



## TECHNICAL GUIDELINE NO 355

**TITLE SANITATION AT MASS GATHERINGS**

**Date December 9, 2008**

### **Preamble:**

*The purpose of a technical guideline is to assure reasonable consistency and uniformity within and amongst the health districts when interpreting and/or applying environmental health regulations and their attendant standards or when responding to other agencies or government departments as part of a referral process.*

*While the Public Health Inspection Managers have agreed to follow this guideline there may be unusual circumstances that arise to which the guideline may not be reasonably applied. In these situations variations from the guideline may be necessary.*

The following guideline was accepted by the Public Health Inspection Managers at their meeting dated November 26 and 27, 2008

**Reference Regulation: Public Health Act, 1994 and Health Hazard Regulations**

### **Introduction:**

Mass gatherings and public events pose several public health issues, including providing food, water, and sanitation facilities for the participants and assuring that the participants do not create sanitation or other public health problems for the surrounding communities.

### **Definition:**

"Temporary Mass Gathering" or "Gathering" means an assembly of 500 or more people, which is expected to continue for two or more hours per day, at a site for a purpose different from the designed use and usual type of occupancy. A temporary mass gathering does not include an assembly of people at a location with permanent facilities designed for that specific assembly, unless the designed occupancy levels are exceeded. The definition includes any indoor or outdoor events such as Festival Events, Heritage Events and the like where there are no established infrastructure or fixtures to facilitate the gathering.

### **Purpose:**

The purpose of this guideline is to provide guidance for minimum sanitation standards at mass gatherings.

## Application of Guidelines:

This document establishes guidelines for Temporary Mass Gatherings as it relates to Toilets and Hand Wash Basins, Solid Wastes, Liquid Wastes, Food Service and Safe Drinking Water Supplies as required within the above regulations but does not include the entire contingency planning which may be considered by other authorities responsible for the facilitating event. The attached Event Application Form should be completed to facilitate planning and documentation of the event and returned to the local authority prior to the start of event.

## MASS GATHERING SITE SANITATION GUIDELINES:

### A. TOILETS AND HAND WASH BASINS

Public toilets and hand washing facilities must be provided by the event organizer. Toilets shall be provided based on anticipated attendance. (These figures can be estimated from previous year's attendance or other events in other jurisdictions). Unisex toilets may be located in a common area.

Number of toilet units required for non-alcohol events.

Average Crowd Size	Average Hours at the Event per day								
	2	3	4	5	6	7	8	9	10+
500	2	2	4	6	6	6	6	8	8
1 000	4	4	6	8	8	8	8	10	10
2 000	6	6	8	10	10	10	10	12	12
3 000	8	8	10	12	12	12	12	14	14
4 000	10	10	12	14	14	14	14	16	16
5 000	12	12	14	16	16	16	16	18	18
6 000	12	12	14	14	14	16	18	20	20
7 000	16	16	20	20	20	24	24	30	30
8 000	20	20	30	30	40	40	50	50	60
10 000	20	30	40	40	60	60	60	90	90
12 500	20	30	50	65	80	100	120	120	120
15 000	30	40	50	65	75	100	100	125	150
17 500	40	60	75	90	120	140	150	200	200
20 000	40	50	80	100	125	140	200	250	250

*Note: Under normal conditions, most persons will use sanitation facilities once every four hours. Weather conditions and the consumption of food, liquids, beer, and other alcoholic beverages will increase usage by 30 to 40%.*

Number of toilet units required for events involving alcohol.

Average Crowd Size	Average Hours at the Event									
	2	3	4	5	6	7	8	9	10+	
<b>500</b>	3	3	5	8	8	8	8	10	10	
<b>1 000</b>	5	5	8	10	10	10	10	13	13	
<b>2 000</b>	8	8	10	13	13	13	13	16	16	
<b>3 000</b>	10	10	13	16	16	16	16	18	18	
<b>4 000</b>	13	13	16	18	18	18	18	21	21	
<b>5 000</b>	16	16	18	21	21	21	21	23	23	
<b>6 000</b>	16	16	18	18	18	21	23	26	26	
<b>7 000</b>	21	21	26	26	26	31	31	39	39	
<b>8 000</b>	26	26	39	39	52	52	65	65	78	
<b>10 000</b>	26	39	52	52	78	78	78	117	117	
<b>12 500</b>	26	39	65	85	104	130	156	156	156	
<b>15 000</b>	39	52	65	85	98	130	130	163	195	
<b>17 500</b>	52	78	98	117	156	182	195	260	260	
<b>20 000</b>	52	65	104	130	163	182	260	325	325	

- 1). The operator shall locate portable toilets a minimum of 100 feet from any food service operation and not more than 300 feet from grand stand or spectator area or from other areas of activity which pertain to the gathering, as outlined in the permit application. Where site conditions limit the placement of portable toilets, the public health officer may allow exemptions to these distances.
- 2). One handicap-equipped toilet must be provided at all sites, with one handicap-equipped toilet for every 1,000 people thereafter.
- 3). Portable walk-through urinal units may be substituted for portable toilets to a maximum of 15% of the units at a given location on a “seat-per-seat” basis. If a portable urinal unit is capable of accommodating 4 users at a time, it can replace 4 portable toilets.
- 4). In the case of larger events, portable toilets, urinals and wheelchair accessible toilets must be distributed evenly across multiple sites. If there are two or more locations at the event that are set aside for portable toilets, the number of portable urinals & wheelchair accessible toilets should be distributed evenly across the two or more locations (subject to reasonable accessibility).
- 5). Each portable toilet must be secured against vandalism and adverse weather conditions by tie downs, anchors or similar effective means.
- 6). The operator or coordinator shall ensure that all portable toilets are of sound construction (such as non-absorbent polyethylene), easily cleanable, and durable.

- 7). The tank capacity of each portable toilet shall not be less than 60 gallons. Chemicals used for sanitizing agents in portable toilets must be acceptable for use by the treatment facility accepting the sewage.
- 8). Septic waste must be disposed of in a manner approved by the Public Health Officer. The operator shall ensure that all wastewater is removed from each portable toilet as necessary or at least once every 24 hours. On a case by case basis, the public health officer may change this frequency because of the time of year, weather conditions, nature of the event or other public health related criteria. All wastewater removed shall be disposed of at a wastewater treatment facility in accordance with provincial and local wastewater disposal requirements.
- 9). Each portable toilet must be serviced and sanitized at time intervals that will maintain sanitary conditions of each toilet.
- 10) At the conclusion of the gathering, each portable restroom unit must be serviced and removed within 48 hours. The public health officer may extend or shorten this time because of the time of year, weather conditions, the nature of the event or to meet other public health needs.
- 11) The operator shall provide hand wash stations at a minimum rate of one per ten portable toilets or portion thereof. The operator shall provide liquid soap, water and paper towels at each hand wash station. Where conditions make the use of soap and water impractical, the public health officer may allow sanitizing gel in place of soap and water. Sanitizing gel may not be used in place of soap and water at hand wash stations used by food service workers. Wastewater from the hand wash stations shall be disposed of in an acceptable manner.
- 12) Covered garbage receptacles must be provided at hand wash stations.
- 13) Event staff shall ensure that washrooms and hand wash stations are serviced and cleaned in an acceptable manner.

## **B. SOLID WASTE**

- 1) Event organizers must provide a minimum of one covered litter container in close proximity to each food booth. Grease disposal containers must be in close proximity to food vendors using deep fryers. All waste containers should be emptied as needed.
- 2) Additional solid waste containers should be provided based on one container placed every 100 feet on site (four containers per acre), and emptied as often as necessary, or a minimum of once daily.
- 3) Commercial disposal containers should be provided at large events and emptied as often as necessary.

### **C. SAFE DRINKING WATER SUPPLY**

- 1) The operator shall ensure that all drinking water is from an approved potable drinking water supply or bottled water approved by the local authority. Pressurized or gravity fed water distribution systems must have backflow prevention devices placed at appropriate locations.
- 2) Safe drinking water hauled to the gathering shall be hauled and dispensed in a manner that protects public health as determined by the local authority. Check with your local public health officer for sampling requirements and start-up procedures.
- 3) The operator shall provide and strategically locate drinking water stations to effectively meet the drinking water needs of attendees and staff. One drinking water station is required for each 150 attendees or fraction thereof. The public health officer may reduce or increase the number of drinking water stations based on the time of year, heat index, nature of the event or other public health related criteria. Water will be dispensed from a spigot or other device as approved by the local authority.

### **D. BATHING FACILITIES**

- 1) Events lasting more than one day may require bathing facilities separate for male and female bathers. If bathing facilities are provided, there should be at least one shower for three hundred persons with hot and cold water. Shower facilities must drain to an approved holding tank or other sewage disposal system acceptable to the Public Health Officer. We recommend the use of timed (eg spring loaded) faucets as opposed to constant “on” faucets.
- 2) The design of the shower facilities must include allowances for appropriate privacy of bathers. Privacy can be accomplished by alternating time block access for each gender, posting signs stating bathing suit showers only, or other methods acceptable to the local authority.

### **E. FOOD SERVICE**

- 1) The operator shall ensure that contact information for all food service providers are given to the local authority.
- 2) All food service providers shall complete a *Temporary Food Service Checklist* (see appendix “B”) or a *Temporary Food Service Licence Application* as provided by the local authority.

## **F. GENERAL CONSIDERATIONS**

The following items do not fall under this guideline but should also be considered when planning a large event. The list is not all encompassing. There may be other factors to consider, depending on the nature of the event:

- 1) First Aid Stations or other medical facilities, availability of first responders, doctors, nurses, ambulances, on-site field hospital.
- 2) Electrical service including lighting and service to campers.
- 3) Road access and parking facilities designed to avoid congestion and allow orderly exit. (contact local police)
- 4) Telephone service including number and location of telephones.
- 5) Camping facilities
- 6) Security, including the number of guards, their deployment and hours of availability.
- 7) Fire protection including the number, type and location of alarms and extinguishers. Who will respond if there is a fire? (contact local fire dept.)
- 8) Wheelchair access to toilets, showers & program areas. Also consider access to power outlets to re-charge wheelchair batteries during multiple day events.

NOTE: This list is provided as a courtesy. The identification of services required for each event is the responsibility of the event organizer.

## EVENT APPLICATION FORM

Event Name: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Host Organization: \_\_\_\_\_

Contact/Responsible Person: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

### Total Hours of Operation

From: \_\_\_\_\_ To: \_\_\_\_\_  
Opening Time(s) Closing Time(s)

### Anticipated Attendance (per day of event)

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_

Day 3 \_\_\_\_\_ Last Day \_\_\_\_\_  
(Attach a separate sheet with additional attendance information for events of more than 4 days)

### Facilities Required: (use maximum daily attendance to determine numbers)

Toilets: \_\_\_\_\_ Handicap Toilets: \_\_\_\_\_

Handwash Basins: \_\_\_\_\_ Garbage Cans: \_\_\_\_\_

Toilet facilities to be serviced by: \_\_\_\_\_

Potable Water Supply provided by: \_\_\_\_\_

Please attach a list of all food service providers including contact information for each. Note: All food service providers must complete the attached Food Service form.

Please attach a map of the site c/w locations of the required facilities listed above.

APPENDIX “B”

<p>RHA LOGO</p>	<p>PUBLIC HEALTH INSPECTION REGIONAL HEALTH AUTHORITY NAME</p> <h1 style="margin: 0;">Temporary Food Service Planning Tool</h1> <p>USE THIS CHECKLIST TO PLAN YOUR EVENT Call your <i>Public Health Inspector</i> if you have any questions</p>
---------------------	---

<b>Name of Event:</b>	<b>Dates and Times:</b>			
<b>Organization Name:</b>	<b>Address:</b>			
<b>Person Responsible:</b>	<b>Phone(Day)</b>	<b>(Evening)</b>	<b>Fax</b>	<b>Email</b>
<b>Event Location:</b>				
<b>List all foods and beverages being served</b>		<b>Source of Food (Where purchased; includes ice)</b>		
<input type="checkbox"/> Hot Dogs	<input type="checkbox"/> Soft Drinks	_____		
<input type="checkbox"/> Hamburgers	<input type="checkbox"/> Other _____	_____		
<p><b>NOTE: An approved kitchen is required for non-BBQ food preparation. Contact your Public Health Inspector for more information</b></p>				
<b>Cooking Equipment</b>	<input type="checkbox"/> BBQ	<input type="checkbox"/> Deep Fryer	<input type="checkbox"/> Gas or Electric Burner	<input type="checkbox"/> Other _____
<b>Hot Hold Equipment</b>	<input type="checkbox"/> Chafing Dish	<input type="checkbox"/> Heat Lamps	<input type="checkbox"/> Slow Cooker	<input type="checkbox"/> Other _____
<b>Cold Storage Facilities</b>	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Freezer	<input type="checkbox"/> Picnic Cooler with Ice Packs	<input type="checkbox"/> Other _____
<b>Thermometer Type (Used to Check Safe Food Temps)</b>				
<input type="checkbox"/> Mechanical Probe <input type="checkbox"/> Electronic Probe <input type="checkbox"/> Other _____				
<b>Handwashing Facilities</b>		<input type="checkbox"/> Container with spout and wastewater receptacle		
<p><b>NOTE: A Bucket of Water Is NOT Acceptable</b></p>		<input type="checkbox"/> Liquid Soap in a Dispenser		
		<input type="checkbox"/> Paper Towels in a Dispenser		
		<input type="checkbox"/> Sink with Running Water		
		<input type="checkbox"/> Other _____		
<b>Water Supply</b>	<input type="checkbox"/> Pressurized Hot & Cold	<input type="checkbox"/> Container With Spout	<input type="checkbox"/> Pressurized Cold Only	
	<input type="checkbox"/> Well Water	<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Other _____	
<b>Dishwashing</b>	<input type="checkbox"/> 3 Compartment Sink	<input type="checkbox"/> 2 Compartment Sink	<input type="checkbox"/> Single Service Dishes	
<b>Garbage Facilities</b>	<input type="checkbox"/> Covered Receptacle with Plastic Liners		<input type="checkbox"/> Other _____	
<b>Wastewater Facilities</b>	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Grey Water Container	<input type="checkbox"/> Other _____	
<b>Food Transportation (How is food transported to the site?)</b>				
<input type="checkbox"/> Picnic Coolers with Ice Packs <input type="checkbox"/> Insulated Containers <input type="checkbox"/> Other _____				
<b>Food Handler Training</b>	<input type="checkbox"/> FoodSafe	<input type="checkbox"/> NSTP	<input type="checkbox"/> Other _____	
<b>Number of Staff with Food Safety Training:</b> _____				
<p><small>NOTE: There is no requirement that Special Occasion Events have people present with Food Safety Training. However, if you know someone with Food Safety Training, it is a good idea to invite them to help.</small></p>				