

Special Event-Materials Management Plan

California State law (AB 939) requires that all Cities divert at least 50% of their solid waste from the landfill. In addition, state law also requires that any special event with over 2,000 participants per day must develop a solid waste management and recycling plan prior to the event.

Special events can generate considerable waste, but much of it is recyclable. By introducing a recycling and waste reduction plan into your event, you are meeting community expectations which call for more diversion from the landfill, reducing greenhouse gases and probably making your event more popular in the long term.

Republic Services (Allied Waste Services) is the exclusive hauler for solid waste recycling, and organics for Central Contra Costa, and can assist you with your waste management needs. For assistance, call Republic Services' Recycling Coordinator at **(925) 671-5809**.

*Please submit the following form **at least 3 weeks** before your event – it must be received in order to coordinate dumpster and waste station donations.*

The form can be emailed to jjames5@republicservices.com, or faxed to 925-685-4735, ATTN: Jency James.

Section 1: General Information	
Event Name:	
Location of Event:	
Time of Event:	
Date(s) of Event:	
Anticipated Crowd Size:	
Event Contact Name/Title:	
Email:	Phone:
Section 2: Waste Reduction	
Identify measures taken to reduce the amount of waste produced by your event.	
Identify measures taken by your organization and vendors to make environmentally preferable purchases. <i>For example, use of recyclable utensils and paper products, no bottled water, no Styrofoam.</i>	

Section 3: Waste/Recycling at the Event

Which types of recyclable material will be produced by your event? Please check all applicable boxes.

- Cardboard
- Paper
- Plastic
- Aluminum
- Steel food cans
- Glass
- Other _____

Which types of non-recyclable waste will be produced by your event?


How will you ensure waste/recycling containers do not overflow?

Event staff are expected to empty the stations

Section 4: Containers and Layout

For assistance, please contact Jency James at 916-671-5809.

of waste stations needed (each station includes recycling, organics and trash):

Type	Size	Quantity	Delivery/Removal Date
Waste Station ClearStreams 	n/a		
Consolidation Containers			
Dumpster-- Recycle			
Dumpster-- Garbage			
Cart - Organics			
Roll Off Consolidation Containers			

20 cubic yd Roll off Recycle** (Construction & Demolition)			
20 cubic yd Roll off Garbage			

****Recycle roll offs can include cardboard, carpet padding, lumber and wood, shake roofing, metals, sheetrock, greenwaste, painted wood, small pieces and quantities of asphalt paving, concrete and rocks, and up to 50% trash.**

On a separate page, please provide a map indicating the approximate layout of the event, including the number of booths/stalls, and the location of waste/recycle receptacles.

Section 5: What to Expect from Republic Services

Republic will provide:

- Recycling, organics, and trash Clear Streams and their associated equipment for the waste stations
- Personalized signage for the waste stations.
- Laborers to monitor the waste stations for contamination and to educate event-goers of proper disposal.
- A recycling education booth

Section 6. Creating Successful Event Recycling

- Identify recycling and 'greening' goals
- Choose a recycling coordinator for the event
- Determine what materials will be collected in the event waste stream, and what out of those can be recycled
- Design recycling stations and map out recycling container locations. Place recycling containers next to ALL refuse containers
- Organize education and outreach components about recycling in the event program, vendor packets, press releases, signage, etc
- Schedule and train volunteers to assist with recycling efforts
- Contact and schedule recycling/garbage service provider
- After the event, evaluate and publicize recycling results
- Recognize and thank all vendors, staff and attendees who assisted with recycling efforts

Section 7. Communicating with Vendors

Vendors at community events are eager to keep up with current trends and environmental responsibilities. The following examples can be used in vendor agreements, packets, letters and permits to encourage recycling strategies. See sample letter, last page.

- Educate staff at each booth on the recycling layout and procedures.
- Recyclable items include:
 - Cardboard: flatten and stack
 - Cans: collect in recycling container or flatten
 - Mixed paper
 - Plastic bottles
 - Plastic bags: ask that vendors use only recyclable paper bags.
 - Prohibit use of Styrofoam

Sample Agreement for Concessionaires or Vendors

Dear [Concessionaire or Vendor Title]:

The [Name of location or event] is implementing a waste reduction and recycling program. Beginning this year, we want to divert as much material as possible from the landfill. To help conserve natural resources, and protect the environment, we are requiring all booths to participate.

Please review the information about the recycling program procedures below:

[Give details of the recycling program here, including which materials will be recycled, where carts and/or roll off bins will be located and how and when the materials will be collected. Identify your responsibilities and the vendor's responsibilities.]

I will refrain from using plastic bags and will only use paper bags _____

I will avoid using Styrofoam _____

I will supply paper (compostable) plates, paper (compostable) or plastic (recyclable) cups, and no compostable plastics _____

Food vendors only

My staff and I will properly dispose of our recycling and food waste in the appropriate bins _____

I have fully reviewed and completed the Special Event-Materials Management Plan and will adhere to the policies above. _____