



Standard Operating Procedure				SOP #:	PW-6818
Description:	Special Events				
Department:	Public Works Department – Sanitation, Streets, Recycling			Date Revised:	----
Reviewed By:	Jeff Deese	Approved By:	John Peavy	Effective Date:	Immediately
Previous Revision Date: ----			Original Date Prepared: 6/8/2018		
Job Classification: All Operators/Supervisors					

OPERATIONAL OVERVIEW: Public Works Operators and Supervisors with responsibility over sanitation, street sweeping, or recycling operations will adhere to the procedures detailed in this document. Additionally, Operators and Supervisors will prevent and/or minimize storm water impacts during such work to the MEP.

A Special Event within the City of Mobile will generally be defined as public gatherings that generate a volume of sanitation waste that is too large for typical sanitation gathering activities that occur on a daily basis in the downtown loop. These Special Events may include Mardi Gras and 1065 Music Festival. Please note the downtown loop within the City includes major parade routes within the area.

Additionally, streets that are swept in the downtown loop during the duration of or after these events will be tracked by Street Sweeping. Lastly, any recycling activities conducted by the City of Mobile during these events will also be tracked for Special Events.

STANDARD OPERATING PROCEDURES:

1. Sanitation Department
 - a. Sanitation tickets that are generated during a Special Event will be tracked in a spreadsheet and hard copies kept on file.
2. Street Sweeping Department
 - a. Street sweeping activities resulting from the Special Event will be designated as such on both the daily worksheet of the Operator and the tracking spreadsheet.
3. Recycling Department
 - a. Bags containing recycled materials will be weighed by Public Works and these numbers will be tracked in a spreadsheet.

RECORD KEEPING AND DOCUMENTATION

1. Keep any hardcopies of any tickets, daily worksheets and a copy of the tracking spreadsheet(s) on file.