

Parks, Recreation & Cultural Resources Animal Vendors Rules and Regulations

Application and Scope

These rules and regulations apply to all animal vendors when operating on City of Raleigh Parks, Recreation & Cultural Resources (PRCR) property. The vendor should be provided with and acknowledge receipt of these rules and regulations during the Department's animal vendor approval process. For more information on the animal vendor approval process and for a complete list of approved vendors, please contact the EHS Coordinator or the PRCR Risk Manager.

General Permit and Code Requirements

- All Permits and/or inspections shall be conspicuously posted.
- All local, state and federal codes will be adhered to at all times.
- All Vendors are subject to an inspection by Parks, Recreation & Cultural Resources (PRCR) personnel at any time for violations. For violations the vendor will be required to correct the same before their operation may re-open.
- The PRCR Facilities and Operations Division must be contacted at 919-996-3420 for approval before any grounding rods, stakes, or other objects are put into the ground by vendors or PRCR staff.

Fire Prevention

- All tent, canopy or open air structures, including inflatable structures, must meet IFC-2012 & NC 2012 Fire Code requirements. All components, materials or similar material must be flame retardant and meet ASTM E1321-09.
- All vendors must have at least one (2-A-10-BC) fire extinguisher in correct operating condition and display current year of inspection date tag.
- All enclosed structures must meet the number, location and width of all exit requirements of the IFC-2012 & NC 2012 Fire Code. Booths exceeding 20 feet must have at least two exits. The minimum exit width is 36 inches.
- Smoking is prohibited in all tents, canopies, inflatables, or membrane structures. "No Smoking" signs shall be conspicuously posted.
- Highly combustible materials shall not be stored in exit pathways

Electrical Components

- All electrical components must meet IFC-2012, NFPA 70 and NEC-2014 requirements for temporary electrical services. All electrical devices, components and wiring must meet NEC requirements for temporary service.
- All Electrical Devices or components must be UL approved.
- All electrical outlets must be GFCI protected.
- All extension cords must meet the general requirements of the PRCR's Ground Fault Assurance Program.
- Extension Cords minimum requirements are: 12 Gauge, 3-wire and 15 Amp Heavy Duty.
- No zip cords are allowed.

- Multi-Outlets may not be connected in series. No piggy backing of cords.
- Extension cords may not be placed where pedestrian or mechanical traffic will traverse them without the PRCR Facility Manager's prior approval. All cords or cables in the egress pathways must have cable guards rated for the appropriate usage.

Generators

- Portable generators will not be operated indoors.
- Portable generators will be equipped with GFCI protection.
- All portable generators will be secured in a manner as to protect contact with the public.
- All portable generators (if required) must be grounded with 6 AWG wire and the grounding rod must be at a depth not less than 18 inches.
- No refueling is allowed without express written authorization from a PRCR Assistant Superintendent or above. All authorized refueling shall be performed in accordance with PRCR requirements:
 - Refueling of generators must be approved by PRCR Fire Watch personnel prior to the start of the event.
 - All portable generators shall be shut down for not less than 5 minutes before refueling may be performed.
 - All portable Safety Gas Cans must meet D.O.T., OSHA29 CFR1910. 106, CFR1925.152 and NFPA Code 30. FM, UL and ULC approved - lead free.

Chemicals

- All chemicals and/or fuels used on PRCR property must be approved by the EHS Coordinator prior to their use.
- All chemicals and/or fuels must have a copy of their MSDS/SDS (material safety data sheet/safety data sheet) on site.
- Any chemical and/or fuels that are spilled, released or disposed on PRCR property shall be immediately remediated and disposed in accordance with all local, state and federal regulations. The vendor shall be responsible for all costs and fines associated with this incident.
- No fuels or chemicals may be disposed of in PRCR trash receptacles.

Animal Contact Exhibits

- "Animal contact exhibit" means any exhibit where there are animals displayed for the purpose of petting, holding, feeding, or other physical contact by humans, including but not limited to, petting zoos, pony rides and poultry handling exhibits.
- An animal contact exhibit shall provide visible signage at the entrance and exit of the exhibit to educate the public regarding:
 - (1) The fact that animal contact may pose a health risk;
 - (2) Items that are prohibited in animal areas;
 - (3) High risk populations, including:
 - (a) The elderly;
 - (b) Children under the age of five; and
 - (c) Women who are pregnant; and
 - (4) The location of hand-washing stations

Fencing

Animals and bedding shall be separated from the public with fencing to minimize contact with manure and bedding. This does not apply to persons riding ponies or horses or adults accompanying children riding ponies or horses.

- (1) Fencing may allow children to reach through or over to pet and feed animals.
- (2) Fencing shall be at least 29 inches high.
- (3) On the side(s) of the exhibit intended for public contact, the fencing shall have a solid board or panel at the bottom at least eight inches high to contain manure and bedding.

Prohibited Items

In order to minimize hand to mouth contact, no pacifiers, baby bottles, drink cups, food, drink or smoking shall be allowed in animal contact exhibits.

Prohibited Animals

- No wild carnivore, stray or venomous animal may be brought onto PRCR property for animal exhibition without a qualified handler and a cage to separate patrons from the animal. The following list of animals is prohibited from patron touching or handling at PRCR events.
 - Ducks
 - Chickens
 - Foxes
 - Bats
 - Skunks
 - Raccoons
 - Turtles
- Animals which are bred or trained to demonstrate aggression toward humans and/or animals, or animals which have demonstrated aggression toward humans and/or animals in the past should not be permitted on PRCR property. Aggressive, unprovoked, or threatening behavior will mandate the animal's immediate removal. Exceptions may be sentry or canine corps dogs for demonstration (or legal actions) that are under the control of trained military or law enforcement officials.

Age Requirements

Unsupervised children less than five years old shall not be permitted in animal contact areas.

Staffing Compliance

An animal contact exhibit shall be staffed at all times of operation by at least one person who has the authority to ensure that the exhibit complies with this section. The owner, operator or person in charge of an animal contact exhibit shall be responsible for compliance with this section, and shall not knowingly permit violations by its employees, agents or patrons.

Surfaces: Exhibit Areas

- Surfaces in the animal contact exhibit that can be touched by both patrons and animals shall be made of impervious material, and shall be cleaned and disinfected at any time visible contamination is present.
- Contact animal exhibits shall be held on impervious surfaces whenever feasible.
- Impervious exhibit areas shall be cleaned and disinfected at the end of the fair.
- Where non-feasible, exhibit areas may utilize pervious surfaces provided:
 - (1) Mulch, sawdust or sand surfaces are provided by the vendor for the event; and
 - (2) The installed surface must be removed (including any manure/animal waste) by the vendor at the end of the event.

Waste Disposal

The animal contact exhibit shall have a designated area for temporary storage of animal waste and shall not transport such waste through areas occupied by patrons. Animal waste must be removed from the PRCR property location by the vendor at the end of the event.

Hand-Washing Stations

- (a) Hand-washing stations with soap, running water, paper towels and disposal containers shall be located within ten feet of the exit of an animal contact exhibit.
- (b) Hand-washing stations suitable for small children shall be available in the same area.
- (c) Signage shall be provided to direct patrons to hand-washing stations.
- (d) Hand washing stations shall be the responsibility of the vendor.
- (e) Wastewater may not be disposed of on PRCR property.

Health Certificates and Vaccinations

- (a) An official certificate of veterinary inspection, as defined in 02 NCAC 52B .0202, a rabies vaccination certificate (when applicable), and any other documentation required by the State Veterinarian for species or state of origin, shall accompany all animals contained in a public contact setting.
- (b) Animals for which there is an approved rabies vaccine, but which are too young to receive rabies vaccination, are prohibited from animal contact exhibits.
- (c) Rabies vaccination shall be administered at least three months prior to and no more than one year prior to the event.
- (d) If no licensed rabies vaccine exists for a particular species (such as rabbits, goats, llamas, and camels), no vaccination is required.

Monitoring

- Animals shall be monitored by exhibit personnel for signs of illness and/or aggressive behavior. Animals that exhibit signs of illness or aggressive behavior shall be removed from public contact immediately.
- All injuries will be reported to the PRCR facility manager.

Designated Areas

All animal exhibition areas shall be located at the furthest possible location from food vendors and/or picnic areas.

Permitting

- In order to be permitted when the event opens, an animal contact exhibit shall be set up and ready for inspection at least one hour before the event opens.
- Each animal contact exhibit shall be inspected and approved by the PRCR Environmental, Health, and Safety (EHS) Coordinator prior to opening.

Any variations from these rules and regulations must be approved in writing by the Parks, Recreation & Cultural Resources Director.

I understand and will comply with all Parks, Recreation & Cultural Resources Animal Vendor's Rules and Regulations.

Owners Signature: _____

Date: _____

Receiving Staff: _____

Date Received: _____

Acronyms

IFC- International Fire Code
 NEC-National Electric Code
 NFPA-National Fire Protection Agency
 GFCI-Ground Fault Circuit Interrupter
 ASTM-American Standards for Testing Materials
 NCDOL-North Carolina Department of Labor
 UL-Underwriters Laboratories
 ANSI – American National Standards Institute