



# CSU Bakersfield

Business and Administrative Services

University Police Department

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**To: University Police**

**From: Chief Marty Williamson**

**Date: September 25, 2013**

**Subj: Sound Meter Operations**

**Directive:13-4**

As part of the mitigation agreement when the amphitheater was completed, CSUB agreed to monitor and abide by the city's noise ordinance. A study was completed in 1996 to determine the appropriate noise levels to comply with the city's noise ordinance. Therefore, CSUB will monitor amplified sound at the amphitheater when it is used. At this time, UPD is tasked with this monitoring.

The following procedure will be used for sound monitoring of amplified music at the amphitheater.

## **Start Up**

- The assigned personnel or the OIC of the event will check out the sound level meter located in the conference room, cabinet 3.
- If 9 volt battery not installed, install into the back of the meter and check for battery strength.
- Set the "Range" switch to HI.
- Set the "Response" switch to S for slow.
- Set the "Function" switch to Cal 94 dB. The monitor should produce a reading between 93 and 95 dB. Record the reading on the CSUB Sound Level Monitoring Form under "Calibration (before)".
- Move the "Function" switch to the A setting. This is the best setting for assessing community disturbance conditions.
- Move the Function Switch to Power Off until you are ready to conduct monitoring.
- Fill in the blanks at the top of the CSUB Sound Level Monitoring form.

## **Monitoring**

- Move the “Range” to Hi.
- To take sound level readings in the CSUB Amphitheater, stand at the light pole 150’ south of the center stage.
- Take spot readings every five minutes for 30 minutes of each hour during a concert.
- Record the readings. If the average of the readings appears to be in compliance with the sound limits listed below, you may take a break for 30 minutes and begin monitoring again the next hour.
- If the average readings are above the sound limits listed below, contact the Police Supervisor or event OIC and advise them of the readings.
  - The Supervisor or OIC will discuss the problem with the sound crew or event coordinator.
- Continue to take readings every five minutes until sound level falls within the acceptable range.
- If it does not, the Supervisor or OIC will contact the sound crew or event coordinator again and ask them to resolve the problem immediately
- If the sound continues to be above the acceptable level, the Supervisor or OIC will contact the Chief of Police for further instructions. A report will be generated.
- For windy conditions install the foam ball on the monitor.

## **Shut Down**

- Recheck the calibration by moving the “Function” switch to 94 dB and record the reading of the form under “Calibration (after)”.
- Move the “Range” switch to Power Off.
- Remove the battery if meter will not be used immediately. Store meter in box.
- Return meter to cabinet 3 and secure.
- Submit completed log and one copy to the Chief’s Office.
- The original log will be sent to Safety and Risk Management by the Chief’s Office.
- The copy will be placed in a UPD file in the file room in the Events File.

If there is any problem with the meter or if the calibration is outside the 93-96 dB range contact a supervisor.

### **CSUB Amphitheater Sound Level Limits**

**0700-2200 hours = 79 dB**

**2200-0700 hours = 74 dB**

#### Equipment Description:

Extech Instruments, Model 407735, Digital Sound Level Meter

Serial Number 96079697

CSUB Property Tag Number 19097