

Sanitation Standard Operating Procedures

Prior to War:

- The placement of porta potties must be reviewed and adjustments made based on where handicap potties are needed and where the foot traffic is most frequent. Potty Placement will be submitted to Autocrat for inspection no later than January first. There is a map and typed out instructions on porta potty placement below the SOP.
- Routes for toilet paper runs are to be mapped out and should service every toilet and porta potty. Maps Attached
- Purchases for needed supplies must be made prior to War. Supply List Attached
- All volunteers for before the start of War should be placed on an Early-on list, if needed.
- The usual order for Porta Potties is 60 Regular and 45 ADA, this also comes with 30 Cases of Toilet Paper, delivered from the Porta company prior to war. You may have to work with the company for delivery dates and times. Toilet paper will be stored in a dry location.
- Signs numbered from 1-150 should be printed and laminated. 150 Signs for disposing of items should be printed and laminated. 25 Out of Order signs to be printed and laminated.

Early-on for War:

- The placement of porta potties must be carried out as to the previously mentioned plan. It is the responsibility of Sanitation to verify this upon delivery. ● Each Porta should be leveled using scrap wood
- Each Porta Potty should be numbered for easy location during war. ● As soon as porta potties are placed, each must be stocked with toilet paper, trash bags, the appropriate signage, and each potty will have hand sanitizer. ● Public toilets must be stocked with plungers, toilet paper, trash bags, hand soap and the appropriate signage.
- Advertisements and volunteer signs can be put out on porta potties. ● Each porta potty should have a sign that says “ If this Privy is in need of service please contact X “ with instructions on who to contact.
- Sanitation must have 4 radios. One for Department Head, One for Deputy and One for each cart.
- Gather items and check them out from inventory.
- Gather snacks and water from the Supply Clerk.
- Pick up folder from Volunteer Point to keep track of Volunteer Hours.

During War:

Permanent Toilets:

- Put out a plunger at each public toilet or set of toilets on site. Keep extra at Sanitation in case of loss.

- There are many permanent toilets on site that Sanitation is responsible for occasional maintenance and plunging. Place plungers at the following toilets: Troll, restroom trailer behind Green Dragon (both sides), restrooms in front of EPL (both sides), restrooms by Land tent (both sides), restrooms by Bede Hall (both sides), restrooms in main hall (both sides) and in any new ones as needed.
- Restrooms in cabins, condos and at the merchants office will be the responsibility of sanitation to plunge, or deliver a plunger, should the need arise. ● Any major issues with porta potties report to the porta potty company, any major issues with permanent potties report to Public Works or Site Owners.

Paper Runs:

- Emphasis will be firmly placed on the need to DRIVE SLOWLY. Failure to do so will limit a volunteer's continued permission to drive a cart.
- Shifts are as follows: 6am-8am, 10am-12pm, 2pm-4pm, 6pm-8pm, and 10pm-midnight.
- Extra shifts should be considered during large parties
- Shifts should be done with two carts, each checking half of the site as per the map. Ideally, there should be two people, one male and one female, per cart. Checking half of the site should take little more than an hour for each cart running with two people. Extra time is allowed on each shift for volunteer shortage.
- Each cart is to be equipped with: rubber gloves, toilet paper, a large container of hand sanitizer for refills, a map, a flashlight (if needed), "out of order" signs, tape and a handful of shopping bags for trash bag replacement. In times of wet weather, ponchos will also be provided.
- A porta potty should have approximately 2 full rolls worth of toilet paper, including partials. Put partials in an appropriately dry area and any full rolls or mostly full rolls on the dispenser. Do not place any rolls of toilet paper directly behind the urinal. Leave the wrappers on full rolls of toilet paper.
- Empty rolls and trash on the floor should be removed to cart or nearby trash. Gloves are required for this.
- Each porta potty should have at least one shopping bag attached for trash. ● Hand sanitizer containers should be ¼ to ½ way full and refilled when below that level.
- Attempt to unclog any clogged toilet. If unsuccessful, place an "Out of Order" sign and report it to the sanitation base. Sanitation base will report any out of order toilets to the site owner's maintenance crew.
- Do NOT throw away empty TP boxes.
- If a porta potty is too dirty to use, lock the door and place a sign that says out of service as well as tape the porta potty with yellow caution tape.

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Trash Cans/Parties

- Sanitation provides trash cans at request of party planners. Usually we provide trash cans for Meridies Social, GA Social, and the Known World Party. • Sanitation also provided trash cans for merchants.

Supplies Needed - these are total needed, check inventory to see how much is needed to purchase

Out of Order Signs (25) Disposable ponchos
 Disposable rubber gloves (4 boxes) Toilet Paper Purchase as needed Hand sanitizer 3 Cases of 1 Gallon 12 ounce Hand sanitizer (125) Black 50 gal Trash Bags (1 boxes) 1 Large Map for Base Potty Number Signs (150) Plungers (4)
 Shopping Bags (2 Boxes) Batteries for Headlamps 28 Large Trash Cans (Inventory) Blue Painters Tape (6 Rolls) Yellow Caution Tape String (4 Rolls)
 Prevent the Plague Signs (150) Duct Tape (8 Rolls)
 Hand Soap (10)

All items leftover at the end of the previous war are left in storage. Check inventory to confirm items present, before purchasing new material. An inventory sheet can be obtained from inventory@gulfwars.org.

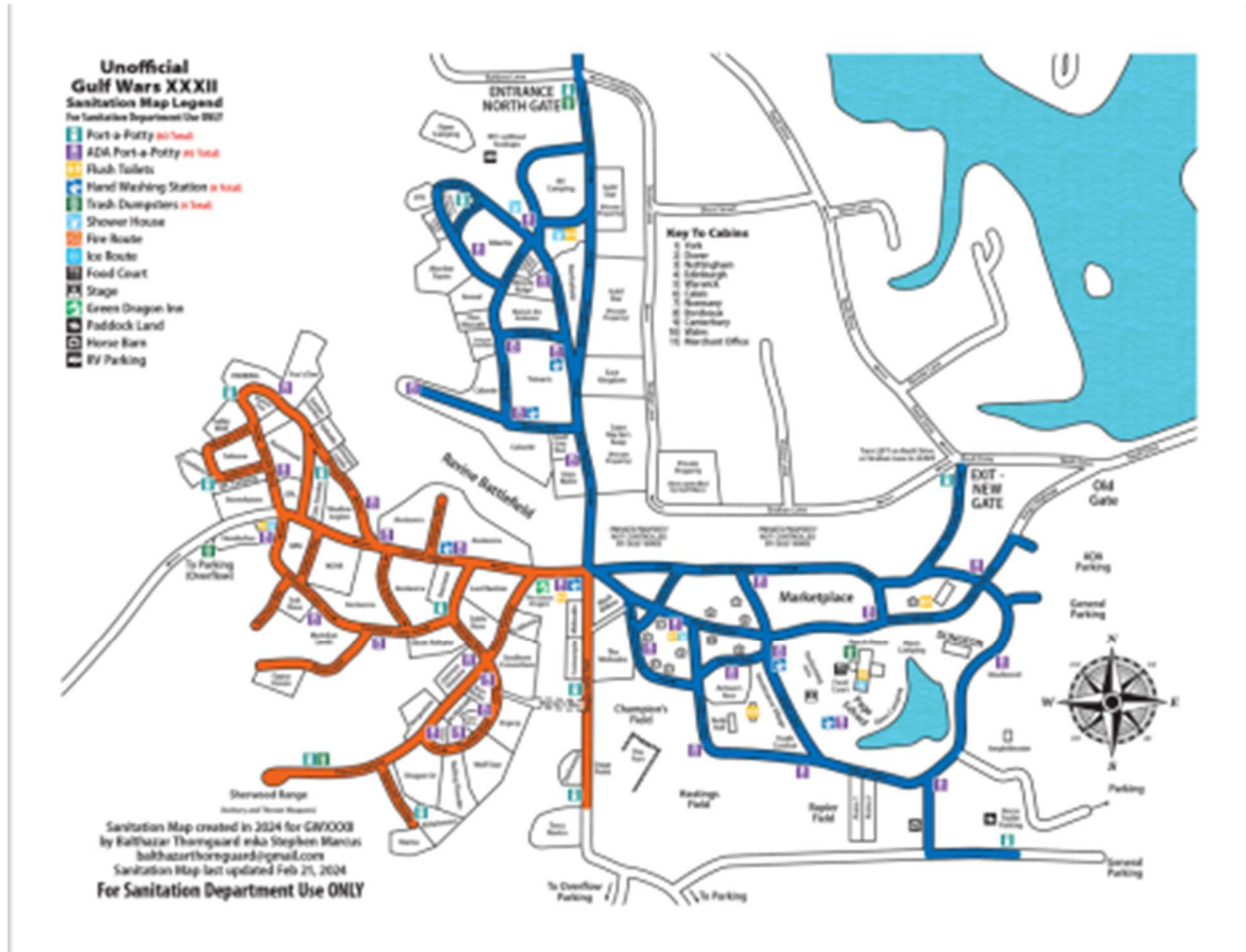
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After War:

- On Sunday, pick up signs, plungers, dispensers, and throw away trash in porta potties before the vendor removes them.
- Remove trash cans from the merchant's row and make sure all trash is in the

dumpsters

- Unopened boxes, unused materials, and anything that is in perfect condition should be logged into Inventory for next year.
- Half-used containers of sanitizer, individual rolls of toilet paper, and opened boxes of trash bags are not appropriate for storing in inventory.
- Turn in receipts to receive reimbursement.
- Do an after event report and send it to the autocrats.



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How to Service Sanitation: This is for volunteers to understand how to do a Run

A HELPFUL HANDOUT TO A NASTY WORLD

This handout will briefly cover the major points of a Sanitation Shift.

PREPARING YOUR CART:

You will need to obtain a radio and cart key from the shift lead.

Keep your speed to under 5 mph.

From dusk to dawn, please turn on the headlights.

NEVER FOR ANY REASON LEAVE YOUR RADIO OR CART KEYS IN THE CART WHILE YOU ARE AWAY FROM THE

CART. Your cart will need to have the following items, please check before you leave five points:

1. A few pairs of rubber gloves for each person and a box of disposable gloves
2. One box of toilet paper and large trash bag for placing used individual trash bags
3. A large bottle of hand sanitizer
4. One Toilet plunger
5. Six to eight stacks of door bags
5. Two bottles of water (as needed)
6. Rain ponchos (as needed)
7. HeadLamp (as needed)

SERVICING THE PORTA-POTTIES:

1. Check the level of the hand sanitizer bottles. If the bottle is below half, refill it to three-quarters.
2. Check the door bags for trash. Replace the door bags only if the bags have been entirely depleted and not before. Place removed trash into the larger bag in the cart.
3. Check the roller bar. There should be two rolls on the bar or rope (in the case of the bathroom huts). Just put a roll on top of the toilet paper shelf and on the tank next to the wall if there is no bar or rope.
4. Place back up rolls just behind the flume or on the upper shelf by the flume. These are here for the heavy use days and the overnights. There should NEVER be more than two rolls behind the flume.
5. If there are any damages to the porta-potties or the gear within that prevents its use, call the Sanitation Deputy in charge with the porta-pottie number. This includes over-full porta-potties. Please tape an out of order poster on the door and tape it shut.
6. If there are not two members on your shift, please enlist the help of a person of the opposite gender with the gender separated flushing bathrooms. Call the Sanitation Deputy in charge if the bathroom cannot be serviced.

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Placement of ST & ADA toilets

This paper shows the guidelines of the placement of **POTS** (porta-potties) both ST (Standard

Pots) and ADA (Handicap Pots) on the Gulf Wars event site or correct placement, this guide should be oriented to the 2019 Gulf Wars site map as well as the sanitation specific map and ledger.

* There should be 6 to 10 pots held in reserve for the Wednesday night Socials/parties and for the Known World Party. These pots should be staged at shower houses across from Shadow Legion.

This map is subject to change based on needs and leveling as well as ease and ability to place pots in said locations.

Remember that as the years go on this guide will change as more camping areas are opened up and you should feel free to move pots for one area to another due to higher traffic areas.

Working off (70) ST pots and (35) ADA pots

1. South side of Rault road, East side of no named road (1) ST pot at the exit gate
 2. East side of Kings Highway (1) ADA pot for handicap parking
 3. West side of the horse trailer parking entrance (1) ST pot
 4. South side of the road in EQ along the fence line (3) ST pot
 5. South side of road, West of rapier fields (2) ST pot, (1) ADA
 6. West side of the fork between Kings Highway and Queens Highway for Merchant Row (2) ST pots (1) ADA
 7. South side of Queens Highway, East of Laurels Way in middle of merchants (1) ADA pot
 8. South side of the Kings Highway and West of Knights Circle by the bath house and cabins (1) ST pot (1) ADA
 9. North side of Lacy's Way in Artisans Row (2) ST pot (2) ADA
 10. East of Laurel's Way, across from handicap camping and South of the bakery (3) ST pots (3) ADA
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ADA pots

11. South side of Knight's Circle, 30ft away from the Fighter's Support tent (2) ST pot (1) ADA
12. West Side of John's Shortcut between Midrealm and Black Willow (1) ST pot and (1) ADA

- pot 13. West side of King's Highway between Grey Niche and Small Grey Bear (2) ST pot (1) ADA
- pot 14. North side of Barony Way, East side of Canton Road on the corner (3) ST pot (3) ADA
- pot 15. South Side of Barony Way at the end in the circle (1) ST pot
16. South side of Trimaris Way, East of Canton Road (3) ST pot
17. North of Trimaris Way, South of Maison des Animoux (1) ST pot
18. Fork between Kings Highway and Autocrat Way (2) ST pot (2) ADA pot 19. West side of Autocrat Way, between Bloody Ridge and Saint Michael (1) ST pot 20. East side of Bearkiller Lane, across from Marshin Fayne entrance (1) ST pot (1) ADA pot 21. South side of Bearkiller Lane at the tip of the circle, North of House of Hounds (1) ST pot
22. Fork between RV camping and Bearkiller Lane, South East of the shower houses (2) ST pot and (1) ADA pot
23. West side of Kings Highway at North Gate (1) ST pot
24. West side of Wagon Killer Trail between Mid and Comucopia (1) ST pot 25. West Side of Wagon Killer Trail between Darkwood and Terra Nostra (1) ST pot
26. South side of Queen Highway, five points between watch shack and green dragon (3) ST pot (3) ADA pot
27. West Side of Prince's Parkway South side of Meridies Way, Glean Abhann side of Crimson Chimera (2) ST pot (2) ADA pot
28. South of Princes Parkway and Thunder Road Fork, between Osprey and Southern Consortium (1) ST pot (1) ADA pot
29. West side of Thunder Road, East side of Flying Monkey (1) ST pot (1) ADA pot 30. East Side of Princes's Parkway northern side of Morganlatte (2) ST pot (2) ADA pot
31. East side of Sigmund's Passage at the entrance of camp for Aethelmearc (1) ST pot

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32. West side of Prince's Parkway at Archer field (1) ST Pot

33. South Side of Meridies Way at fork of Colchester Lane (2) ST pot
34. Fork between Colchester Lane and Ricardo d’Pisa Lane, North Side of Colchester Lane (2) ST pot (1) ADA pot
35. South side of Colchester Lane, East of Sub Rosa (2) ST pot (1) ADA
36. East of Colchester Lane, North of Shower house (2) ADA ***** This is also the holding area for any pots being stored to moved later through war
37. East side of Duvant Drive, North of EPL (1) ST pot
38. West Side of Duvant Drive, outside Sable Wolf Camp (1) ST pot
39. North side of Duvant Drive at Fox’s Den Camp (1) ST pot
40. South side of Duvant Drive across from Uneven Lands, (2) ST pots
41. Corner of Duvant Drive and Queens Highway, Shadow Legion Corner, (3) ST pots
42. North side of road across from Axemoor (3) ST pot (3) ADA pots