



CITY OF SAN CLEMENTE

PUBLIC WORKS – ENGINEERING SERVICES

910 Calle Negocio, Suite 100 • San Clemente, Ca 92673 • 949.361.8204 • www.san-clemente.org

WATER QUALITY REQUIREMENTS FOR SPECIAL EVENTS

To prevent ocean pollution from the activities at your event and maintain compliance with required State storm water regulations, the City requires all event organizers, staff and vendors to implement the following Best Management Practices (BMPs) to provide effective measures for the control of pollution. The BMPs are designed to prevent litter and runoff from entering the street, gutters and storm drains which ultimately reach our beaches. The following are minimum BMPs, which may require modification for effective control. Any materials from your event (liquid or solid) that reach the gutter, streets and/or storm drains subject you to enforcement actions which can include clean up costs and monetary fines, so please read the BMPs carefully for each of the activities/ items that will be part of your event. Please remember that these requirements are in place to protect and improve our environment, creeks, and ocean. Should you have any questions, please contact Mary Vondrak at 949-361-8204.

ACTIVITY / ITEM	BEST MANAGEMENT PRACTICES (BMPs)
Trash/ Litter Management	<ul style="list-style-type: none"> • Ensure that an adequate number of receptacles are provided for use by vendors and guests. Any overflowing containers observed shall be managed in a timely manner. • All waste receptacles shall be leak tight and equipped with lids or covers. Dumpsters shall be covered or lids closed when not in use. • Walk the site and pick up trash periodically. Trash should not be allowed to be blown away. • Hazardous and liquid waste shall not be disposed of in dumpsters or trash bins. Hazardous waste shall be disposed of properly at a hazardous waste facility. Liquid waste, such as cooking grease or other food related materials, shall be properly disposed of off-site by generator. Other non-hazardous liquids, such as left over beverages, ice bin residual, etc, should be disposed of in the sanitary sewer system through a sink or toilet, or poured on a pervious area, such as a landscaped or dirt/gravel area, where the liquids can be fully absorbed prior to leaving the site. • If commercial vendors/sales are involved, provide required recycling containers as set forth per City Policy.
Portable Toilets	<ul style="list-style-type: none"> • Require your vendor to provide a secondary containment pan or storm drain inlet protection, if a spill could reach the storm drain. • Do not place portable toilets near or over a storm drain. • The contact information for the company responsible for the portable facilities must be clearly marked on or near the facilities. • Ensure adequate servicing to prevent overflows or leaks. • It is recommended that you request your vendor to stake down the portable toilets to prevent them from tipping over from wind or vandals, if appropriate.

<p>Car Wash Fundraisers</p>	<ul style="list-style-type: none"> • The use of an experienced car wash fundraiser vendor, with proper containment equipment such as a Prontowash, or dry methods are encouraged. • All car wash water must be contained on site and not allowed to drain to adjacent property or storm drains without treatment BMPs. • If there is adequate on-site area, car wash water may be allowed to absorb into a pervious (i.e. landscaped or gravel/dirt) area. The event water must be fully absorbed prior to leaving site. • If draining to a vegetated area, a filtering device, such as sand or gravel bags shall be used to collect sediment and debris prior to draining to the vegetated area. The collected debris shall be removed and disposed of properly at the end of the event. • A high pressure hose nozzle is encouraged to minimize water use and runoff. An automatic shut off nozzle is required per City Code. • Make sure hose and connections are water tight with no leaks.
<p>Pressure Washing / Wet Washing</p>	<ul style="list-style-type: none"> • All water or wastewater discharges from any washing activities must be prevented from entering streets, storm drains and gutters and collected for proper disposal. • Storm drain inlets (or low points of the site) must be protected with a temporary berm. Washwater must be contained and then collected for proper disposal. • If contractors (such as powerwashers) are used for wet washing services, they must contain, collect and properly dispose of washwater (most likely offsite). Include this requirement in your contract. • Small amounts of water without solids can be dumped into a sanitary sewer connection, such as a utility sink or toilet, if available, or could be diverted to a pervious (ie. landscaped or gravel/dirt) area, and allowed to soak into the ground. The water must be fully absorbed into the ground prior to leaving site.
<p>Spill Clean Up & Reporting</p>	<ul style="list-style-type: none"> • Prior to start of event, organizers & staff should assess the event location, and identify the nearby catch basins, that would receive any trash, debris or spills from the event. • Spills of drinks, food, and any other material on a paved area must be cleaned. Liquid spills may be cleaned by using absorbent materials such as paper towels, mops, etc. Food or other solid materials may be swept up, and placed in the trash. • Regularly inspect storm drains during the event to assure that pollutants are not entering them. • If pollutants enter a storm drain or if a hazardous material spill occurs, please call our 24-hr hotline immediately at (949) 366-1553.
<p>Post-Event Clean Up</p>	<ul style="list-style-type: none"> • All streets, sidewalks, and public areas must be cleaned (swept, litter picked up, etc.) and returned to the pre-event condition. • Remove temporary public art (chalk, paint, charcoal, clay, etc). Any wet washing conducted should follow BMPs as noted above. • All storm drain inlet protection devices must be removed.
<p>Contracts & Leases</p>	<ul style="list-style-type: none"> • Provide adequate language in contracts with vendors to ensure compliance with these rules. • Discuss and distribute information about these water quality requirements during staff (including contractor) training and vendor registration.