



ENVIRONMENTAL HEALTH AND PREPAREDNESS
707 NORTH ARMSTRONG PLACE
BOISE, ID 83704-0825
TEL. (208) 327-7499
FAX (208) 327-8553
cdhd.idaho.gov

"Partnering to promote, protect and preserve health in our community."

Event Organizer
Information January 2018

In an effort to help you with the organization of your event, I have enclosed a Notification of Event Application. Please fill this out and return it to Central District Health Department (CDHD) a minimum of 30 days prior to your event.

An adequate number of portable toilets with hand washing facilities shall be provided for the food vendors and patrons. A licensed contractor will need to provide this service. The recommended number of portable toilets to be available at special events is based on event duration and number of people in attendance. The Portable Toilet guide from the Idaho Technical Guidance Manual for sewage disposal is attached for your convenience. A minimum of 2 (two) hand washing stations are recommended. One additional hand washing station is recommended for every 10 (ten) toilets.

Gray water disposal for the food vendors must be readily available. Final disposal of gray water must be at an approved facility.

Some vendors may need to dispose of cooking grease and oils during the event. A contractor can provide grease barrels for pick-up and disposal at an approved facility.

Please note: all food vendors must make an application for a Temporary Food Establishment License with CDHD Office of Environmental Health. The event coordinator must inform all food vendors that an application is required and must be submitted to the health department 30 days prior to the event. An application and vendor packet is included for your convenience and may be printed from our website. <http://cdhd.idaho.gov/EH/food/forms.htm>

We will make the determination if a permit to operate is required after receiving the application.

If you have any questions, please feel free to call.

A handwritten signature in black ink that reads 'Tom Schmalz'.

Tom Schmalz
Environmental Health Supervisor
Facility Based Programs

Enclosures



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NOTIFICATION OF EVENT

(Name of Event)

(Event Sponsor)

(Location of Event-with Zip Code and address if applicable)

(Dates of Event)

(Daily Beginning and Ending Times)

Event Coordinator or Contact Person _____

Phone No. _____ Cell Phone No. _____ FAX _____

E-Mail Address _____

Provide a list of vendors at least 30 days prior to the event. The list should include Health Department license numbers (if already licensed), mailing address, telephone numbers and e-mail.

Note: Portable toilets require at least one hand sink with soap and paper towels at each location. Hand sinks and gray water barrels are generally provided by the portable toilet company at special request.

Table 4-15. Portable units required per number of employees if the units are serviced once per week.

Total Number of Employees	Minimum Number of Units (8-hour days/40-hour week)
1–10	1
11–20	2
21–30	3
31–40	4
Over 40	1 additional unit for each 10 additional employees.

Table 4-16. Portable units required per number of employees if the units are serviced more than once per week.

Total Number of Employees	Minimum Number of Units (8-hour days/40-hour week)
1–15	1
16–35	2
36–55	3
56–75	4
76–95	5
Over 95	1 additional unit for each 20 additional employees.

Table 4-17. Portable unit requirements for number of people per event hours based on a 50/50 mix of men and women.

Number of People	Number of Hours for the Event									
	1	2	3	4	5	6	7	8	9	10
0–500	2	4	4	5	6	7	9	9	10	12
501–1,000	4	6	8	8	9	9	11	12	13	13
1,001–2,000	5	6	9	12	14	16	18	20	23	25
2,001–3,000	6	9	12	16	20	24	26	30	34	38
3,001–4,000	8	13	16	22	25	30	35	40	45	50
4,001–5,000	12	15	20	25	31	38	44	50	56	63
5,001–10,000	15	25	38	50	63	75	88	100	113	125
10,000–15,000	20	38	56	75	94	113	131	150	169	188

Number of People	Number of Hours for the Event									
	1	2	3	4	5	6	7	8	9	10
15,000–20,000	25	50	75	100	125	150	175	200	225	250
20,000–25,000	38	69	99	130	160	191	221	252	282	313
25,000–30,000	46	82	119	156	192	229	266	302	339	376
30,000–35,000	53	96	139	181	224	267	310	352	395	438
35,000–40,000	61	109	158	207	256	305	354	403	452	501
40,000–45,000	68	123	178	233	288	343	398	453	508	563
45,000–50,000	76	137	198	259	320	381	442	503	564	626

4.18.4 Service Requirements

1. Work site units should be serviced weekly.
2. Special events with more than 500 people in attendance should have a service attendant on site during the event.
3. The employer, event promoter, or manager must be responsible for the hygiene and use of each portable sanitation unit.
4. Units should be serviced and removed from a site as soon as possible after the completion of an event.
5. All equipment used to pump or transport sewage from a portable sanitation unit must be permitted by an Idaho health district under the requirements of IDAPA 58.01.15.
6. All sewage removed from a portable sanitation unit must be disposed of at a location approved by the health district or DEQ through the pumper’s permit application.

4.18 Portable Sanitation Units

Revision: March 20, 2015

Installer registration permit: Not applicable

Licensed professional engineer required: No

4.18.1 Description

Portable sanitation units are prefabricated, portable, self-contained toilets that may be housed in trailers or as stand-alone units used for special or temporary events, construction sites, parks, and other events or locations with restroom needs.

4.18.2 Approval Conditions

1. Permanent sewage disposal facilities are not available.
2. All units must be serviced by a pumper with equipment that is permitted through a health district under IDAPA 58.01.15.
3. Units must be manufactured to meet the most current version of ANSI standard Z4.3.
4. Chemicals and biologicals, if used in the waste container, must be compatible with the final disposal site. Chemicals considered hazardous wastes must not be used.
5. Toilets shall contain an adequate supply of toilet paper and hand sanitizer (potable water hand-washing stations may be supplied instead of hand sanitizer).

4.18.3 Units Required

1. Table 4-15 and Table 4-16 provide work site requirements.
2. Table 4-17 provides special event requirements.
3. Campouts and overnight event requirements are at least 1 unit for every 50 participants.
4. The following should be taken into consideration when selecting the number of units for an event:
 - a. If the units are serving an event with food and beverage service 10%–20% more units should be added to the recommended totals in Table 4-16.
 - b. Traffic flow.
 - c. Outside temperature (i.e., on warmer days attendees will take in more liquids).
 - d. Special needs (e.g., changing tables, children use, handicapped accessibility).
 - e. Urinals may be substituted for one-third of the total units specified if facilities will not serve women.