



Standard Operating Procedure				SOP #:	PR-12214
Description:	Pet Waste				
Department:	Parks Maintenance			Date Revised:	4/5/2017
Reviewed By:	Dan Otto	Approved By:	Matthew Capps	Effective Date:	Immediately
Previous Revision Date: 4/10/2014			Original Date Prepared: 1/22/2014		
Job Classification: All Parks Maintenance Personnel					

OPERATIONAL OVERVIEW: All parks maintenance personnel will adhere to the procedures detailed in this document. Currently Pet Waste Dispensers are located at: Langan Park, Lavretta Park, Medal of Honor Park, McCants-Chavers Park, Lake Drive Tricentennial Park, Public Safety Memorial Park, Bienville Square, Cathedral Square, Spanish Plaza, British Park, Washington Square, Father Ryan Park

STANDARD OPERATING PROCEDURES:

1. Pet Waste Stations will be placed at all parks that experience significant activity by pet owners. Pet Waste Stations consist of a box designed to hold pet waste bags, a sign indicating its purpose and a trash receptacle.
2. The Pet Waste Station(s) will be placed in areas within the park that experience the greatest dog activity.
3. The Pet Waste Stations will be monitored by the maintenance staff to ensure that they are regularly replenished with pet waste bags.
4. A trash receptacle will be placed in the proximity of the Pet Waste Station.
5. Recognizing that there are factors that may increase or decrease the use of parks by pet owners, each park will be monitored to determine whether additional stations are necessary, or existing stations can be relocated.
6. When a pattern of litter is observed in certain areas within a park, a trash bin will be placed in that area. See Trash Receptacles SOP for trash bin placement procedures.

EMPLOYEE TRAINING

1. Ensure employees are trained in above procedures.
2. Ensure employees know how to determine where to place pet waste stations and trash receptacles to deter improper disposal of pet waste by citizens.

RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above procedures.
2. Keep a copy of the trash receptacle emptying records.