

2023 Temporary Event Coordinator Guide



WELD COUNTY DEPARTMENT OF PUBLIC
HEALTH AND ENVIRONMENT

970-304-6415

HE-tempevents@WeldGov.com



Application Process

Completed application must be submitted no later than 14 days prior to the event to guarantee a review. Please note that food vendors not licensed by this time may not be able to be licensed on short notice. It is recommended to submit your application as soon as you are able.

Application Components:

1. Event information and services
2. Event site map
3. Finalized vendor information list
4. Fees
5. Temporary Food Establishment vendors must submit applications to the Health Department.

Fees:

Events with only 1 food vendor.	\$0.00
Review time for events with vendors requiring a license (see page 5). Events requiring less than 15 minutes of review time or with no vendors requiring licensure will not be charged fees.	\$90.00 per hour of review time
Inspector time billed for inspections of unlisted vendors or resolving unsanitary event conditions.	\$90.00 per hour
Late fee for applications submitted within 2 weeks of event, regardless of review time.	\$50.00

Why is this important?

Currently in the United States alone, there are 48 million cases of foodborne illness each year that lead to 128,000 hospitalizations, and 3,000 deaths.

The coordinator of an event is responsible for the organization of vendors, to ensure that food is provided to the public safely and only from appropriately licensed food service vendors.

Event Information and Services

The following components ensure appropriate facilities are provided, based on the duration of the event and number of vendors and attendees.

Water Supply: Your event may or may not provide water for food vendors. If not, we make sure vendors will bring an appropriate supply for food service needs and for hand washing.

Wastewater: It is illegal to dump used/wastewater on the ground or in storm drains. If onsite wastewater disposal is not available, vendors must provide an appropriate waste tank or catch bucket and have a designated facility for emptying.

Electricity: Whether or not electricity is provided may determine what equipment food vendors will be able to use. Different equipment will allow for different menu items.

Trash/Refuse: Trash must be collected and disposed of appropriately to avoid unsanitary or nuisance conditions.

Toilet Facilities: When food is served, the public must be provided with restrooms. The number of toilets needed is calculated based on the duration of the event and how many people are expected to attend. Toilets may be plumbed restrooms or may be portable depending on the location of the event.

Hand Wash Facilities: A minimum of one hand wash station per every two toilets is recommended. These may also be plumbed restrooms if provided, or portable stations if plumbed restrooms are not available. A portable station with two sides counts as two hand wash stations.

Event Site Map

Only those items that are provided as part of the event must be included.

Toilet Facilities and Hand Wash Stations: At a minimum, these must be located near food service operations to provide use of restrooms and hand washing before or after eating. Hand wash stations must also be provided at petting zoo areas.

Hand sanitizer is not an appropriate substitute!

Trash Containers: These should be located conveniently throughout the event area(s) to prevent trash accumulation.



Electric Hook-ups, Generators, and Water Taps: If provided, hook-ups or taps should be located in a manner that facilitates use by vendors.

Location of Food Preparation Area and Food Vendors: Documentation is required for inspection purposes, and to verify that there are no health or safety concerns of where food is prepared or served.

Refrigerated Truck: Refrigerated trucks are typically found at larger events. Any food on site at an event is subject to inspection. If provided, the location of a refrigerated truck as well as a list of vendors that will use the truck must be provided.

Commissary Kitchen: If your event location has a kitchen on site, vendors may request to use this space for food preparation or dish washing. A commissary agreement shall be provided for any vendors using on-site kitchen space.

Petting Zoo: Petting zoos present an additional health risk, as animals are potential carriers of disease. **Hand wash stations must be provided at any area with animals.**



Petting zoos have been linked to illnesses of E. coli, Salmonella, cryptosporidium, and many others.



Vendor Information List

The vendor information list is used by the Health Department to verify license status of food vendors, and to assist in investigating the source of potential foodborne illness outbreaks.

All vendors selling or serving food must be listed on the vendor list. Only vendors requiring a license (temporary food establishments, special event vendors, mobile units from Denver or outside of Colorado) must submit an application to the Health Department. Vendors may operate as any of the following business types:

Temporary Event Vendor: This is typically a “tent and table” type set-up. These vendors are required to have a Temporary Event Retail Food Establishment License issued from Weld County. Licenses from other counties are not valid in Weld County. If operating at a recurring event, a calendar year license must be obtained.

Special Event Vendor: This license type is for vendors wanting to prepare or serve a non-Time/Temperature Control for Safety (non-TCS) food item (food that does not require temperature control for food safety) in an unpackaged state. Examples: kettle corn, cotton candy, roasted nuts, snow cones (ice and syrup only), packaging baked goods, adding ice to beverages, or scooping ice cream. This license is valid at any special event, coordinated or not, for the calendar year in Weld County.

Licensed Mobile Unit: Mobile units (food trucks, push carts, trailers) may operate with a mobile license from any county in the State of Colorado, except from the City and County of Denver. Mobile units with a license from the City and County of Denver must also purchase a temporary event license, as Denver licenses are not valid outside of Denver. If any operations extend beyond the physical mobile unit (ex: table for making lemonade outside of food truck), an additional license must be obtained.

Non-Profit: Non-profits are permitted to provide food service at temporary events without obtaining a license. If operating out of a licensed kitchen as part of an event, vendor must follow all rules and regulations that apply to that facility.

Cottage Food: Cottage food vendors are vendors that make low risk foods that do not require temperature control in a home kitchen. These vendors must have training in food safety and must follow all labeling requirements of the State of Colorado and pay all applicable sales tax. Cottage food vendors may also provide samples of their products.

Sampling Only: Vendors providing samples only (a sample is defined as one sip or bite of a product that is given free of charge) do not need a license. If providing any samples involving cooking of raw animal products or significant food handling, they must have a hand wash station.

Wholesale: Registered wholesale manufacturers may sell packaged products that do not require temperature control without an additional license. Sales of products requiring temperature control will require the vendor to obtain a Temporary Event Retail Food Establishment License. Wholesale manufacturers may provide samples of their products without an additional license.

Catered or Private Events

The Health Department receives frequent questions about what is considered private versus public, or what food services may or may not require a license. As a general rule, all catered, VIP, or special components of an event must obtain food from a licensed source.

Catering: Any component of an event where food is ordered for a specific group or number of people must use a licensed restaurant or caterer. Any restaurant with a Retail Food Establishment may cater these parts of an event. With catering, all food is prepared at the restaurant and brought to the site ready to be served. Mobile units may also be contracted for catering and may cook on site if operating under the conditions of their license.

Volunteer/Employee/Sponsor/Private Meals: Meals are considered private and do not require a license when the food is not open to the public and one group of people are providing food for themselves. For example, a group of volunteers may bring lunches for each other, or make a community meal for themselves. This may include barbecues, food from home, or food from a restaurant. If a fee is paid for a service, such as sandwiches ordered for the group from a company, the source must be appropriately licensed.

Community Meals: Pancake breakfasts or organization barbecues must be included in your event application. A license may or may not be required depending on the operation. Typically, these are run by a non-profit organization. As such, a license is not required, but food safety rules must still be adhered to.

Frequently Asked Questions

Q: When should additional information be provided to the Health Department?

A: The Health Department should be notified of any of the following situations:

- Suspected foodborne illness
- Interruptions in electricity or water supply
- Unlicensed food vendors operating at or near the event
- Unsanitary or unsafe conditions related to food

Q: What should be done in response to an illness related incident at an event (ex: vomiting, etc.)?

A: The first step in responding to an illness related incident is to block off the area. Affected areas should be closed off until appropriate cleaning and disinfecting is done. Any personnel cleaning up after an illness incident should wear personal protective equipment, such as disposable gloves and a mask, and should discard all equipment when done. See page 8 for a full guide to cleaning and disinfecting.

Q: What if I have unlicensed vendors set up without my knowledge?

A: As the coordinator of the event, it is your responsibility to make sure all vendors have appropriate licensing and are included on your event application. If an unlicensed vendor is found at your event, they will be asked to leave. Any time spent on handling or inspecting vendors not included on the application will be billed to the coordinator. If you need assistance or want to report an unlicensed vendor, please let the Health Department know by calling 970-304-6415 or emailing HE-tempevents@weldgov.com.

Clean-up Procedures for Vomit/Fecal Events

Regulation 6 CCR 1010-2: Retail Food Establishments

The 2019 Colorado Food Code requires that all food establishments have a procedure for responding to vomiting and diarrheal events. This is an example procedure for employees to follow when responding to vomiting or diarrheal events in a food establishment.

Regulation

2-501.11 Colorado Food Code

A Food Establishment shall have procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the Food Establishment. This document serves as recommended guidance for this requirement.

Vomit and diarrhea spreads viruses quickly

When there is a vomit or diarrheal event there is a high potential for the spread of viruses. A proper response to such an event in a timely manner can reduce the likelihood that food may become contaminated and that others may become ill as a result.

Environmental Protection Agency - other effective disinfectants

<http://www.epa.gov/oppad001/chemregindex.htm>

Center for Disease Control - Prevention Norovirus Infection

<http://www.cdc.gov/norovirus/preventing-infection.html>

Vomiting and diarrheal accidents should be cleaned up using the following recommended steps:

- Minimize the risk of disease transmission through the prompt removal of ill employees, customers and others from areas of food preparation, service, and storage.
- Segregate the area, and cover the vomit/fecal matter with single use disposable towel to prevent aerosolization.
- Mix a chlorine bleach solution that is stronger than the chlorine solution used for general sanitizing [the Centers for Disease Control and Prevention recommends 5000 ppm or 1 cup of regular household bleach (8.25%) per gallon of water. Other effective disinfectants can be found on Environmental Protection Agency's website listed below.
- Wear disposable gloves during cleaning. To help prevent the spread of disease, it is highly recommended that a disposable mask and/or cover gown, (or apron), and shoe covers be worn when cleaning liquid matter.
- Ensure the affected area is adequately ventilated (the chlorine bleach solution can become an irritant when inhaled for some individuals and can become an irritant on skin as well).
- Soak/wipe up the vomit and/or fecal matter with towels and dispose of them into a plastic garbage bag.
- Apply the bleach solution onto the contaminated surface area and allow it to remain wet on the affected surface area for the least 1 minute. Allow the area to air dry. Dispose of any remaining disinfectant solution once the accident has been cleaned up.
- Discard all gloves, masks, and cover gowns (or aprons) in plastic bag and dispose of the bag immediately.
- Take measures to dispose of and/or clean and disinfect the tools and equipment used to clean up the vomit and/or fecal matter.
- PROPERLY WASH YOUR HANDS - AND IF POSSIBLE TAKE A SHOWER AND CHANGE YOUR CLOTHES.
- Discard any food that may have been exposed in the affected area.
- Document the information of the person(s) who was ill. Information such as: name, address, age, and travel history (itinerary of last few days), and a 3 day food consumption history should be included.
- Complete an incident report of actions taken. Include information such as: the location of the incident, the time and date, and procedures of the cleanup process. Keep the information on file by the business for at least a year. NOTE: the information may be useful for the health department's investigation.

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For more information contact your local health department or visit:

<https://www.colorado.gov/pacific/cdphe/food-code-transition>



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