Are you ready?

Reduce waste at special events by simply planning ahead.

Special Event Best Practices Guide

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Introduction

From large venues to small community events, Alameda County is proud to host some of the greatest gatherings in the United States. In fact, there are more than 150 special events that occur within the County's boundaries annually. These events include: professional sporting events, concerts, performing arts, conferences, community festivals and fairs, parades, farmers' markets, and many more.

The community comes together to enjoy events, but in the process a tremendous amount of waste is generated, much of it recyclable. The single most effective tool in reducing waste at special events is PLANNING AHEAD. This guide was prepared to help special event sponsors plan ahead so that waste can be minimized and recycling can be maximized. Tools included in this guide can be used before, during AND after events.

Why Conserve Resources?

Waste reduction and recycling are not only good for the environment, but may save money. Recyclables are collected and hauled at reduced cost as compared to garbage rates, therefore reducing the overall waste handling costs. Even with a minimal and simple event recycling program, waste costs can be reduced by 20%.

Minimizing waste also improves the efficiency of an event. The more waste generated at an event, the more time, money and resources must be devoted to collection, transportation, storage and removal of these materials. Reducing waste from the start increases the amount of time that staff can dedicate toward other important projects.

Waste reduction and recycling also help minimize the creation of greenhouse gases. The production, processing and transportation of new materials generate greenhouse gases. By minimizing the purchase of single-use items, there is less demand to manufacture these items and no need to dispose of them.

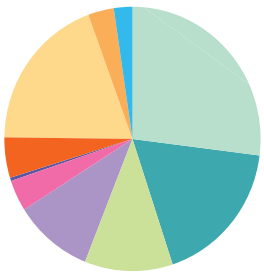
Benefits of reducing waste from special events include:

- Meeting community expectations.
- Making events marketable to sponsors.
- Instilling positive change in vendors and attendees.
- Diverting recyclables and compostables from the landfill.
- Reducing greenhouse gases.
- Increasing environmental awareness.
- Reducing landfill hauling costs.

What Materials are Discarded at Special Events?

In 2005, the California Integrated Waste Management Board (CIWMB) conducted numerous waste audits at a variety of special events, and characterized event waste in the chart below.

Event organizers and sponsors have the greatest influence on the extent and success of any recycling or waste prevention program. Event organizers may include private companies, community members, government and school staff or non-profit organizations. While these guidelines focus on encouraging event organizers to recycle wastes effectively, many stakeholders have a role in reducing and recycling the numerous resources generated at events.



- paper 27%
- food scraps 19%
- food soiled paper 18%
- plastic 11%
- cardboard 10%
- plastic film 5%
- glass 4%
- constr/demo 3%
- other metals 2.6%
- aluminum .4%

Stakeholders include:

- **Property Owners:** Public property, schools, venues, private property owners.
- **Sponsors:** Public or private organizations hosting the event and/or donating funds.
- **City staff:** Planning, permit, marketing and environmental/recycling city employees who may need to monitor or report on special events.
- **Vendors:** Concession staff, food vendors.
- **Contractors:** Cleaning services, equipment rentals, utility providers and government staff.
- **Volunteers:** Non-profit organizations, activists, involved citizens.
- **Attendees:** Community members, ranging from those living inside the specific neighborhood or city to those who come from afar to participate in an event.

The rest of this Guide offers proven strategies and tools for making your special event not only an enjoyable and memorable experience but also a model effort that promotes sustainable practices.

What is AB 2176?

In 2004, the State of California passed AB 2176, a law that requires special events and public venue facilities with over 2,000 participants per day to develop and implement a solid waste management plan and implement recycling and waste reduction strategies. In addition, all California cities and counties must comply with AB 939, which mandates that wastes generated in the State be reduced by 50%. These combined laws add to the need for event organizers to maximize the amount of waste diverted at events. (See AB 2176 summary for legal requirements for special event recycling on page 4.)

The Main Elements of Waste Reduction Planning

As an overview, the main elements of a waste reduction plan for special events are:

- **Gather support** of the numerous parties involved, including event organizers and management, venue management, vendors serving the event and waste haulers (as appropriate).
- **Determine who will coordinate** and implement the recycling efforts.
- **Evaluate** event waste stream composition.
- **Assess local markets** for recyclable materials.
- **Design a system** for collecting, sorting and transporting trash and recyclables.
- **Educate** and/or train recycling staff, vendors, attendees, and participants.

These and other suggestions are further explained in the following sections of this Guide.

Summary of AB 2176 Law

In September 2004, AB 2176* was signed into law to make recycling available and convenient to the public attending large venues and events, while promoting planning for recycling at those locations during design and operation. The law requires that local cities and counties report on progress with waste reduction and recycling at the top 10% of large venues and special events in their annual solid waste and recycling reporting to the State.

Definition of Large Event

- Charges admission price OR is free and city-sponsored.
- Attracts 2,000 participants (i.e., attendees, staff, vendors, etc.) per average day of operation of the event.

Definition of Large Venue

- Permanent facility that seats or serves an average of more than 2,000 participants (i.e., attendees, staff, vendors, etc.) per average day of operation.

Requirements of Event Operators

The event operator must submit the post-event waste management information to the local agency (city or county), upon request. The information requested includes:

- Name and location of event or venue.
- Description of event or venue.
- Brief description of types of waste generated.
- Types and amounts of waste disposed and diverted.
- Description of existing solid waste reduction, reuse and recycling programs.
- If no programs are in place, description of why there are no programs.
- Contact information for responsible persons submitting the annual report to the local agency.

Event operators must also formally review and update their waste management/recycling plan every two years. If the event conforms to the State's definition of a large event, the operator should:

- Meet with local waste haulers and recycled materials buyers.
- Develop a solid waste reduction plan.
- Develop a program implementation timeline.
- Consult with local organizations to develop a successful recycling program:
  - –Recycling coordinator of local agency.
  - –Local food banks.
  - –Community conservation corps.
- Address the types of waste material generated by the event or facility:
  - –Paper.
  - –Cardboard.
  - –Bottles and cans.
  - –Food and food soiled paper.
- Consider implementing the following programs:
  - –Minimize the use of plastics, especially plastic film used in packaging.
  - –Reduce the volume or weight of waste materials.
  - –Purchase recyclable and longer-lasting products.
  - –Purchase products made of recycled materials.
  - –Donate to charity.
  - –Resell usable materials.
  - –Recycle or compost marketable materials.

*AB 2176 was passed into law in 2004, adding Chapter 12.7, Large Venue Recycling (beginning with section 42648), to the Public Resources Code, and amending section 42911, effective January 1, 2005.

Reduce, Reuse and Recycle Best Practices

Reduce

Event operators can help conserve resources and energy by preventing waste in the first place.

- Reduce unnecessary packaging by buying in bulk or only what is needed.
- Send memos and letters electronically.
- Request electronic versions of printed items.
- Use washable rags, towels, and napkins for cleaning, instead of disposable napkins and towels.
- Post large, central, easy-to-read display boards or signs instead of distributing programs.
- Request that vendors use reusable containers instead of disposable items.
- Serve condiments in bulk rather than in single servings.
- Use napkins instead of disposable plates for "finger foods".

Reuse

Reuse can significantly reduce the amount of waste going to landfills. The usefulness of products can be prolonged without having to expend significant money or energy.

- Use the blank side of printed documents for scrap paper.
- Donate items to schools or other non-profits for reuse in art projects, including toilet paper and paper towels, cardboard tubes, containers, and unused decorative materials.
- Donate floral arrangements and decorations to schools, hospitals, women's shelters or group homes.
- Reuse plastic film and packaging materials.
- Cut up old T-shirts that are unsuitable for donation, but can be used as cleaning rags.

Recycle

Reincorporating materials into the manufacturing process, instead of taking them to landfill; and decreasing the use of virgin materials, which require more energy and resources to process.

- Flatten and recycle cardboard boxes that otherwise take up precious dumpster space and you may save money.
- Recycle beverage and food containers, aerosol cans, and steel cans, if possible.
- Make sure that landscape waste and other organics is taken to a composting facility, if economically feasible.
- Start a composting collection program if food and organic waste are generated on site.
- Use compostable food service ware and include it with food scraps, if collection service is available.
- "Close the loop" by buying products made of recycled materials.

Getting Started—Here's the plan!

Events provide an opportunity to design the waste stream for recycling and composting. Event organizers can choose which items are introduced into their waste stream at their events. Here are guidelines for preventing waste and increasing recycling:

Getting Started—All events have these things in common

- Plan early so that events can be designed with environmental considerations in mind.
- Minimize waste from the start. This is the easiest way to reduce costs and save money.
- Identify behaviors that generate waste, and develop alternatives to reduce them. For example, conduct event planning via email instead of printing agendas or calendars.
- Review the facility and event services contracts to identify opportunities for waste reduction. Does the facility already have a contract for recycling? How do the garbage and recycling rates differ? How can you promote recycling?

Food Service

- Buy in bulk to reduce the quantity of single-use items and pre-packaged foods, including cream, sugar, catsup, mustard, cookies and snacks.
- Invest in reusable mugs, plates, napkins, linens, trays for food, serving and eating utensils, cups and glasses, or water in pitchers, when practical, which often cost no more over time than more waste-producing items.
- Include the mandatory use of reusable items in the catering or food services contract.
- Require the use of recyclable items when reusable items are not an option.
- Consider recycling recommendations from event staff. Ask the vendors/contracted service providers for suggestions on how to reduce waste and increase program efficiency.
- When composting collection is available, require that paper or compostable food service ware be used instead of plastic or polystyrene. Ask your local food service ware supplier about their "environmentally friendly" options. See the bio-based plastic options at www.stopwaste.org/docs/bioplastics_products-distrib.pdf
- Donate extra edible food to a food bank or local charity. Look up "Food Donations" in StopWaste.Org's Recycling Wizard at www.StopWaste.Org/recycle for a list of organizations.

Equipment Rental

- Many events require additional equipment such as tables, tableware, linens, carts, area carpeting, computer equipment, and overhead projectors (and transparencies). Instead of purchasing tableware, linens, carts and other equipment, less waste is generated through renting.

Staff and Volunteer Education

- Educate staff and volunteers about the importance of recycling and proper recycling procedures.
- Make sure each volunteer knows which materials will be recycled. These individuals will be able to direct event attendees to recycling stations.
- Get volunteers involved by having them monitor participants including vendors, attendees and other staff.

Recycling Signage and Containers

- Effective signage is essential for clarifying which materials can be recycled and where to put them. Make sure signage is easy to read and informs visitors of recycling procedures. Place signs high so that event attendees can see them from a distance.
- Utilize photos or images and keep the message simple on signage so that attendees of all ethnic backgrounds or languages can understand the procedures. Consider printing signs in multiple languages.
- Utilize color-coded recycling bins, placed next to trash cans. Recycling bins alone may be used as trash bins and trash bins alone will often contain large amounts of recyclable materials. Ideally, place a recycling bin next to every trash can so that recycling becomes convenient, with recycling clearly distinct from the trash container (e.g. color, shape, top opening, etc.)
- The more you can make recycling easy for vendors and attendees, the more you will increase the amount of recyclables collected.
- Consider requiring recycling signage at each vendor's point of sale.

Outreach

- Include public recycling information in the event program and all other event information.
- Make recycling public announcements over the sound system.
- Place recycling messages on electronic boards.
- Share waste prevention and recycling successes with the public by issuing press releases.
- Post recycling successes on the event website.

The Importance of Recycling Service Providers

- Identify service providers to collect the various recyclables. Alameda County service providers can be found on-line at StopWaste.Org's Recycling Wizard at www.StopWaste.Org/recycle.
- Ask recycling service providers to identify which materials in the waste stream can be recycled.
- Ask service providers to identify acceptable levels of contamination.
- Ask service providers to provide extra bins for recycling.
- Ask service providers to calculate recycling cost savings vs. the cost of no recycling service. This potential cost savings may help to convince resistant colleagues to support recycling.
- Clarify the time and dates when recyclables are to be collected. Being clear about collection times reduces scavenging, minimizes contamination and increases the value of recyclables.

Tracking

- Track approximate number of participants, including attendees, staff, vendors and volunteers.
- Document waste prevention and recycling goals were met.
- Identify the amount of recyclables that would have been disposed in the landfill if there were no recycling program.
- Request from service providers the number of pounds of each of the materials recycled as well as the amount of waste disposed in the landfill.
- Document amount of compostable products purchased that replaced plastic products.
- Use recycling and disposal quantities as a benchmark for subsequent events. (See page 15 for post-event worksheet to assist in tracking diversion information.)

Recognition

- Send certificates of appreciation to vendors that successfully participate in recycling and waste prevention programs.
- Consider offering registration discounts to top performing vendors at subsequent events, or other rewards for their efforts.
- When possible, express appreciation to participants in writing (using email saves paper) for making the event successful.
- Profile an example or case study in local papers before or after the event.

Local Resources

- Utilize available resources, including city, county, and state recycling and waste reduction assistance. Most cities in Alameda County have staff dedicated to reducing waste; they can help plan for recycling and serve as a resource at the event.
- Research and apply for grants through government agencies or foundations. Keep in mind that many of these potential sources of funding require at least a few months of lead time. See list in the Resources and Websites section.

StopWaste.Org saves hundreds of dollars and minimizes waste each year by purchasing coffee in bulk. By using washable mugs, plates and utensils, the Agency has reduced their garbage significantly. Food left over from events is also donated to a local women's shelter.

Questions for Your Hauler/Recycler:

- How many bins/dumpsters will the event need?
- Where will bins/dumpsters be delivered?
- Who will place and empty the bins/dumpsters?
- Where will the dumpsters be located?
- How often will dumpsters be emptied? Time?
- Does the hauler collect garbage, compostables, and/or recyclables?
- Should recyclables be mixed or separated?
- Does the hauler take waste to a materials recovery facility?
- Does hauler pick up after business hours and/or on weekends? If so, is there an additional charge?
- Request reporting (i.e., completed post-event worksheet) after event.
- Ask for references if you are unfamiliar with the vendor.
- Are landscape debris and food scraps composted?
- Who is responsible for emptying satellite collection containers?

Suggested Event Recycling Timeline

One Year Prior to Event

- ❏ Identify service providers for garbage and recycling
- ❏ Identify recycling and "greening" goals
- ❏ Determine materials in the event waste stream
- ❏ Work with hauler to develop service contract that specifies materials to be collected and recycled
- ❏ Determine where and who generates the most waste (suppliers, staff, vendors, attendees, etc.)
- ❏ Determine items to recycle
- ❏ Research procurement opportunities (buying durable, reusable, and repairable products)
- ❏ Research the best equipment/ containers for collection
- ❏ Identify education/outreach opportunities

Six months prior to event

- ❏ Purchase recycled and recyclable products, or require vendors to purchase recycled and recyclable items
- ❏ Determine which items are recyclable, compostable, or reusable
- ❏ Decide which materials will be source separated vs. co-mingled
- ❏ Meet with vendors to discuss recycling and waste reduction opportunities
- ❏ Determine ways to reduce packaging
- ❏ Select and order equipment (bins, stickers, etc.)
- ❏ Research donation opportunities
- ❏ Identify staff person to assist in implementing recycling procedures
- ❏ Organize education and outreach components (i.e. information in event program and vendor packets, press release, signage, etc.)
- ❏ Work with local non-profits who will assist with collection of recyclables

Two months prior to event

- ❏ Publicize event greening through displays, media, and promotions
- ❏ Inform media of event greening program
- ❏ Order recycling/waste services
- ❏ Determine who will be collecting and transporting recyclables on the event day
- ❏ Include recycling procedures in vendor packet
- ❏ Confirm equipment & outreach orders and drop off schedule
- ❏ Train staff on recycling procedures
- ❏ Create diagram of recycling staging area for vendors

Week prior to event

- ❏ Confirm donation pick-up
- ❏ Confirm equipment and outreach delivery
- ❏ Confirm hauler/recycler schedule
- ❏ Create signage for recycling bins, if not provided by service provider

Day before event

- ❏ Train staff (can be done day of event)
- ❏ Distribute recycling procedures to vendors
- ❏ Strategically place trash and recycling bins next to each other

Day of Event

- ❏ Monitor waste and recycling stations regularly
- ❏ Empty containers as needed
- ❏ Publicize recycling throughout day with announcements

After Event

- ❏ Ensure containers are picked up on time
- ❏ Collect weight tickets and receipts from haulers
- ❏ Complete and submit post-event worksheet
- ❏ Review what procedures did and did not work
- ❏ Evaluate results
- ❏ Write-up recommendations for next event
- ❏ Publicize results

Consider these things before you select recycling and compostable collection containers:

Will the container fit in with others both aesthetically and physically?

Is the container easy to use and will it encourage recycling? Is it easily identified?

If event is outside, will it stand up to wind, rain, high heat or other environmental factors?

Is the container subject to vandalism or theft of recyclables?

Can the containers be collected by custodial staff easily? Will it be too heavy to be lifted easily when full?

Recycling tips for specific types of events

Office Meetings or Gatherings and Workshops

Recyclables Generated: paper, cardboard, food scraps, beverage containers.

Suggestions:

- Consider using electronic presentations, such as PowerPoint, instead of printed handouts or transparencies that may be discarded after the event. Post the PowerPoint presentations on a website or network after the event so attendees can download electronic versions.
- Obtain an accurate count of participants to reduce excess copies.
- Use post-consumer recycled content paper and print on both sides of the paper
- Use reusable or reused materials for name tags. Collect them after event for reuse.
- Request that people bring their own cups, utensils, and plates for refreshments, when possible
- Keep a set of washable plates and cups on site. When possible, install a dishwasher to reduce labor
- Buy refreshments with the least amount of packaging, including large bottles of juice, soda and water
- Purchase the largest size package of refreshments that can be used in a reasonably short period of time. Anything larger may result in wasted or spoiled food.
- Always place recycling bins next to garbage bins

A Success Story:

The Alameda County Office of Education regularly attains 75% waste diversion for trainings and workshops for up to 75 teachers. Setting the proper tone through waste reduction activities demonstrates consistency with their mission to model environmentally friendly behavior. These measures allow participants to experience first hand that incorporating environmentally friendly practices need not be difficult.

Concerts

Recyclables Generated: food scraps, beverage containers, food soiled paper (plates, napkins, cups), paper, clothing/blankets, and cardboard.

Suggestions:

- Announce the recycling program on the electronic board and over the sound system
- Pick out recyclables from seating areas before waste is disposed
- Require food/beverage vendors use recyclable or compostable food service ware
- Set up cardboard recycling for vendors and remind them about recycling requirement
- Place recycling bins in high-traffic areas, such as major walkways, food services locations, entrances to seating areas, and restrooms

Success Stories:

Sonoma County has banned polystyrene container use at county owned facilities. Vendors at these facilities use paper, #1 or #2 plastic containers for food and drinks.The cities of Oakland, Berkeley and Emeryville have also banned expanded polystyrene food service ware.

At Oakland's *We the Planet festival* held in November 2004, a 98% diversion rate was achieved. Over 4,000 attendees, vendors and staff generated 1,028 pounds of waste but sent only 20 pounds to the landfill. Through aggressive source reduction, composting and recycling efforts on the part of organizers, volunteers and musicians, garbage cans were largely empty at the end of the four hour event.

Sporting Events

Recyclables Generated: food scraps, plastic cups, food soiled paper (plates, napkins, cups), beverage containers, paper, clothing/blankets.

Suggestions:

- Set up two recycling programs: one for inside the event, and one for outside spaces (parking lots, tailgaters, etc.)
- Organize recycling programs for the suites and press box
- Conduct a "Stadium Sweep" after the game by having the cleaning crew sweep the waste into the aisles and then pick out the recyclables
- Make announcements on the electronic board and over the sound system about recycling
- Educate vendors and concessionaires on recycling procedures
- Place recycling bins at the entrance of the stadium so that participants can recycle before they enter the game
- Design recycling programs for special events occurring outside the stadium

Success Stories:

The Oakland Coliseum and Arena collect beverage containers, compostable materials and garbage in three different streams during the clean-up after events. It was the first major stadium to begin purchasing compostable corn-starch based cups (instead of plastic cups), which are also collected for composting. While improving recycling collection with their concessionaires, they saved approximately $80,000 in avoided disposal cost in the first two years of their expanded programs.

Tailgaters at the Pasadena Rose Bowl receive a bag for their bottles and cans and are instructed to leave the bag by their car. The bags are collected by the Los Angeles Conservation Corps after the tailgaters enter the stadium.

Loyola Marymount University saves enough money through avoided disposal costs by recycling at sporting events to more than pay for the recycling program operation.

Flea Markets/Antique Fairs

Type of Recyclable Materials: paper, cardboard, food scraps, food soiled paper, beverage containers, plastic bags and wrap, bulky waste.

Suggestions:

- Require that vendors pack out any unsold items
- Require that vendors haul garbage and recyclables at end of the day, or include garbage and recycling costs in vendor fees, clearly listed on vendor agreements
- Place clearly labeled recycling containers next to trash cans
- Do not set recycling containers next to restrooms or sinks, unless you place trash containers between them
- Centralize all food vendors in one area so that biodegradable products and recyclables can be easily captured
- Develop and monitor a donation area where unwanted items can be collected. Ask a local charity thrift organization to collect donated materials and to create signage. Be prepared to sort through donations and discard materials unsuitable for donation. Do not allow donated materials to become dirty or wet, as they will no longer be saleable by charity thrift organizations.

Success Story

The Ohlone College Flea Market hosts between 40 and 200 vendors at their monthly events. By implementing a "pack it in, pack it out" policy for vendors, trash has been significantly reduced, saving thousands of dollars every year in collection costs.

Recycling tips for specific types of events

County Fairs

Type of Recyclable Materials: food scraps, food soiled paper (plates, napkins, cups), animal wastes, soiled hay/bedding, plant debris.

Suggestions:

- Encourage or require that vendors use recyclable or compostable cups, plates or other food service ware
- Confirm that the recycling company will accept specified materials
- Encourage vendors to serve condiments in bulk to reduce packaging. Customers do not create waste when they apply condiments directly to food items
- Set up an organic waste collection program for food scraps, food soiled paper, compostable food service ware, and plant debris. Depending on quantity, it might be necessary to have daily collection.
- Implement an animal waste and soiled hay/bedding organics program

Success Story:

In 2002 and annually since then, Del Mar Fairgrounds attained a 97% diversion rate, collected 2,600 tons of recyclables, and generated $23,000 in revenue. The fairground vendor policy makes recycling mandatory. Recycling containers are clearly marked and conveniently located to maximize participation by attendees and vendors.

Farmers Markets

Type of Recyclable Materials: cardboard, wooden crates, food scraps, food soiled paper (plates, cups, napkins), beverage containers.

Suggestions:

- Organize a composting collection program for food scraps, damaged or rotten produce and food soiled paper
- Require that vendors take back organic waste to their farms
- Donate food to local food banks
- Combine used paper plates and napkins or other compostable food service ware with organics recycling
- Recycle cardboard and beverage containers

A Success Story:

The Jack London Square Farmers Market in Oakland attracts up to 10,000 people. Most vendors compost their own organic waste, leaving very little garbage behind at the end of the day. Most of the food vendors use paper plates or boats that can be easily composted. In 2006, the Oakland City Council banned the use of polystyrene containers for to go/carry out food. This ban will help the Farmers Market continue to reduce the amount of garbage produced.

Street Fairs and Arts and Crafts Festivals

Type of Recyclable Materials: food scraps, paper, food soiled paper (plates, napkins, cups), plastic bags and cups, beverage containers.

Suggestions:

- Utilize clear signage with pictures or images
- Place marked recycling bins next to waste bins
- Educate volunteers on recycling procedures
- Make vendors responsible for taking garbage away
- Encourage reusable bags for purchasing instead of single use

Success Story:

The City and County of San Francisco requires recycling for special events. Event planners must submit a recycling plan along with their temporary use or occupancy of public street permit. Department of the Environment staff have also assisted with event recycling planning. Several events have purchased compostable food service ware and collected organics for composting resulting in a high diversion rate.

Outdoor Festivals

Type of Recyclable Materials: beverage containers, paper, cardboard, food scraps, food soiled paper.

Suggestions:

- Require that vendors supply their own garbage cans for their booths and carry out their own garbage
- Offer recycling services to vendors for free
- Provide cups, plates and utensils to vendors which are either recyclable or compostable with printed education information, such as “Recycle Me” or “Compostable”
- Clearly mark collection containers with consistent messages
- Attach samples of cups, plates, and utensils on signage or use pictures/ images
- Work with local service providers to collect food scraps and food soiled paper for composting
- Print recycling message on programs, indicating the location of recycling and composting containers on any site map for the public

Success Stories:

At the Whole Earth Festival (Davis, California), vendors were charged a $100 deposit to encourage compliance with a policy requiring use of recyclable or compostable materials. Paper cups and #1 plastic cups were used for beverages. Biodegradable bags and utensils were supplied at cost for vendors, costing between $20 to 30 per vendor. Food scraps, biodegradable bags and utensils were collected for composting. Although most of the festival trash was brought in from the outside, the waste diversion rate was 81%.

Earth Day—Japan
Reduces waste by leasing tableware

The Ote Mall in Toyama City, Japan holds a market event twice annually. To reduce waste produced at the event, a reusable dish deposit system for food and drink was introduced. Each consumer leases a set of tableware with a deposit of 100 yen (90 cents U.S.), which is fully refunded when the tableware is returned. This tableware is leased again after being washed. The food stall owners at the Ote Mall Earth Day festival welcomed the dish return project, as many customers chose the reusable dishes; as a result, very little waste was produced.

Sample Contract & Policy Language

The purpose of this section is to provide samples of contract and policy language that can be used to encourage vendors to use recycling and waste prevention strategies. By stating expectations ahead of time, your vendors can plan their activities and purchase appropriate containers to meet waste reducing guidelines.

Vendor Contracts

Sample waste minimization vendor contract language has been developed to help increase waste prevention and recycling at an event.

■ "Promote Compostable Packaging and Food Service Ware and Containers—Our organization prohibits the use of all polystyrene (Styrofoam) containers and promotes the use of only recyclable or compostable food service ware and packaging. Several companies offer alternative products that are environmentally safe, contact (**point person**) for a listing. Violators will be assessed a daily fine of $50 until the situation is corrected."

■ "Promote Recycling and Resource Conservation—In an effort to address environmental concerns, the (**organization, facility or event name**) maintains a policy of mandatory recycling. We are committed to doing our part to ensure a clean, environmentally safe world for future generations to enjoy. Please breakdown (flatten) all cardboard boxes and keep them in your compound for pickup. DO NOT PLACE THEM IN PUBLIC VIEW. Other items for recycling include glass bottles, plastic beverage containers and aluminum cans. Please use the recycling receptacles provided for public use throughout the grounds. Use of polystyrene (Styrofoam) containers is prohibited. Any vegetable or fruit food waste must be placed in the composting containers provided."

Model Conservation Policy for Food Service Operations

This language can be used for vendors that provide food, drinks and other refreshments in a waste-conscious manner.

"Our facility is removing all garbage disposal in permanent kitchen facilities, and has a "no Styrofoam" policy and a goal of zero waste. In consideration of this, all vendors must present a plan for their operation which includes, but is not limited to, the following:

1. Recycling of beverage containers, cardboard and other products as they are defined by the (**name of organization, facility, or event name**).
2. Separation of all fruit and vegetable food preparation waste for composting.
3. Using paper or other compostable products when it is not feasible to use reusable plates, cups, etc.
4. Scraping of reusable plates into a trash bin before loading them into dishwashers, to prevent additional use of water and to reduce food waste to the sewer system. When food scraps composting collection is available, food waste and food soiled paper products go into separate composting bins.
5. Clean-up to include separation of recyclables.
6. Requiring that office staff recycle beverage containers and office paper in cooperation with (**name of organization, facility, or event**) program.
7. Requiring that ongoing training of staff (and new staff, as they come on board) take place with regard to recycling and waste reduction procedures, specifically during major events.
8. Maintenance of grease bin areas to prevent grease runoff during rain.
9. Working with (**facility, organization, or event**) on any new waste reduction ideas that help in achieving the zero waste goal.
10. Upon request, provide data regarding pounds of food scraps and food soiled paper recycled.

Post-Event Recycling Worksheet

Please document the amounts and types of waste generated by this event.

Contact Name _____

Phone Number ( ) _____ Email _____

Name of event _____ Date(s) of event _____

Location of event _____

Number of Participants (i.e. attendees, vendors, staff, etc.) P _____

Description of event _____

Description of solid waste and recycling plan _____

_____

Description of materials in waste stream _____

_____

If event does not recycle, explain why _____

_____

Pounds Recycled

	Glass	Plastic	Aluminum	Cardboard / Paper	Organics	Other	**Total Pounds Recycled**	**Total Pounds Landfilled**
Event Totals							R	L

Total Recycled		Total Landfilled		**Total Generation**
R _____	+	L _____	=	G _____

Event Diversion Rate = $\frac{\text{Total Recycled } R}{\text{Total Generation } G}$ = _____ **%**

Generation per Participant = $\frac{\text{Total Generation } G}{\text{Number of Participants } P}$ = _____ **lbs/participant**

Resources and Websites

California Integrated Waste Management Board: www.ciwmb.ca.gov/Venues/

California Resource Recovery Association: www.crra.com/vserc/index.html

StopWaste.Org: www.StopWaste.Org

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