



**TEMPORARY EVENTS
A GUIDE
FOR EVENT ORGANIZERS**

New Brunswick Department of Health
Office of the Chief Medical Officer of Health

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Table of Contents

INTRODUCTION.....	1
WHAT IS A TEMPORARY EVENT	1
FOOD SERVICE AT A TEMPORARY EVENT.....	1
ACCESS TO SITE	1
SHARED SERVICES.....	2
PLANNING PROCESS	2
PLANNING GUIDE	3
A. SANITARY FACILITIES	3
B. POTABLE WATER SUPPLY.....	4
C. MISTING TENTS	7
D. LIGHTING	7
E. SOLID WASTE DISPOSAL	7
OTHER	8
A. SMOKE-FREE PLACES ACT	8
B. ACCIDENT PREVENTION/EMERGENCY PLANNING.....	8
APPENDIX A: HEALTH PROTECTION REGIONAL OFFICE CONTACT INFORMATION.....	9
APPENDIX B: LEGISLATION AND AUTHORITY.....	10
APPENDIX C: TEMPORARY EVENT - EVENT ORGANIZER FORM.....	12

INTRODUCTION

The mission of the Office of the Chief Medical Officer of Health (OCMOH) is to improve, promote, and protect the health of the people of New Brunswick. Public Health Inspectors employed by Health Protection Services of the Department of Public Safety enforce the *Public Health Act* on behalf of the Department of Health.

It is the responsibility of event organizers to ensure the temporary event is managed appropriately in order to prevent a health hazard. Collaboration and cooperation between the event organizer and the Department of Public Safety (Health Protection Services) on meeting the criteria in this guide will make a significant contribution to keeping those attending safe and healthy. Event organizers should also check with the municipality or rural community where the event will be held, or the Department of Environment and Local Government for events within a local service district area, as these authorities may have regulations or by-laws that must be followed for a temporary event.

This document provides a guide for event organizers. Specific requirements for food vendors attending a temporary event are covered in a stand-alone document titled, "*New Brunswick Guidelines for Food Vendors at Temporary Events*".

WHAT IS A TEMPORARY EVENT

The Department of Health considers a "Temporary Event", a sponsored or community organized event, lasting less than 14 days that may have food and/or liquor service. A temporary event does not include those operations that open multiple weekends in a row.

FOOD SERVICE AT A TEMPORARY EVENT

Food vendors at a temporary event must be approved by Health Protection Services. In most cases, food vendors attending a temporary event will require a Temporary Food Premises Licence. Health Protection Services requires food vendors to submit their application 15 days prior to the event in order to process their application.

Applications and corresponding documentation can be forwarded to Health Protection Services. [See Appendix A - Health Protection Regional Office Contact Information.](#)

ACCESS TO SITE

Should the event have controlled access for any reason, Public Health Inspectors will require access to the site for the purpose of conducting inspections under the *Public*

Health Act and the Food Premises Regulation. [See Appendix B - Legislation and Authority.](#)

Event organizers can facilitate access by providing entrance passes for Public Health Inspectors.

SHARED SERVICES

To help assist food vendors in meeting the requirements for licensing and to help reduce the risk of injury, illness, or the creation of a health hazard, the event organizer may choose to provide shared services. Some examples of shared services include:

- Provision of electricity
- Provision of potable (drinkable) water
- Provision on waste water collection and disposal
- Provision of solid waste handling and disposal
- Communal clean-up area, e.g. a common kitchen where food vendors can clean and sanitize their utensils.
- Communal facilities for frozen and refrigerated food storage

In addition to the above, some other important services the event organizer can provide include:

- Overall site planning
- Selection/approval process for a food vendor to be located at the event. Some vendors are exempt from licensing under the *Public Health Act*. However, an event organizer could require all Temporary Event Food Premises to have Health Protection Services approval.

PLANNING PROCESS

It is recommended that Public Health Inspectors and event organizers meet at least two months in advance of a proposed event. This may necessitate the establishment of a multidisciplinary committee comprised of representatives from Health Protection Services; host municipality, city or town; event sponsors, event organizers and other agencies as necessary. The intent of such a meeting is to have early discussion and collaboration to help make the event run as smoothly as possible. This is an opportunity for Health Protection Services to communicate the requirements of the Department of Health and to answer any questions the event organizer may have.

For each event, it is suggested that event organizers provide the following information to Health Protection Services:

- A copy of any applicable agreements between the event organizer and the food vendor(s) to Health Protection Services.
- A completed [Appendix C -Temporary Event – Event Organizer Form](#)

PLANNING GUIDE

A. SANITARY FACILITIES

- Sanitary facilities shall be conveniently located and easily accessible to the public.
- Portable sanitary facilities should be next to a service road to facilitate cleaning and maintenance.
- If only portable sanitary facilities are available, some portable toilets should be designated for food vendors only.
- Refer to the reference table below for the recommended number of portable sanitary units when no pumping service is provided.

Recommended Number of Portable Sanitary Units
Based on a 50/50 mix of men and women

Average Crowd Size	AVERAGE HOURS AT THE EVENT									
	1	2	3	4	5	6	7	8	9	10
1-50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	2	3	3	3	3	3
250	2	2	2	2	3	3	3	3	3	3
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	165	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

Information contained in the table taken from the following resources: 1. "Guide to Portable Restroom Excellence". <http://psai.uberflip.com/i/641340-psai-guide-to-portable-restroom-excellence/9>. Portable Sanitation Association International. 2016. 2. "Renting Portable Units". <http://psai.org/renting-portable-units/>. Portable Sanitation Association International. 2015.

- Handwashing stations shall be available and be located in close proximity to the sanitary facilities. If using portable sanitary toilets, 1 handwashing unit per 10 toilets is recommended.

Note: Enhanced handwashing requirements are required for food vendors. See document "Guidelines for Food Vendors at Temporary Events" for details.

- Grey water which is not discharged into a sewerage system shall be stored in water-tight containers with tight-fitting covers while waiting for pick up and disposal. Grey water containers should be at least 15% larger than the water reservoir. Containers should be emptied daily or as often as required to prevent the creation of a health hazard.
- Food vendors are prohibited from running wastewater lines to catch basins, or from dumping wastewater down a catch basin.
- Liquid waste that is not discharged into a sewerage system is to be stored, transported and disposed of, in such a manner, as not to create a health hazard.
- If in-ground holding tanks are being considered, a separate and stand-alone regulatory process exists. Applications must be made to Department of Public Safety – Technical Inspection Services. Contact (506) 453-2336 for more information.

B. POTABLE WATER SUPPLY

As part of the licensing process, food vendors must demonstrate that they have a safe and adequate supply of potable water.

Water Availability

Most temporary events occur during the warmer months, when heat related illness is a serious risk. Although food vendors are required to have potable water on site, the event organizer shall ensure that attendees have access to potable water if the event is remote or is enclosed. This may necessitate the event organizer to provide drinking water stations such as drinking water bottle filling stations, or bottled water.

If providing drinking water stations it is recommended that one (1) drinking water station be supplied per 500 people. If supplying bottled water, bottled water must be from an approved source, bottled in commercially sealed containers.

Event organizers should also permit attendees to bring in their own water. Unopened commercially sealed containers could be an option for events where the public cannot take unsealed water containers into the event.

If a potable water supply is not available on-site:

- Potable (drinkable) water must be obtained from an approved source.
- Special consideration may be given to vehicles that are used to transport water to the site. The event organizer must contact Health Protection Services in advance. This will allow Health Protection Services time to conduct a risk assessment to determine if this option is acceptable.

Water Testing:

Prior to operation:

- The water source must be tested at the expense of the sponsoring agency, organizer or food premises. This would not apply to public water supplies that have water sampling plans and are monitored by Health Protection Services.
- If the event is being supplied by a private well, at least one (1) or more acceptable bacteriological water sample results is required before commencing the operation, with the sample taken no sooner than 2 weeks prior to the event.
- All results must be forwarded to Health Protection Services no later than 1 week prior to the event.
- Health Protection Services may recommend additional testing for the duration of the event.

Water Infrastructure (if required):

In some instances food vendors may require the installation of temporary water lines to connect to the events potable water supply. In other larger events, connections to the events potable water supply may be more extensive (e.g. temporary lines may have to be connected to drinking water stations, comfort stations - washrooms with toilets and handwashing sinks, etc.).

In each case the event organizer must ensure that water infrastructure work is coordinated and managed in a manner that meets the requirements of Health Protection Services. This may require the event organizer to obtain the services of an engineer or municipal water operator.

If water infrastructure is necessary, the following steps shall be followed:

- National Sanitation Foundation (NSF) Standards for materials that come in contact with potable water must be met.
- Written disinfection procedures must be submitted to Health Protection Services and approved by Health Protection Services prior to work being completed. The

following disinfection procedure is an example of how a food vendor can disinfect their hose when connecting to a temporary event water source:

- Step 1: Use a National Sanitation Foundation (NSF) approved hose.
 - Step 2: Wash the inside and outside of the hose with dish detergent solution, and then rinse with potable water.
 - Step 3: Plug hose at one end.
 - Step 4: Prepare a disinfectant solution by mixing 2 ¼ teaspoons of household bleach to 4.5 liters of water (100 mg/l).
 - Step 5: Pour the solution into the hose and fill the hose with the solution. Once filled, plug the remaining end and let stand for 3 hours. Note: when disinfecting the hose, ensure it is not connected to the distribution line (this will prevent unplanned exposure to highly chlorinated water).
 - Step 6: Once 3 hours is up, drain the hose and then flush the hose with potable water. Continue to flush until chlorine odor can no longer be smelled.
- American Water Works Association (AWWA) drinking water standards must be followed before commissioning of the water infrastructure.
 - All connections must be disinfected in accordance with the best management practices outlined in AWWA standards prior to connecting to a potable water supply.
 - Testing and documentation of chlorine residuals is required at all extremities of distribution lines. These results may be requested by the Public Health Inspector, who may also determine the timeline for submission of this data.
 - If continuous disinfection is required, ultraviolet (UV) treatment may be the best option for this type of event; however, pretreatment of the water supply may be required.
 - Consultation with the provincial plumbing inspector concerning backflow preventers should be considered. The Public Health Inspector may request a copy of the plumbing inspector's report.

Water Containers

Food vendors must ensure the containers used to store water in are food grade and have been properly cleaned and sanitized prior to use. The following procedure is an example of how food vendors can clean and sanitize their water containers:

- Step 1: Wash container by filling with a clean hot detergent solution
- Step 2: Rinse container with clean warm water
- Step 3: Sanitize container by filling with clean warm water with 100 ppm of chlorine or 200 ppm quats. Note: food vendors are required to have sanitizer test strips to check the sanitizer solution to ensure it is mixed to the proper strength.
- Step 4: Drain container and let air dry

Ice:

Ice must be from an approved source. Ice used for consumption in drinks must be stored in a way that it is protected from contamination.

C. MISTING TENTS

Misting Tents require special attention to prevent health hazards and disease transmission.

- Water used in misting tents must have a minimum chlorine residual of 1.0 to 1.5 ppm free available chlorine, with a maximum chlorine residual of 4.0 ppm.
- Chlorine residuals should be determined each day before operation commences and every 2 hours during operation.
- The results should be maintained in a log and made available to a Public Health Inspector on request.

D. LIGHTING

Lighting levels must be sufficient to safely carry out all operations.

If any activities are likely to occur after dark, all food preparation areas and sanitary facilities must have adequate lighting. The event grounds should also have adequate lighting to allow for the safe movement of attendees to and from the event.

E. SOLID WASTE DISPOSAL

- Solid waste containers should be provided in the ratio of one (1) per 100 persons.
- These should be conveniently located and accessible to maintenance personnel.
- Solid waste shall be kept in water-tight, non-absorbent, washable containers with tight-fitting covers or other approved water-tight receptacles.
- They shall be removed daily or as often as required to prevent a health hazard.
- Solid waste shall be disposed of in a place and manner acceptable to the Department of Environment and Local Government.
- Each food vendor must have its own solid waste container(s). Solid waste must be removed from the food vendor's area and its immediate environment on a regular basis to prevent accumulation that may lead to a health hazard.

OTHER

A. Smoke-Free Places Act

The *Smoke-Free Places Act* may have requirements that will have to be considered in the planning and operation of the event. Contact your local Health Protection Services office for more information ([See Appendix A](#)).

B. Accident Prevention/Emergency Planning

It is strongly recommended that event organizers develop an emergency procedure/plan before the event. Based on the size and scope of your event, you may be required to submit an emergency plan to be pre-approved by your local or provincial authority. Contact the New Brunswick Emergency Measures Organization for more information.

Your emergency plan will be based on the nature of your event, activities proposed, and any other specific details that may be relevant. Developing procedures for the following should be considered for your event:

- Medical emergencies
- Fire emergencies
- Safety zones and evacuations
- Missing person/child
- Extreme weather e.g. establishing cool areas such as “shaded areas” to help avoid heat related illnesses
- Children, elderly adults, and persons with disabilities or medical illness
- Crowd management/control
- First Aid stations/supplies clearly identified to the public.
 - It is suggested that events provide a certified first aid service (i.e. St. John Ambulance) onsite during the operating hours of the event through a qualified agency.

Appendix A: Health Protection Regional Office Contact Information

Documentation may be submitted by email to one of the regional email addresses, by mail or fax or in person to one of the Health Protection regional offices listed below.

Health Protection Regional Offices		
165 St. Andrew Street Bathurst , NB E2A 1C1 Tel: 506-549-5550 Fax: 506-547-2332	113 Roseberry Street Campbellton , NB E3N 2G6 Tel: 506-789-2549 Fax: 506-753-6648	295 St. Pierre Boulevard West Caraquet , NB E1W 1A4 Tel: 506-394-4728 Fax: 506-726-2493
121 Church Street Edmunston , NB E3V 3L3 Tel: 506-737-4400 Fax: 506-737-4495 (Also for Grand Falls)	300 St. Mary's Street, Suite 1400 Fredericton , NB E3B 2S4 Toll-free: 1-844-553-2830 Tel: 506-453-2830 Fax: 506-453-2848	1780 Water Street, Suite 300 Miramichi , NB E1N 1B6 Tel: 506-778-6765 Fax: 506-778-6756
301-81 Albert Street Moncton , NB E1C 1B3 Tel: 506-856-2814 Fax: 506-869-6122	55 Union Street P.O. Box 93 Saint John , NB E2L 3X1 Toll-free: 1-888-652-1333 Tel: 506-658-3022 Fax: 506-643-7894	239 B J.D. Gauthier Boulevard Shippagan , NB E8S 1N2 Tel: 506-394-4728 Fax: 506-336-3068
3520 Principale Street Tracadie , NB E1X 1C9 Tel: 506-394-4728 Fax: 506-394-3858		

Regional Health Protection Email Addresses:	
Central / centrale	FoodLicenceCentral.LicenceAlimentsCentrale@gnb.ca
East / est	FoodLicenceEast.LicenceAlimentsEst@gnb.ca
North / nord	FoodLicenceNorth.LicenceAlimentsNord@gnb.ca
South / sud	FoodLicenceSouth.LicenceAlimentsSud@gnb.ca

Appendix B: Legislation and Authority

The following includes a list of Sections under the *Public Health Act* pertaining to health hazards and food premises:

- Section 5 of the *Public Health Act* states: “Where a medical officer of health or public health inspector has reasonable grounds to believe that a health hazard may exist in or on any premises, the medical officer of health or public health inspector shall investigate or cause an investigation to be carried out to determine whether a health hazard exists.”
- Section 6 (1-12) of the *Public Health Act* provides authority to issue orders once there is reasonable grounds that a health hazard exists.
- Section 7 (1) of the *Public Health Act* states: “A medical officer of health or a public health inspector who is of the opinion upon reasonable and probable grounds, that a condition or any substance, thing, plant or animal other than man is a health hazard, may seize or cause the seizure of the substance, thing, plant or animal”.

Section 12(1) of the *Public Health Act* states: “No person shall operate a food premises unless the person is the holder of a licence issued in accordance with this Act and the regulations.”

- Section 16 of the *Public Health Act* states: “No person shall sell or offer for sale any food that is unfit for human consumption by reason of disease, adulteration, impurity or other cause.”
- Section 43(1) of the *Public Health Act* states: “A medical officer of health or a public health inspector may, for the purpose of this Act, for the purpose of ensuring compliance with any provision of this Act or the regulations or for the purpose of exercising a power or carrying out of a duty under this Act or the regulations, do any of the following:
 - (a) enter and have access to, through or over any premises;
 - (b) make inspections, examinations, tests and inquiries;
 - (c) make or require the making of copies or extracts of documents or records related to an examination, inspection, test or inquiry;
 - (d) take or require the taking of samples related to an inspection, examination, test or inquiry;
 - (e) require the production of any substance, thing, plant or animal other than man for the purpose of an inspection, examination, test or inquiry;

(f) make or cause to be made any necessary excavations for the purposes of an inspection, examination, test or inquiry;

(g) require that any thing be dismantled, operated, used or set in motion under specified conditions for the purposes of an inspection, examination, test or inquiry”.

Appendix C: Temporary Event - Event Organizer Form

A. Event Information	B. Facility Information
Proposed location (Number, Street, City)	Describe the number, location and set up of hand washing facilities to be used by food handlers.
Name of Event (if applicable)	
Attendance Planning Number:	
Operation starts: Date: Time:	Identify the source of potable water and how water will be supplied. Provide evidence that the water is potable.
Operation ends: Date: Time:	
Set up and ready for Inspection by: Date: Time:	
Coordinator of Event	
Name: Phone Number:	Describe how electricity will be provided. Will it be provided 24 hours/day?
Is there a written agreement on the provision of services by the coordinator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Please attach a copy (note the Coordinator may provide one copy on behalf of all Temporary Food Premises).	Describe how and where wastewater from utensil/dish washing and hand washing will be collected, stored and disposed.
Describe the toilet facilities and their located in relation to temporary food premises. What type of hand washing is provided for these facilities?	Describe any communal clean-up area.

Describe the sewage and waste water collection and disposal methods	Describe any communal facilities for frozen and refrigerated food storage.
List of all vendors selling food: 1. 2. 3. 4.	
List of venues serving liquor: 1. 2. 3. 4.	
Is a Misting Tent being set up? If so, identify who is responsible for its set up and operation.	

- A site plan should including the following, where applicable:
 - topographical map including roadways, lake, ponds, rivers, swamps
 - drainage capabilities in case of rain
 - access routes, including vehicular and pedestrian traffic flows
 - location of access points to potable water
 - location / numbers / type of sanitary facilities and hand washing stations
 - location / numbers / type of solid waste disposal receptacles
 - location of temporary food premises
 - location of on-site shared facilities for temporary food premises
 - location and approximate dimensions of venues serving liquor
 - location of all buildings, structures, activities, etc.
 - any additional information deemed useful by the Public Health Inspector