



SPECIAL EVENTS SELF-INSPECTION CHECKLIST
For events of 200+ attendees that require a deposit
Return to Environmental Programs water@escondido.org at
conclusion of event

I. Storm Water Self-Inspection Information

Special Event Location: _____
Pre-Event Inspector: _____ Inspection Date/Time: _____ Phone #: _____
Post-Event Inspector: _____ Inspection Date/Time: _____ Phone #: _____

II. Event Information

NAME OF SPECIAL EVENT	
EVENT HOST/COORDINATOR	PHONE
MAILING ADDRESS	ZIP CODE

III. Pre-Event Site Conditions and Storm Water Controls

		Yes	No	N/A	Comments/ Resolution if "no"
General	Does event have storm water controls in place?				
	Is area reasonably clean and free of litter and debris?				
	Are enough trash cans provided for event?				
	Are nearby storm drain inlets protected?				
	Do portable restrooms have secondary containment?				
Trash Storage Areas	Is area reasonably clean and uncluttered?				
Spill Kits	Are spill containment and cleanup kits readily available at designated spots?				
	Is there evidence of discharges, spills, and or leaks in any areas?				

IV. Post-Event Site Conditions

		Yes	No	N/A	Comments/ Resolution if "no"
End of Event	Was area left clean?				
	Were all storm water controls, signage and chalk removed?				
	Is the area around nearby storm drains clean of debris?				

V. Reporting Pollutant Discharges

<p>If a spill is observed entering the storm drain system, report the discharge to the City's Storm Water Hotline: 760-839-4668</p>
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Storm Water Special Event Controls

Event organizers must ensure that their event – whether on public or private property – complies with all storm water regulations, including, but not limited to, the following:

1. Storm Drains – Only Rain in the Storm Drain

- a. Do not pour liquids – including water – into the drain.
- b. Do not sweep anything – including dirt – into the drain.
- c. Do not allow trash to get near or enter the drain.
- d. Set up booths and activities away from drains as much as possible
- e. Install temporary covers, such as tight mesh fabric, over drains in event area as needed to keep out trash

2. Trash & Debris Containment

- a. Provide adequate trash and recycling containers throughout the venue and at entrances/exits
- b. Maintain containers and the area around them during the entire event, including set up and tear down times
- c. Do not allow containers to overflow; keep covered as much as possible
- d. Collect renegade trash and debris for proper disposal during and after the event

3. Portable Toilets

- a. Confirm vendor follows requirements for secondary containment, for example set in a tray or on landscaping
- b. Locate away from curbs and gutters
- c. Remove by next business day following conclusion of event

4. Spill Kits

- a. Vendors must have spill kits available as appropriate for their activity (food, beverage, chemical, other liquids)
- b. Typical equipment: paper/cloth towels, kitty litter and/or sand; broom and dustpan
- c. All spills & spill cleanup materials must be properly disposed of

5. In the Event of Rain (or 50% or higher chance of rain)

- a. Remove any drain screens that may have been installed

For questions, contact Environmental Programs at 760-839-4662
To comply with regional storm water permit & Escondido Municipal Code
Chapter 22 Article 2