



Special Event Guidelines Recycling and Trash

There are a number of local and state laws regulating the proper management and disposal of waste generated at your event. As an event organizer you are required to meet or exceed these laws and regulations. Failure to meet local and state recycling and waste reductions goals may result in fines.

Recycling

The City of San Diego Recycling Ordinance (San Diego Municipal Code §66.0701) and State Assembly Bill 2176 require that the person responsible for a community special event must provide recycling containers throughout the venue. Following are key elements of these laws:

RECYCLING ORDINANCE REQUIREMENTS

- The number of recyclable containers at special events must be equal to the number of trash containers (a 1:1 ratio).
- Recycling and trash containers must be placed next to each other in areas throughout the event venue.
- Each recyclable container must be clearly identified as a recycling receptacle and display a list of recyclable materials accepted.
- The Host Organization can determine the types of recyclables to be collected as long as the recyclables include all aluminum and metal cans, glass (glass is prohibited on public property) and plastic bottles and jars, and all mixed paper and cardboard.
- The Host Organization must ensure that all recyclable materials are delivered to a recycling facility and *not* to a landfill.



Special Event Guidelines Recycling and Trash

Trash

You are required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. The city does not provide street sweeping services or additional recycling or trash containers for special events, so please plan accordingly. At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities.

Responsible management of waste means *pre-planning* methods to reduce waste before your event, as well as planning for recycling and waste generated at your event. It is essential to communicate the importance of the recycling/waste reduction program to everyone involved in the management of your event and to the people who attend or participate in your event. By developing guidelines for your event attendees, participants, vendors, and service providers, your event may generate less waste and save money on collection and disposal costs.

Failure to perform adequate clean-up and/or repair damages to city property and facilities due to your event will result in the City of San Diego providing the services and billing the Host Organization at full cost recovery rates for clean-up and/or repair.

Planning Process

The following information has been developed to help you in your planning process:

IDENTIFY WASTE REDUCTION OPPORTUNITIES

- Identify waste reduction opportunities for your event.



Special Event Guidelines

Recycling and Trash

- Require cooperation and coordination among all vendors, service providers, and organizers to ensure the successful separation and collection of materials at your event.
- Make sure there is adequate signage around the event and on the actual recycling and trash containers so all attendees are educated and know where to throw their materials.

IDENTIFY RECYCLABLES

- Identify recyclable materials that are anticipated to be generated at your event.
- Determine the number and types of vendors or service providers who will be involved in the management of your event and the types of materials they will generate, either during event set-up, dismantle or through products/materials available to attendees that could result in disposal in the landfill.

EDUCATE VENDORS AND SERVICE PROVIDERS

- Vendors and service providers play critical roles in the success of your event's waste management efforts.
- Develop a waste reduction and recycling policy that each vendor and service provider must sign acknowledging their agreement to comply with the program.
- Include expectations, such as how recyclables should be separated, if cardboard must be flattened, how wood pallets are collected, etc.
- You may want to require a deposit or to charge a waste management fee as part of booth rentals to cover the costs for recycling collection and trash disposal.

IDENTIFY COLLECTION STRATEGIES

- You must provide one recycling container for every trash container at your event.
- Recycling containers for your event should be distinct from trash containers and be clearly labeled for recycling.
- Determine if you will collect your own recyclables and trash or if you will use the services of a recycling/trash hauling company who will collect materials from



Special Event Guidelines Recycling and Trash

your event. If you use a waste collection organization, they can also help you determine the number of containers necessary depending on the estimated attendance of your event.

- If your event generates significant recyclables, a separate recycling dumpster(s) should be located where recyclables can be consolidated during the course of the event.

With your help, we can work together to reduce the amount of waste disposed in San Diego's local landfills.

For additional assistance, visit the Environmental Services Department at <http://www.sandiego.gov/environmental-services/recycling/ro/events/index.shtml>.

A recycling/trash hauler list is available at: <http://www.sandiego.gov/environmental-services/recycling/ro/pdf/07eventrecyclers.pdf>