


Keep It Clean Partnership		 KEEP IT CLEAN PARTNERSHIP Stormwater Protection BOULDER • BOULDER COUNTY • LONGMONT FEE • LAURETTA • LOVELL • SUPERIOR <small>KeepItCleanPartnership.org 303-443-1439</small>
Standard Operating Procedures (SOPs) for: Outdoor Special Events and Festivals		
		Revised April 8, 2015
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 KICP's general stormwater pollution prevention training.
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/family/food/pages/foodsafetyprogrammain.aspx>.

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 vacuum
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 *the Outdoor Special Event Resource Sheet for Organizers* - http://pacepartners.com/images/resource_sheets/stormwater/business_stormwater/event-coordinator-resource-sheet.pdf to event participants.
- Service portable toilets frequently to prevent spills or overflows.
- Portable toilets must be securely staked down prevent them from blowing or tipping over.
- Ensure vendors dispose of their wastewater appropriately. Provide a connection to sanitary sewer or other container to vendors to dispose of their wastewater.
- Contact the municipal public works department to street sweep the festival area following the event.

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 after the event, ensure that they collect all wash water and prevent it from entering the stormwater system.
- Dry clean the area as needed. Remove solids and “floatables”. 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 or trash.
- Use vacuum pumps, booms/berms, portable containment areas, storm drain covers, and absorbents to prevent wash water from entering storm drains.
- If you don't use any chemicals or detergents and are only cleaning surfaces of ambient dust with water, then you may direct the wastewater to nearby landscaped/vegetated areas or contain it on site 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. (If there is food or grease residue on the areas being washed, then this is not an acceptable method of cleaning.)
- All other wash water must be captured for proper disposal.
- Use a filter bag or similar filtration device to remove suspended solids from the wastewater.
- Use a wet vacuum to collect waste water for disposal to the sanitary sewer.

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 annually or biannually.

Record Keeping and Documentation

- Keep a list of all employees trained in stormwater pollution prevention. (This is recorded in KICP's training list).
- Provide event participants with resource materials.

References and Related Procedures

PACE Municipal Operations website: <http://pacepartners.com/index.php/municipal-stormwater-operations>

1. Stormwater BMPs: *Good Housekeeping & Spill Prevention*
2. Stormwater BMPs: *Spill Clean Up*
3. Stormwater SOPs: *Pressure Washing and Exterior Cleaning*
4. Stormwater SOPs: *Waste Management and Disposal*
5. Stormwater SOPs: *Spill Prevention, Clean Up and Reporting*
6. Stormwater SOPs: *Outdoor Materials Storage*
7. PACE Resource Sheet: *Event Coordinators*
http://pacepartners.com/images/resource_sheets/stormwater/business_stormwater/event-coordinator-resource-sheet.pdf
8. Boulder County Public Health, Temporary Event Application:
<http://www.bouldercounty.org/family/food/pages/foodsafetyprogrammain.aspx>.