

# Special Events

## Required Stormwater Best Management Practices

Best Management Practices (BMPs) are procedures and practices all special event organizers are **required** to implement to prevent pollutants from entering storm drains. Below is a list of required BMPs for all special events. In some cases, size, location, number of participants and other relevant factors, could require additional BMPs or an Event Stormwater Pollution Prevention Plan (ESP3). Applicants will be informed if an ESP3 is required for your permit to be issued. Stormwater staff is available to assist with developing BMP's for your specific special event.

### Preventative Maintenance

- ◆ Inspect equipment & vehicles frequently; clean-up leaks & spills immediately.
- ◆ Prior to event, locate & protect drainage points using storm drain protection devices, i.e., gravel bags, fabric filters, berms, containment booms, etc.
- ◆ Label or place signs at, around or adjacent to, storm drains stating: "No Dumping" or other pollution prevention messages.
- ◆ Inspect storm drains during event to prevent pollutants from accumulating.

### Materials Storage and Handling

- ◆ Store materials in covered areas not exposed to rain.
- ◆ Keep all storage areas clean to prevent pollutant accumulation.
- ◆ Do not store materials over and /or next to a storm drain.

### Waste Management

- ◆ Frequently inspect trash & recycling receptacles to prevent overflow. Place trash inside dumpsters or plastic bags until it can be removed.
- ◆ Dumpsters must be kept closed when not in use.
- ◆ Bag ALL food waste.
- ◆ Never place liquid waste, leaky bags, or hazardous waste in compactors, dumpsters or trash bins.

### Good Housekeeping

- ◆ Use dry cleanup methods first. Never use a water hose or pressure washing system to cleanup spills. Use mops, booms, or wire brushes to clean sidewalks, pavement, & other paved surfaces. Wash water must be disposed of into the sanitary sewer & never storm drains.
- ◆ Minimize use of cleaning solutions & chemical agents.
- ◆ Keep site free of litter. Place trash & recycling receptacles around the site to minimize litter.

### Staff & Vendor Training

- ◆ Discuss & distribute information about stormwater pollution prevention during staff training & vendor registration. The city can provide documentation to assist with outreach materials.

### Food Preparation

- ◆ Food Vendors must have spill kits in or adjacent to their work area. Spill kits include: absorbent pads, sock and/or granular material. All spill materials must be promptly cleaned up & disposed of properly.
- ◆ All tented food vendors will protect the pavement with a tarp, absorbents, plywood or all three to prevent any staining of the pavement.

### Temporary Restroom Stations

- ◆ Temporary restrooms must be placed away from locations that have potential to impact the storm drain system.
- ◆ All temporary restrooms are required to have a secondary containment or additional BMP's to contain possible overflow or spilling.

### Post Event Cleanup

- ◆ All streets, sidewalks & public areas must be cleaned & returned to pre-event condition.
- ◆ Remove temporary public art (chalk, paint, charcoal, clay etc.) using dry clean-up methods only. A cleanup plan will need to be submitted to the city if an event includes chalk art.
- ◆ If a street sweeper will be used, ensure they are onsite promptly after the event.
- ◆ Assign an appropriate number of staff members to promptly & adequately cleanup after the event.
- ◆ After the site has been cleaned, storm drains containment & protection devices must be removed.

### Additional Information

- ◆ The city conducts, at random, stormwater compliance inspections of special events within the city. Inspections include a pre-event inspection to determine BMP's effectiveness & a post-event inspection to ensure proper site clean-up. Inspection results may include additional requirements to comply with the stormwater regulations. An additional cost may apply to cover the cost of inspection if event is outside of regular business hours. The applicant will be notified of any additional inspection fees prior to permit approval.

For additional information contact Stormwater: (253) 770-3364 or (253) 841-5498

