


Standard Operating Procedures (SOPs) for:		
<h1>Outdoor Special Events and Festivals</h1> <p style="text-align: right;">Revised September 1, 2009</p>		
Purpose of SOP:	Stormwater pollution prevention procedures for outdoor special events to prevent wastes or wastewater from entering storm drains and waterways.	
Location of SOP:	(Indicate where SOP is kept – electronic or hard copy.)	
Administrator of SOP:	(Indicate who reviews and updates SOP.)	

Prerequisites

1. Employees and contractors should attend PACE’s general stormwater pollution prevention training. Contact PACE at 303-786-PACE.
2. Employees performing the procedures in this SOP should read and refer to materials in the *References and Related Procedures* section of this SOP.
3. If food is going to be sold at the event, a *Coordinator Application for Temporary Events* and *Vendor Application for Temporary Food Events* must be submitted to Boulder County Public Health 10 days prior to the event.
<http://www.bouldercounty.org/health/environ/foodsafety/PDF/tempevent.pdf>

Stormwater Protection Equipment and Materials

1. Covered trash and recycling containers
2. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan).
3. Storm drain inlet protection (wattles, berms and drain covers)
4. Wet vac
5. Porto-Potties (staked down)
6. Containers for waste water collection

Standard Operating Procedures

1. General Stormwater Protection

- Do not dump any liquids or other material outside.
- Have spill clean up material on hand and clean up spills immediately.
- Distribute *PACE Outdoor Special Event Resource Sheet for Vendors* to event participants.
<http://www.bouldercolorado.gov/www/pace/government/documents/vendorfinal.pdf>
- Service portable toilets frequently and have contractor securely stake them down prevent them from blowing or tipping over.
- Ensure vendors dispose of their wastewater appropriately. Provide a connection to sanitary sewer or other collection container for vendors to dispose of their wastewater.

2. Waste Management and Disposal

- Provide an adequate number of receptacles to prevent litter.
- Empty waste and recycling containers as needed to prevent overflow.
- Waste and recycling receptacles should be leak tight and have a lid or cover.
- Contact a local solid waste disposal company to help determine the need of the receptacles for the event.

3. Pressure Washing After the Event

- If hiring a company to pressure wash, be sure they are capable of collecting all wash water and preventing it from entering the stormwater system. (See PACE Allies surface cleaners and pressure washer list:
<http://www.bouldercolorado.gov/www/pace/index.html>)

- Dry clean area as needed. Use absorbents (kitty litter, rags, sand, etc) to clean up spills, sweeping, vacuuming, and scrapping off dried debris. The waste material should be disposed of as solid waste.
- If you do not use any chemicals or detergents and are only cleaning surfaces of ambient dust, then you may direct the wastewater to nearby landscaping or vegetated area or contain it onsite and allow it to evaporate.
- When discharging wash water to landscaping, make sure water is absorbed into vegetated or permeable surfaces (gravel, porous pavement) and does not cause erosion or run off into a storm drain or paved area.
- All other wash water must be captured for proper disposal.
- Solids should be removed from the area prior to pressure washing and a filter bag or similar filtration device should be used to remove suspended solids from the wastewater.
- Pressure wash with minimal water.
- Use wet vacuum to collect water for disposal to the sanitary sewer.
- Have your municipal public works department sweep the festival area with a street sweeper following the event.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.
- Pressure washing companies should fill out Pressure Washing Service Agreement to ensure location of disposal is identified

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a list of all employees trained in Stormwater Pollution Prevention. (This is recorded in PACE's training list).
2. Provide event participants with resource materials and information on waste disposal during the event.

References and Related Procedures

1. Boulder County Public Health Temporary Event Application:
<http://www.bouldercounty.org/health/enviro/foodsafety/PDF/tempevent.pdf>
2. PACE Allies pressure washer and surface cleaner list: <http://www.bouldercolorado.gov/www/pace/index.html>

PACE Government Operations website: <http://www.bouldercolorado.gov/www/pace/government/index.html>

3. PACE BMP: *Good Housekeeping & Spill Prevention*
4. PACE BMP: *Spill Clean Up*
5. PACE SOP: *Pressure Washing and Exterior Cleaning*
6. PACE SOP: *Waste Management and Disposal*
7. PACE SOP: *Spill Prevention, Clean Up and Reporting*
8. PACE SOP: *Outdoor Materials Storage*
9. PACE Resource Sheet: *Outdoor Special Events for Vendors*
10. PACE Resource Sheet: *Outdoor Special Events for Event Organizers*