

**NONPROFIT SPECIAL EVENTS
ORGANIZER/SPONSOR INFORMATION PACKET**

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- Nonprofit Special Event Application for Exemption Status
- Nonprofit Special Event Sponsor/Organizer Information Application
- Frequently Asked Questions About Nonprofit Foodservice Events
- Nonprofit Food Safety Requirements per O.C.G.A. Title 26, Chapter 2, Article 14
- Portable Sanitation Requirements Brochure

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Exemption Status

Pursuant to O.C.G.A. Title 26, Chapter 2, Article 14, certain special events with foodservice are exempt from requirements as set forth in the Fulton County Board of Health's (FCBOH) Rules and Regulations for Foodservice Establishments.

In order to claim Exempt Status, your event must meet ALL of the following criteria:

1. Be sponsored by a political subdivision of this state OR sponsored by an Organization exempt from taxes under paragraph (1) of subsection (a) of Code Section 48-7-25 or under Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501(c) of the Internal Revenue Code, as that code is defined in Code Section 48-1-2.; AND
2. Be held on the property of such sponsor or on the property of a party that has provided written consent for use of such property for such event; AND
3. Last 120 hours or less; OR
4. A continuous period of up to 12 weeks between May 15 and August 15 and four additional weeks during the calendar year, which may be composed of nonconsecutive periods, coinciding with holidays during which local school systems are not in session, provided that all food items are provided free of charge and the organization does not receive funding from the United States Department of Agriculture to operate a food program.

Unless requested by the County or Municipality issuing the permit for the event, the FCBOH, Environmental Health Services (EHS) will not conduct foodservice inspections for the event. However, FCBOH is available for providing training in these areas upon request and will respond to complaints.

If your event will meet the above criteria, you will need to submit supporting documentation to verify exemption status.

I, _____, acknowledge by signing that I am responsible for the
Authorized Agent of Sponsor (Printed Name)
assurance of safe food as outlined in O.C.G.A. Title 26, Chapter 2, Article 14.

Authorized Agent's Signature

Date

=====EHS DEPARTMENTAL USE ONLY=====

IRS Document attached Control # _____

EHS Staff

Date

NONPROFIT EVENT INFORMATION

Event Name: _____

Event Date(s): _____ Hour(s): _____

Event Location: _____

Event Street Address: _____

City: _____ Zip: _____

Event **SPONSOR** name and contact information *(The SPONSOR is the Authorized Representative of the nonprofit organization or political subdivision of this State responsible for the assurance of food safety as outlined in O.C.G.A. Title 26, Chapter 2, Article 14.)*

Nonprofit/Political Subdivision's Name: _____

Phone number(s): _____

E-mail Address: _____

Authorized Agent Primary Contact: _____

Authorized Agent Secondary Contact: _____

Nonprofit/Political Subdivision's Mailing Address: _____

City: _____ State: _____ Zip: _____

Sponsor Letter/Supporting Documentation Attached (required)? Yes No

EVENT AMENITIES

Expected Peak Crowd Size: _____

Number of toilets (portable): _____ *(Use attached brochure to determine minimum number of required portable toilets)*

Will liquor be served at this event? Yes No

If YES have you obtained liquor license from your local municipality? Yes No *(Some municipalities require Fulton County Board of Health approval on the liquor license application. A fee of \$220 is charged for review of the liquor license application.)*



FREQUENTLY ASKED QUESTIONS ABOUT NONPROFIT FOOD SERVICE EVENTS

Each year in Georgia, communities around the state have various events, programs, fairs, and festivals sponsored by nonprofit organizations involving food service. *Food vendors are not regulated by the local health department at these events.* The county or municipality may request the local health department conduct food safety inspections to ensure the provisions of the nonprofit law are being followed.

Q: What is considered a nonprofit food service?

A: *'Nonprofit food sales and food service'* means the temporary sale or service of food items by an organization at an event sponsored by a county, municipality, organization OR the temporary sale of food items by an organization if such sale is sponsored by a religious, charitable, or nonprofit corporation, including but not limited to churches, schools, clubs, lodges, or other such organizations.

Q: What is considered an "organization" for the purposes of a nonprofit food service?

A: *'Organization'* means an organization exempt from taxes under paragraph (1) of subsection (a) of Code Section 48-7-25 or under Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501(c) of the Internal Revenue Code, as that code is defined in Code Section 48-1-2.

Q: Are there any other types of food service or food sales operations that do not require a food service permit from the local health department?

A: Yes. The following types of operations *do not require* a food service permit from the local health department:

1. Establishments engaged in the boiling, bottling, and sale of sugar cane syrup or sorghum syrup within this state, provided that such bottles contain a label listing the producer's name and street address, all added ingredients, and the net weight or volume of the product;
2. Any outdoor recreation activity sponsored by the state, a county, a municipality, or any department or entity thereof, any outdoor or indoor (other than school cafeteria food service) public school function, or any outdoor private school function;
3. Any organization which is operating on its own property or on the property of a party that has provided written consent for the use of such property for such purpose and which is exempt from taxes under paragraph (1) of subsection (a) of Code Section 48-7-25 or under Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501(c) of the Internal Revenue Code for the purpose of operating a house or other residential structures where seriously ill or injured children and their families are provided temporary accommodations in proximity to

- their treatment hospitals and where food is prepared, served, transported, or stored by volunteer personnel;
4. Establishments for the preparation and serving of meals, lunches, short orders, sandwiches, frozen desserts, or other edible products if such preparation or serving is an authorized part of and occurs upon the site of an event which:
 - a. Is sponsored by a political subdivision of this state
 - b. Is held on the property of such sponsor or on the property of a party that has provided written consent for use of such property for such event and;
 - c. Lasts 120 hours or less; OR
 5. Nonprofit food sales and food service provided under a permit issued pursuant to Article 14 under O.C.G.A §26-2-391.

Q: If the local health department is not required to issue a permit for a nonprofit event, who is responsible for issuing a permit?

A: A county or municipality shall be authorized to issue permits for the operation of nonprofit food sales and food service at events sponsored by the county, municipality, or an organization. The event must be held on property belonging to the sponsoring county, municipality, or organization or on the property of a party that has provided consent for use of such property for such event.

Q: Is there a time limit on the event?

A: Yes. A permit shall be valid for:

1. A period of up to 120 consecutive hours and another permit shall not be issued to the organization holding such permit until five days have elapsed from the date of the expiration of the permit; OR
2. A continuous period of up to 12 weeks between May 15 and August 15 and four additional weeks during the calendar year, which may be composed of nonconsecutive periods, coinciding with holidays during which local school systems are not in session, provided that all food items are provided free of charge and the organization does not receive funding from the United States Department of Agriculture to operate a food program.

Q: Is there a cost for the permit?

A: No. However, the county or municipality may request that the local health department conduct a food safety inspection on its behalf. A reasonable, at cost fee may be charged to the vendor for the inspection.

Q: Are there any specific requirements for serving or selling food at a nonprofit event in Georgia?

A: Yes. All of the items listed below must be met in order to serve or sell food at a nonprofit event:

- No food that is prepared in a home kitchen can be served (unless someone has a cottage food license and they are serving food according to the requirements of that license). Food shall be from an approved source.
- At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, flooding, drainage, and overhead leakage or overhead drippage from condensation.
- Time/Temperature Control for Safety (TCS) foods shall be maintained at temperatures of either 41°F or below or 135°F or higher.
- The preparation of the following TCS foods is prohibited unless the organization has an established hazard control program: Pastries filled with cream or synthetic cream, custards or similar products; or salads containing meat, poultry, eggs, or fish.
- Suitable utensils, as needed for serving, must be provided to eliminate bare-hand contact with the cooked or ready-to-eat foods. All utensils and equipment shall be washed, rinsed, and sanitized periodically as necessary to prevent contamination or a buildup of food, using separate basins for washing, rinsing, and sanitizing. Disposable utensils may be utilized to meet such requirement.
- There must be a thin probe thermometer available to check food temperatures.
- Meat, poultry, seafood, and other animal products shall be cooked to at least the safe minimum cooking temperatures recommended by the United States Department of Agriculture. No raw or undercooked animal products shall be served.
- Frozen desserts shall only be produced using commercially pasteurized mixes or ingredients.
- Ice that is consumed or that comes in contact with food shall be from an approved source and protected from contamination until used. Ice used for cooling stored food shall not be used for human consumption.
- Food shall be served in an individual-meal type of container and handed to the customer. Food items shall not be transported for sale at any other location or sold, held, or reused at another event.
- A convenient handwashing facility shall be available for use by individuals preparing and serving food. This facility shall consist of, at least, warm running water, soap, and individual paper towels. Individuals who prepare or serve food shall not make bare-hand contact with ready-to-eat food. Individuals who have a known communicable or transmittable disease, as defined by the Department of Public Health for these purposes, shall not prepare or serve food at an event.
- Nothing in this Code section shall prohibit an organization from using an offsite kitchen to prepare food for an event permitted under this article, so long as the offsite

kitchen complies with the provisions of this Code section. (Ex: offsite kitchen would be something like church kitchen.)

Q: Are there any training resources available for those participating in charitable feeding programs?

A: Yes! State Food Safety company has created a free online training module for those engaged in charitable or disaster feeding. You can also contact your local Environmental Health office for information on handling food safely at a nonprofit event.

O.C.G.A §26-2-392 Nonprofit Food Safety Requirements

APPROVED & SAFE FOOD SOURCE

- Food shall be from an approved source.
- No food that is prepared in a home kitchen can be served (unless someone has a Cottage Food license and they are serving food according to the requirements of that license).
- Frozen desserts shall only be produced using commercially pasteurized mixes or ingredients.
- Ice that is consumed or that comes in contact with food shall be from an approved source and protected from contamination until used. Ice used for cooling stored food shall not be used for human consumption.
- The preparation of the following Time/Temperature Control for Safety (TCS) foods is prohibited unless the organization has an established hazard control program: Pastries filled with cream or synthetic cream, custards or similar products; or salads containing meat, poultry, eggs, or fish.

FOOD & EQUIPMENT PROTECTION FROM CONTAMINATION

- At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, flooding, drainage, and overhead leakage or overhead drippage from condensation. (See example diagram on page 3)
- Suitable utensils, as needed for serving, must be provided to eliminate bare-hand contact with the cooked or ready-to-eat foods.
- All utensils and equipment shall be washed, rinsed, and sanitized periodically as necessary to prevent contamination or a buildup of food, using separate basins for washing, rinsing, and sanitizing. Disposable utensils may be utilized to meet such requirement. *Basins should be filled with enough water to completely submerge dishes and utensils.* (See example diagram on page 3)
- Food shall be served in an individual-meal type of container and handed to the customer.
- Food items shall not be transported for sale at any other location or sold, held, or reused at another event. *This pertains to any leftover foods prepared onsite at the event.*

COOKING AND HOLDING TEMPERATURES

- There must be a thin probe thermometer available to check food temperatures.
- Meat, poultry, seafood, and other animal products shall be cooked to at least the safe minimum cooking temperatures recommended by the United States Department of Agriculture. (<https://www.fsis.usda.gov/safetempchart>)
- No raw or undercooked animal products shall be served.
- Time/Temperature Control for Safety (TCS) foods shall be maintained at temperatures of either 41°F or below or 135°F or higher.

FOOD HANDLER HEALTH & HYGIENE

- A convenient handwashing facility shall be available for use by individuals preparing and serving food. This facility shall consist of, at least, warm running water, soap, and individual paper towels. (See example diagram on page 3)
- Individuals who prepare or serve food shall not make bare-hand contact with ready-to-eat food.
- Individuals who have a known communicable or transmittable disease, as defined by the Department of Public Health for these purposes, shall not prepare or serve food at an event. (*Norovirus, Hepatitis A virus, Salmonella Typhi, non-typhoidal salmonella, Shiga-toxin producing E. coli, Shigella spp.*)

OFFSITE PREPARATION

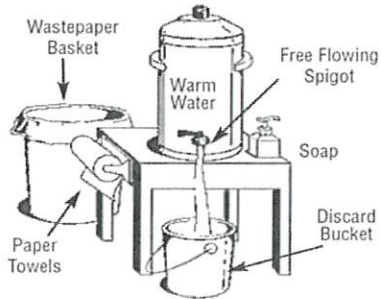
- Nothing in this Code section shall prohibit an organization from using an offsite kitchen to prepare food for an event permitted under this article, so long as the offsite kitchen complies with the provisions of this Code section. (*Ex: offsite kitchen would be something like a church kitchen used to prepare sandwiches for a summer lunch program.*)

OTHER RESOURCES FOR SAFE FOOD HANDLING

- State Food Safety, Food Safety Training and Certification Company's free Charitable Feeding Course: <https://www.statefoodsafety.com/CustomPortal/DisasterRelief#/>
- United States Food and Drug Administration's Food Safety Posters (various languages): <https://www.fda.gov/food/retail-food-industryregulatory-assistance-training/retail-food-protection-industry-educational-materials#posters>
- United States Department of Agriculture's Food Safety Website: <https://www.foodsafety.gov/>
- Centers for Disease Control and Prevention's Food Safety Website: <https://www.cdc.gov/foodsafety/>

DIAGRAMS & EXAMPLES

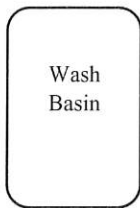
Handwashing Set-up



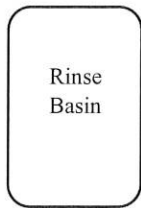
Overhead Protection with Screens



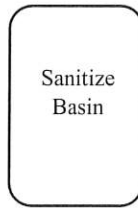
Three-compartment Basin Set-up



Wash with hot soapy water



Rinse with clean water



Sanitize:
Add 1-2 teaspoons of unscented bleach per 1 gallon of water; submerge dishes for 2 mins; allow to air dry

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, hand-washing 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.

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

County: FULTON
404-613-1303 (Central)
Contact: 404-615-5579 (South)
404-332-1801 (North)

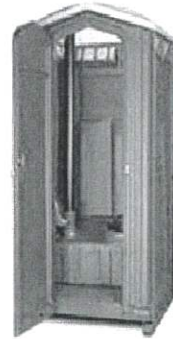


Current listings for certified portable sanitation contractors and companies can be found at www.dph.georgia.gov



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.*