



## Special Event Guidelines

### Storm Water Management

Your event plans must include a “Storm Water Pollution Prevention Plan” (SWPPP) that complies with all local, state, and federal laws governing storm water management and discharge control. Under the City of San Diego’s Municipal Code §43.0301, Storm Water Management and Discharge Control Ordinance, it is illegal to discharge pollutants into the storm water conveyance system. Failure to prevent pollutants and illegal discharges from entering the storm drain system can result in fines up to \$10,000 per day, per violation.

#### Introduction to Pollution Prevention

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Many people think that when water flows into a storm drain it is treated, but the storm drain system and sewer system are not connected. Everything that enters storm drains flows *untreated* directly into our creeks, rivers, bays, beaches and ultimately the ocean. Storm water can contain harmful pollutants, including pesticides, pet waste, trash, and oil/grease. The Federal Clean Water Act prohibits disposal of waste and pollutants into creeks, rivers, bays, lakes and the ocean due to the harmful effects pollutants have on recreational waterways and wildlife. Some of San Diego’s most popular beaches have been temporarily closed because of storm water pollution. By preventing pollution from occurring in our neighborhoods and at our businesses, we can protect our environment and our families’ health and safety.

#### Storm Drain Identification

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The storm drain conveyance system includes curbs, gutters, alleys and drain inlets that are in the public right-of-way, which collect rainwater. The storm drain system is designed to convey rainwater (and ONLY rainwater) away from structures and property, and into drains, channels or nearby waterways (e.g. creek, channel, stream, river, ocean, bay, etc.) As a component of your



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SWPPP, all storm drains inside or adjacent to your event venue must be clearly marked on your site plan or route map.

Large-scale events with the potential to generate pollutants (such as trash) outside of the proposed event venue perimeter may be required to identify additional storm drains that could be impacted by event-related activities.

### Best Management Practices

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You are responsible for identifying and implementing Best Management Practices (BMPs) to prevent pollutant discharges to the storm drain system. BMPs are activities that you are required to implement to prevent pollution, specifically into the city's storm drain system. Should a discharge to the storm drain system occur, immediately notify the Office of Special Events or city representative assigned to the event with details regarding the incident and any on-site actions taken to mitigate the incident (both preventative actions and clean-up methods). You are also required to provide written documentation describing the incident and actions taken to mitigate discharges into the storm drain system to the Office of Special Events immediately following your event.

The following examples of BMPs have been developed to assist you in establishing your event plans. You are not limited to the following BMP examples, but must establish procedures in your SWPPP that produce equivalent or better results and are satisfactory to the City of San Diego.

#### ***OUTREACH/TRAINING***

- Provide training and educational information to event staff, vendors, attendees, and other participants regarding storm water pollution prevention strategies at your event.



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- Notify all vendors of their storm water pollution prevention responsibilities and potential fines that could be assessed for violations.

#### *STORM DRAIN PROTECTION*

- Place signage in visible areas throughout the event venue stating:
  - “Do not pour liquids or place trash into the storm drain. Violators will be subject to fines / No tire líquidos ni basura en los desagües. Violadores serán multados.”
- Placement of food stands, crafts, portable restrooms and other activities that may potentially generate pollutants must be located at a significant distance away from storm drains.
- Provide secondary containment underneath all portable restrooms (ADA accessible restrooms excluded).
- Make spill kits available that are comprised of paper towels, cloth towels, kitty litter and/or sand. Place them in all areas where food, beverages, craft/creative activities occur, as well as where chemical or liquid activities or products such as portable restrooms may be placed within or adjacent to the event venue.
- All spill materials must be removed from the public right-of-way once the spilled material is absorbed off the ground.
- Spills leaving the event venue area into the surrounding streets must be captured and prevented from entering the surrounding non-event area(s) and storm drains.
- Place fabric or other material over storm drain openings to preclude the discharge of pollutant/liquids into the storm drain. You must also place chicken wire or other material under the cover to prevent patrons from falling through material into the storm drain. This strategy is to be used only if no rain is projected during the event time frame (including set-up and dismantle).
- Any materials used to block a storm drain must be removed from the venue site upon conclusion of the event dismantle process.
- DO NOT block a storm drain or use other BMPs that may create a potential for flooding if there is a chance of rain forecasted during your event, including set-up and dismantle.



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#### *VENDOR GREASE MANAGEMENT*

- Make available spill kits comprised of paper towels, cloth towels, kitty litter and/or sand in all areas where food, beverages and/or cooking grease may be located within or adjacent to the event venue.
- Dispose of grease properly, either by hiring and utilizing an on-site grease collector or collection system, or by disposing of grease after the event at an acceptable facility.

#### *VENUE HOUSEKEEPING*

- An adequate number of personnel should be assigned to the collection of loose trash and debris throughout your event, including set-up and dismantle.
- Sweeping of all venue-related areas such as parking and production sites should take place throughout the event.
- Use wet mops to remove any temporary public art (chalk, paint, charcoal, clay, etc.) at the conclusion of the event.
- Ensure that any water used during the event (e.g., cooler water, ice, mop water, food prep water, etc.) is either poured down a sink or released over a landscaped area with adequate capacity to contain the liquids and pollutants. Do not dispose liquids in the curbs, gutters, streets, and drains.
- DO NOT power wash or rinse event residue within your event venue or production and parking areas unless all wash water is captured and disposed of in a sanitary sewer or released over a landscaped area with adequate capacity to contain the liquid and pollutants.

#### *OTHER*

- Many special events have unique event components and operational circumstances. If needed, you should develop additional or alternative storm drain protection strategies that address the unique circumstances of your proposed event.