



CITY OF SPRINGFIELD STANDARD OPERATING PROCEDURE -1a03 STORMWATER EDUCATIONAL MATERIALS DISTRIBUTION AT LOCAL OR CITY EVENT

Purpose:

- To educate the citizens of the City of Springfield on the importance of proper disposal of materials and the effects of illicit discharge.

Responsibilities:

- The Public Works Administrative Assistant will prepare various flyers, brochures and activity sheets for children to be handed out at the City's booth during at least one public event annually.
- The Public Works Administrative Assistant will order through the purchasing department any supplies needed for the event.

Procedures:

- Public events the City of Springfield holds for the citizens are organized by City employees who volunteer to join the individual committees.
 - Types of advertisement to notify the public of each event may include
 - Facebook posts and scheduling an event on Facebook
 - Placing event flyers at City Hall/Utility department
 - Placing a notice on the utility bill or placing a flyer in the utility bill
 - Interview on local news stations
 - Placing signs around the City
 - Types of scheduled public events the City currently holds for the citizens. These events are subject to change.
 - Founder's Day which is typically held the first Saturday after February 26th
 - Sliding into Summer which is typically held the beginning of June
 - Fall Festival which is typically held the Friday before Halloween
- The Public Works Administrative Assistant, or their appointed representative will schedule with the event coordinator to set up a booth. The City will have a booth for a minimum of one public event per year held by the City of Springfield to handout stormwater information/activity sheet packets and answer any questions the community may ask. The City will plan on having the booth at the annual Founder's Day Celebration

each year. If for any reason this is not possible, the City will plan on setting up the booth at the next scheduled event.

- The Public Works Administrative Assistant, or their appointed representative will track the number of flyers and activity sheets that are distributed to the public on the tracking spreadsheet.
- The Public Works Administrative Assistant, or their appointed representative will track any questions asked from the public and follow up as needed.
- The following list is a sample of flyers and activity sheets to be distributed at the City's booth. These are subject to change as updated information is received and/or current materials has been discontinued.
 - Illegal Dumping Sheet
 - Land Use Information Sheet
 - Litter Flyer
 - Storm Cloud to Storm Drain Activity Sheet
 - Only Rain Down the Drain Magnet
 - Stormwater Word Search
 - What is Stormwater Flyer
 - Sources of Surface Water Pollution Flyer
 - Stormwater Coloring Pages