

	STANDARD OPERATING PROCEDURE DEPARTMENT OF PUBLIC WORKS PROGRAM: Sandbag		ISSUE DATE: 11/24/2021
APPROVED BY: _____ Public Works Director			
PERMIT REQUIREMENT SUMMARY: 			
		TARGETED POLLUTANTS:	
<p>General: THIS SOP IS NOT EXPECTED TO COVER ALL NECESSARY PROCEDURE ACTIONS. OPERATORS ARE ALLOWED TO ADAPT SOPs TO UNIQUE SITE CONDITIONS IN GOOD JUDGMENT WHEN IT IS NECESSARY FOR SAFETY, AND THE PROPER, AND EFFECTIVE CONTAINMENT OF POLLUTANTS. HOWEVER, ANY CHANGES OF ROUTINE OPERATIONS MUST BE AMENDED IN THIS SOP.</p> <p>1. RATIONAL:</p> <ul style="list-style-type: none"> a) Flood control programs are necessary to protect lives and damage of property. b) Manage program abuse <p>2. AUDIENCE:</p> <ul style="list-style-type: none"> a) Public Works staff <p>3. PROCEDURE NON-EMERGENCY:</p> <ul style="list-style-type: none"> a) Send all request to the Administrative Assistant. b) Stormwater Manager is primary support in absence of Administrative Assistant c) All Public Works staff can help in the absence of the Administrative Assistant and Stormwater Division staff. d) Require completion Sandbag Application. Direct applicants to email or bring application to Public Work Building. e) Public is expected to fill their own sandbags. f) Provide instruction and demonstrate bag filling procedure <ul style="list-style-type: none"> • Sand bin is located at SW corner of shops outside. • Bin door will swing open. Warn applicant of weight of swinging door. • Place bag on sandbag funnel. Two people are recommended. • Bags are next to bin in plastic bag. Keep plastic bag closed to protect them from UV rays. <p>4. PROCEDURE EMERGENCY:</p> <ul style="list-style-type: none"> a) Emergency means structures are being flooded or flowing runoff will likely flood structures. b) Administrative Assistant may allow dispersal of readymade sandbags with without resident completed Sandbag Application but will need to collect and site application information 			



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of flooding property themselves.

5. DOCUMENTATION:

- a) File Sandbag Applications in folder (S:\Stormwater\SWMP\MCM6\Standard Operation Procedures Field Operations\Sandbag Program\Sandbag Applications) by date yyyyymmdd name format
- b) Inform the Stormwater Manager when supplies are low.

6. PROGRAM MATERIALS

- a) The following materials are found at the SW corner of Public Works Building
 - Covered container and sand
 - Sandbag fill funnel
 - Sandbags
 - Water activated sandless bags dam bags. For staff use only. Box filed in EOC.