



City of Monterey

Environmental Best Management Practices for Special Events

Thank you for choosing to hold a special event in Monterey. Here, event planners have the unique opportunity to hold activities in close proximity to the Monterey Bay National Marine Sanctuary. Please join us in protecting this valuable natural resource by making “pollution prevention” a critical outcome of your event.

To do so, we require event coordinators to be “pollution-aware” when planning, conducting, and cleaning-up after an event. Common pollutants at a Special Event typically include trash, spilled food, pet wastes, and oil/grease from vendors and event visitors. Once on the ground, these solid or liquid wastes can attract wildlife as well as travel by gravity, wind, or rainfall runoff to storm drains into local waterways including the Monterey Bay.

Accordingly, the City requests that all event planners ensure no pollution occurs during the event or is left behind after your event. In fact, you or your organization may be liable for any environmental violations as a result of the event.

To comply with federal, state, and local environmental protection regulations, we have outlined some Best Management Practices (or “BMPs”) for you, your team, and your vendors to follow. As an event coordinator, it is your responsibility to inform event staff and vendors participating in the event of proper BMPs to manage all wastes and materials appropriately, and to prevent any spills to the City storm drainage system.

Best Management Practices (“BMPs”)

Best Management Practices (BMPs) are specific actions you and vendors can take to protect the environment during the course of your event, and prevent pollution from entering the environment.

- Ensure all event employees and vendors review this fact sheet as a training tool, and,
- Make every effort to implement or ensure implementation of the following BMPs, as applicable to your event.

ACTIVITY	BMP
Contracts & Leases	<ul style="list-style-type: none"> • Include language in contracts with vendors requiring them to be educated and responsible for their wastes through collection and proper disposal – clearly disclose that no solid or liquid wastes may be deposited in the street or storm drains.
Solid Waste Management & Disposal	<ul style="list-style-type: none"> • Ensure adequate solid waste receptacles are provided for use by vendors and guests to prevent litter. • All waste receptacles must be sturdy, leak-tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes. • Ensure waste receptacles are emptied regularly to prevent overflow. • Never place liquids in outdoor solid waste receptacles. • Do not wash-out any waste receptacles outdoors; only wash indoors where wastewater can be directed to a sanitary sewer. All receptacles must be emptied at the end of each day.
Portable Toilets	<ul style="list-style-type: none"> • Ensure portable toilets are serviced frequently to prevent any overflows or leaks. • Require toilet vendor to secure portable toilets to prevent tipping or blow-over in high winds. • When ordering, request secondary containment bins be installed under portable toilet. • Do NOT place portable toilets next to, or over, a storm drain.
Grease Management	<ul style="list-style-type: none"> • Keep a spill cleanup material or Kit on hand at all times. Clean up spills immediately. • Protect the ground under and around your deep fryer using secured cardboard or tarp. • Properly dispose of all fats/oil/grease into an approved collection bin to cool/solidify.

Event Clean-Up	<ul style="list-style-type: none"> • Use DRY cleanup methods such as sweeping to collect litter and scrape up dried debris. • Absorb any liquid wastes by using dry absorbents (e.g. kitty litter, rags, sand, etc.) and sweeping it up once absorbed and dispose in solid waste container. • Avoid pressure washing. If pressure washing is necessary, hire a professional pressure washing contractor who has a wastewater collection system to capture all wash waters. <ul style="list-style-type: none"> • No pressure wastewaters may flow into City storm drains or waterways. • Prior to the event, identify where all storm drains are located in the event area. Storm drains are typically located at the lowest point in a gutter line at the end of a block, in landscaping hidden from view, and at low points on a parcel/property. • Pressure washer must protect all drains to prevent flow from entering, as well as collect all wastewaters so they aren't discharged to the environment. • An experienced pressure washer will use the following types of equipment to protect storm drains, and to contain and collect wash water: vacuum pumps, booms / berms, portable containment areas, weighted storm drain covers, inflatable plumber's plugs, oil/water separators, holding tanks, portable sump pumps, hoses, and absorbents. Once water is collected, the pressure washer must dispose of it properly. Collected wash water may be disposed of into a sanitary sewer, typically at the contractor's place of business. (FIRST ask for permission from property owner. DO NOT dispose of wastewater to a septic system.)
Parade Debris	<ul style="list-style-type: none"> • Remove any leftover parade decorations or float materials from the ground, street, and gutters after the event. It is strongly suggested a street sweeping service be hired to fully remove parade debris.
Illegal Discharge Reporting	<ul style="list-style-type: none"> • Stay alert for any signs of illegal discharges. Only <u>rainwater</u> is allowed to flow into any City storm drain inlet, drainage ditch, or waterway. • Report any suspicious discharges to the City of Monterey promptly: <ul style="list-style-type: none"> • (831) 646-3921 (During business hours, 8 a.m. to 5 p.m.) • (831) 646-3914 (After hours, 5 p.m. to 8 a.m.) • 911 (County-wide anytime emergency, such as fuel, chemical, or sewage spills)