of a disease outbreak is only increased. It is, therefore, imperative to take the time to develop a plan for the safe and effective placement, storage and disposal of sanitary wastes at special events in such a way as to reduce the risk of disease outbreak and protect public health.

For additional information, please contact your local county health department, or visit our web page: www.dph.georgia.gov

Cobb: (770) 435-7815, press 0

Douglas: (770) 920-7311

Georgia Department of Public Health

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Portable Sanitation

Information for Event Organizers and Construction Site Owners

DPH Rules and Regulations

The Georgia Department of Public Health regulates temporary portable sanitation units and persons engaged in the business of furnishing, renting, or servicing these units, including portable hand washing facilities, under *Rules of the Department of Public Health Chapter 511-3-6*.

All portable sanitation units must be furnished and maintained by a certified contractor or company. It is the responsibility of the event organizer or the construction site owner to ensure a sufficient number of portable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires.

Portable Sanitation Units for Special Events Planning

** If alcoholic beverages are to be served, add 25% to the base number.*

AVERAGE CROWD SIZE	AVERAGE HOURS AT THE EVENT									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Minimum Number of Portable Sanitation Units at Construction Sites

NUMBER OF WORKERS	MINIMUM NUMBER OF UNITS SERVICED WEEKLY
20 or less	1 toilet per 20 workers
21 or more	1 additional toilet per 40 workers
200 or more	1 additional toilet per 50 workers

**The number of portable sanitation units required shall be determined by the maximum number of workers present on a regular 8 hour shift. Shifts lasting longer than 8 hours (40 hour work week) should double the number of portable sanitation units.*