

Rethink Waste and Make Your Event Earth-Friendly



A planning guide for event organizers in San Mateo County



RethinkWaste
South Bayside Waste Management Authority



Table of Contents

- 3 Introduction
- 4 Why waste reduction is important
- 6 Tips for specific types of events
- 9 Step 1: Plan ahead
- 11 Step 2: Establish a timeline
- 12 Step 3: File your post-event report
- 14 Additional resources
 - Waste-reduction tips
 - Event greening services
 - Where to donate leftover items and usable food
 - Summary of AB 2176

Did you know?

Americans throw away enough aluminum to rebuild our entire commercial fleet of airplanes every 3 months



Introduction



San Mateo County has vibrant communities, successful businesses, and superb weather—all of which inspire residents and businesses to organize a wide range of indoor and outdoor events. With any event, however, comes the inevitable byproduct: waste.



Organizers of events large and small are eager to reduce the amount of waste generated by their activities, and to reuse or recycle leftover items whenever possible. As further motivation, California State Law now requires operators of large venues and organizers of large events to develop a waste-reduction plan, and to report the results of that plan to the designated local agency.

The South Bayside Waste Management Authority is pleased to offer this guide to encourage event organizers to rethink how waste is generated and handled at special events. If your event falls under the mandatory reporting requirements, this guide provides important information on how to collect and report the necessary data. Even if you aren't required to report on your waste-reduction activities, you'll find the guide full of helpful ideas that will assist with reducing the amount of waste your event generates, and find ways to reuse or recycle much of the rest. That's an important action for the environment that every event organizer can take.

Please visit www.RethinkWaste.org for more tips on how to reduce waste at home, at work, and at special events.

Why waste reduction is important



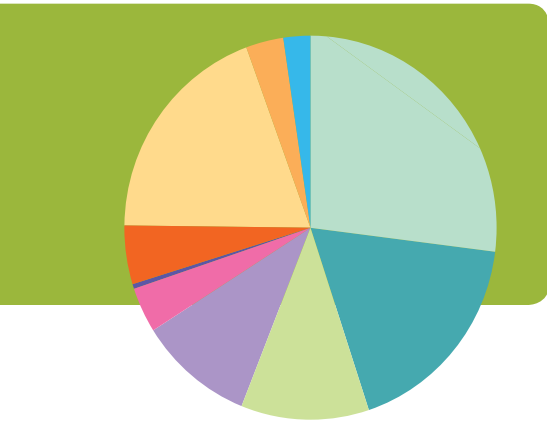
By reducing, reusing, and recycling the waste generated by your special event, you can:

- Help the environment by minimizing the creation of greenhouse gases and the amount of garbage that ends up in landfills
- Decrease your costs for garbage collection, storage, and hauling
- Enhance your organization’s reputation as a community leader

The “Three R’s” at special events

Recycling receptacles have become a common site at businesses and permanent event venues; they’re also a vital component of temporary events. But don’t just rely on recycling! Save waste and money by finding ways to *reduce* and *reuse* as well as *recycle*.

Why?	How?
<p>REDUCE ★★★</p> <p>Preventing waste in the first place conserves natural resources and energy otherwise used in the production process.</p>	<ul style="list-style-type: none"> • Replace printed programs with electronic display boards • Offer condiments in bulk dispensers instead of single-serving packets • Rent or borrow equipment rather than purchasing it
<p>REUSE ★★</p> <p>Extending the useful “life” of a product reduces the amount of waste going to the landfill.</p>	<ul style="list-style-type: none"> • Encourage vendors to replace disposable serviceware with reusable products • Donate unused items such as paper towels and plastic utensils to schools and charitable groups • Reuse decorations and packaging materials at future events
<p>RECYCLE ★</p> <p>Recycling means re-incorporating materials into the production process. This reduces the use of “virgin” materials, saving energy and resources.</p>	<ul style="list-style-type: none"> • Recycle cardboard • Recycle beverage containers and mixed paper • Collect food scraps, food-soiled paper, and plant trimmings for composting • Purchase compostable serviceware



- 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 0.4%

Waste generated at special events.
(Source: 2005 CIWMB Special Event Waste Audit)



What kinds of waste do special events create?

In 2005, the California Integrated Waste Management Board (CIWMB) conducted waste audits at a variety of special events. The chart at left shows the results of the study.

As you can see, the most common waste materials at special events are ones that can easily be recycled—or even replaced with reusable items. With good planning, organizers can make significant reductions in the amount of waste generated by their events.

Does your event require a recycling plan?

In 2004, the California Legislature passed AB 2176, a law that requires large special events and venues to develop and implement solid-waste management plans that include recycling and waste-reduction strategies, and to report on the outcome of their efforts. You can see a summary of AB 2176 on page 15.

Under the terms of AB 2176, California State Law now requires that you plan and report on waste-reduction efforts if your event averages **more than 2,000 participants** (attendees, staff, vendors, etc.) per day, *and* it falls into either of the following categories:

- ✓ **There is a fee to participate in the event**
- ✓ **The event is sponsored by a city or county agency**

Rethink Waste encourages *all* event organizers to make their events earth friendly. Whether you're required to file a waste-reduction report or not, this guide will provide you with many valuable suggestions for minimizing the environmental effects of your event.

If your event is subject to the requirements of AB 2176, see the three-step plan on page 9 for instructions on how to build waste reduction strategies into your event planning, collect the required data, and fill out the post-event reporting form.



Tips for specific types of events

What recyclable materials will be left after *your* event, and what steps can you take to minimize the amount of waste generated? Here are some suggestions for different types of events.

Business seminars and meetings

Recyclable materials

Cardboard, paper, food scraps, beverage containers

Suggestions

- Consider using electronic presentations (such as from Microsoft® PowerPoint®) instead of printed handouts or transparencies, which are often discarded afterwards. Post the presentations on a website or network after the event so that attendees can download them.
- Obtain an accurate count of participants in advance to reduce the creation of excess copies of meeting documents.



- Use post-consumer recycled-content paper, and print on both sides of the page.
- Use reusable or reused materials for name tags. Collect them after the event for future use.
- Request that people bring their own cups, utensils, and plates for refreshments, when feasible.
- Keep a set of washable plates and cups on site. If possible, install a dishwasher to reduce labor.
- Buy refreshments with the least amount of packaging, such as 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.
- Place recycling receptacles next to all garbage bins, and ensure that they are clearly marked with signage.

Success Story

The Alameda County Office of Education regularly attains 75% waste diversion at its teacher trainings and workshops. Setting the proper tone through waste reduction activities expresses the environmentally friendly behavior they want to encourage. Participants learn firsthand that incorporating environmentally friendly practices need not be difficult.

Did you know?

The average office worker discards 180 lbs. of paper a year—the weight of an average man





Concerts

Recyclable or reusable materials

Cardboard, paper, food scraps, food-soiled paper (plates, napkins, cups), beverage containers, clothing, blankets

Suggestions

- Identify a paperless method to announce your event's recycling program (electronic sign or public address system).
- Pick out recyclables from seating areas before waste is thrown away.
- Require food and beverage vendors to use recyclable or compostable serveware.
- Set up cardboard recycling for vendors and remind them about recycling requirements.
- Place recycling bins in high-traffic areas, such as major walkways, food services locations, entrances to seating areas, and restrooms.

Success Story

At Oakland's "We the Planet" festival, an incredible 98% diversion rate was achieved. Over 4,000 attendees, vendors, and staff generated 1,028 pounds of waste, but sent a mere 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.



Flea markets and antique fairs

Recyclable materials

Cardboard, paper, food scraps, food-soiled paper (plates, napkins, cups), beverage containers, plastic bags, bulky waste

Suggestions

- Require vendors to take away their unsold items.
- Require your vendors to haul their garbage and recyclables back to their businesses at the end of the day, or include the cost of garbage and recycling in your vendor contracts.
- Place clearly labeled recycling receptacles next to trash cans.
- Do not set recycling receptacles 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 captured easily.
- Develop and monitor a donation area where unwanted items can be collected. Ask a local charity-run thrift store 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 organizations.



Farmers markets

Recyclable materials

Cardboard, wooden crates, food scraps, food-soiled paper (plates, napkins, cups), beverage containers

Suggestions

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

Success Story

Starting in the late spring, Thursday evenings bring fresh produce, flowers, specialty foods, and live music to downtown San Carlos. The Hot Harvest Nights farmers market features 50 to 60 booths set up in the middle of Laurel Street. The City of San Carlos has achieved a dramatic 81% diversion rate at this annual event, with 2.6 tons of waste kept out of landfills in 2007.

Did you know?

Four plastic soda bottles can make 1 t-Shirt from EcoSpun, a recycled PET plastic fiber





Did you know?

Aluminum beverage cans go from the recycling bin to the retail shelf in as few as 60 days

Street fairs and festivals

Recyclable materials

Cardboard, paper, food scraps, food-soiled paper (plates, napkins, cups), beverage containers, plastic bags and cups

Suggestions

- Place marked recycling bins next to waste bins.
- Attach samples or images of the acceptable items (such as cups, plates, and utensils) on the sign for each recycling bin.
- Indicate the location of recycling and composting receptacles in the event program or anyplace else that displays a site map.
- Encourage the sale and use of reusable shopping bags.
- Educate volunteers on recycling procedures.
- Require your vendors to haul their garbage and recyclables back to their businesses at the end of the day, or include the cost of garbage and recycling in your vendor contracts.
- Offer recycling services to vendors for free.
- Provide cups, plates, and utensils to vendors that are either recyclable or compostable. If possible, include printed educational statements on serviceware, such as "Recycle Me" or "Compostable."
- Work with local service providers to collect food scraps and food-soiled paper for composting.

Success Stories

The Fourth of July parade and festival is a popular annual event in Redwood City. The availability of 150 Keep America Beautiful boxes, plus a number of 95-gallon recycling bins, resulted in a 42% diversion rate at 2007's activities.

In Menlo Park, *Sunset* magazine opens its beautiful gardens and buildings for the Celebration Weekend each spring. Travel, gardening, and home-design vendors sell their wares and give demonstrations, while booths along a closed-off section of Willow Road offer the delicious food and beverages that *Sunset* readers expect. The event recycles bottles and cans, mixed paper, cardboard, and organic material from both vendors and participants. In 2007, 34% of the waste generated was recycled.



Step 1

Plan ahead



Creating an earth-friendly event starts as soon as you begin your planning. Think early on about how to build the Three R's (reduce, reuse, recycle) into all aspects of the event.

Assess the situation

If you have organized this event before, write down the kinds and amounts of waste it has generated. Examine where and by whom these items were generated, such as by suppliers, staff, vendors, or attendees. Note which types of waste provide opportunities to reduce, reuse, or recycle.

If this is a first-time event, a 2006 study conducted for the California Integrated Waste Management Board may be helpful to you. Research on 25 different venues and events in California indicated that on average, 2.44 pounds of waste is generated per visitor, per day. For more help, see the section *Tips for Specific Types of Events*, or visit www.RethinkWaste.org.

Map out all the steps necessary to reduce waste and reuse materials, such as researching vendors, writing guidelines for exhibitors, and contacting charitable organizations. Consider assigning a staff person to assist with the planning, implementation, and documentation of your waste-reduction program.

Set goals

The most effective ways to reduce waste are to:

- Prevent it in the first place
- Give preference to reusable materials

Begin by identifying activities to minimize waste from each aspect of your event. Next, make a list of waste reduction goals that can realistically be achieved, given your available time and staff, existing arrangements, and your ability to involve exhibitors and vendors.

For example, can you conduct most of your event planning via e-mail instead of printing agendas or calendars? Does the facility you'll be using already have a contract for recycling? Asking questions such as these early in your planning process can help you set goals for significant reductions of waste materials at your event.

Purchase thoughtfully

The policies you set for purchasing materials for your event—and the purchasing guidelines or rules that you establish for your vendors—can reduce the overall amount of waste, as well as increase the percentage that can be recycled or composted.

- Buy in bulk to reduce the quantity of single-use items and pre-packaged foods.
- When practical, purchase reusable food service items, including cups, plates, and utensils.
- In your catering or food services contract, mandate the use of reusable, recyclable, or compostable items.
- If you offer on-site composting, ask your food service supplier about “environmentally friendly” options, such as bioplastic or other compostable food serviceware.
- When possible, rent instead of buying tables, tableware, linens, carts, area carpeting, computer equipment, overhead projectors, and other items.

Educate your vendors and staff

Vendors, paid staff, and volunteers play crucial roles in reducing waste. Get them enthused about your program, and make sure they understand how they can help make it successful.

- Include waste-reduction information in your communications to vendors, such as on your website and in their registration packages.
- In your orientation meetings prior to the event, educate both paid staff and volunteers about the importance of recycling and proper recycling procedures.
- Make sure all volunteers know which materials will be recycled so that they can direct event attendees to the proper recycling stations.
- Ask vendors, staff members, and volunteers to contribute ideas for waste reduction, and reward those whose ideas you use.
- Send certificates of appreciation to vendors who successfully participate in your waste-prevention program. Consider offering future registration discounts or other awards to top-performing vendors.
- Thank your vendors, staff, and volunteers (by email, if possible!) for their help after the event. Let them know how much waste was prevented or diverted to recycling by their efforts.



Encourage attendees to recycle

Most people want to do the right thing. Make it easy for them to recycle beverage containers or to compost leftover food, and they'll be happy to help.

- If possible, place a recycling bin next to every trash can to make recycling convenient. Select recycling and trash receptacles that are clearly different in color, shape, top opening, and other features.
- Clearly mark your recycling, compost, and trash stations with large, easy-to-read signs—preferably in multiple languages. Include photos or drawings of the proper items for each receptacle.
- Consider using volunteers to monitor the stations and assist visitors in separating their garbage.
- Request or require recycling signage at each vendor's booth or table.
- Highlight your waste reduction efforts in the event's printed program. If the program has a site map, indicate the locations of recycling stations.
- Create displays and issue press releases to draw additional attention to your waste-reduction efforts.
- Make announcements over the public address system to encourage people to go to the recycling stations.
- Place recycling messages on electronic message boards.
- Post recycling successes on your event website.

Prepare to collect data

If you are required by state law to report on your waste-reduction plans and outcomes (see page 5), you'll need to build processes for collecting this information into your strategic planning.

Even if you aren't required to file a post-event report, you may want to collect data so that you can publicize the success of your waste-reduction efforts and set more ambitious goals for future events.

In order to document that waste-prevention and recycling goals were met, make arrangements with your garbage and/or recycling service provider(s) to help you develop a tracking system for waste and recycling measurements. Or ask them to collect the necessary information themselves and provide it to you after the event.

Your data collection process should allow you to:

- Track the approximate number of participants at the event, including attendees, vendors, staff, and volunteers.
- Identify the amount of recyclables that would have been disposed in landfills if there were no recycling program.
- Determine the number of pounds of each material recycled, as well as the amount of waste sent to landfills.
- Document the amount of compostable products purchased that replaced plastic products.

Did you know?

Californians throw away more than 5 million tons of food scraps each year

Questions for your hauler

- How many garbage and recycling carts, bins, and dumpsters will your event require?
- Where should recycling receptacles be placed around the event area?
- Will the hauler commit to providing the data you need to fill out the Post-Event Recycling Report?
- Does the hauler collect garbage as well as compostables and recyclables, or will you need multiple service providers?
- Will recyclables be collected separately by material type, or mixed (containers and paper) together?



Step 2

Establish a timeline

As with other aspects of planning, implementing a successful waste-reduction program involves multiple steps that have to be performed at various times before, during, and after your event. The following checklists will help you stay on top of these various tasks as you get closer to the day of your event. Feel free to customize the checklists for your specific event.

One year before event

- Set specific goals to reduce, reuse, and recycle
- Identify your garbage and recycling service provider(s)
- Estimate the amount and type of waste materials that your event will generate
- Identify where and by whom most recyclables will be generated
- Determine which waste items will be recyclable, compostable, or reusable
- Research vendors of durable, reusable, and repairable products for your event needs and for sample collection reports
- Determine the number and type of collection receptacles you will need
- Make a preliminary list of educational materials and outreach activities

Six months before event

- Purchase products made with recycled content and recyclable products
- Meet with vendors to discuss recycling and waste-reduction opportunities
- Determine ways to reduce packaging

- Research donation opportunities for leftover food and other items (*see Additional Resources*)
- Consider working with local non-profits in collecting recyclables
- Assign personnel to assist in implementing the recycling program
- Determine whether recyclables will be collected separately by material type or mixed together
- Select and order recycling equipment (bins, stickers, etc.)
- Start developing education and outreach components (orientations with vendors/staff, information in event program and vendor packets, signs, press releases, etc.)

Two months before event

- Order recycling and waste services
- Confirm your recycling equipment order
- Determine who will be collecting and transporting recyclables during the event
- Create a diagram of recycling staging areas for vendors and staff
- Include waste-reduction and recycling procedures in vendor packets
- Place orders for printed outreach materials and create a delivery schedule
- Train staff and volunteers on recycling procedures
- Publicize your event's waste-reduction program through displays and promotions
- Inform the media about your waste-reduction program

One week before event

- Confirm donation pick-up (day, time, location)
- Confirm recycling equipment delivery (day, time, location)
- Confirm outreach material delivery (day, time, location)

Day before event

- Place trash and recycling bins next to each other
- Place recycling signage throughout the event venue
- Distribute information about recycling procedures to vendors
- Train staff and volunteers on recycling stations

Day of event

- Publicize recycling throughout the day with announcements
- Monitor recycling and waste stations regularly
- Empty receptacles as needed

After event

- Ensure that receptacles are picked up on time
- Ensure your hauler submits the weight tickets and recycling receipts
- Complete and submit your Post-Event Recycling Report (*see Step 3*)
- Evaluate the results of your waste-reduction program
- Review which waste-reduction procedures did and did not work
- Publicize your waste-reduction successes
- Write up recommendations for your next event
- Ensure that your hauler submits the landfill and recycling statistics you need to file your Post-Event Recycling Report

Step 3

File your post-event report

If you have any questions, call us at (650) 802-3500

If you are required by California law (AB 2176) to file a Post-Event Recycling Report (see page 5) and you are in the jurisdiction* of RethinkWaste, you must submit your completed form to us. You can tear out the form included with this guide and fax it to us. Or visit our website, www.RethinkWaste.org, to get a form that you can submit electronically. You must return the completed form to us within one month after your event.

1 Contact name

List the staff person responsible for implementing your waste reduction plan.

2 Description of waste reduction plan

Give a summary of the measures taken to reduce, reuse, and recycle in preparing for the event, and to provide recycling during the event. Attach additional sheets if necessary.

3 Description of materials collected for recycling

List the types of recycled materials, such as cardboard or glass bottles. If details are not available, describe your recyclables in general terms, such as "beverage containers."

4 Description of waste materials (not recycled)

List the main categories of materials sent for disposal, such as "plastic film" or "foam cups."

5 Amounts of material collected

Contact your garbage and recycling hauler(s) to obtain the weights of materials collected for recycling and disposal (landfill). List the amounts of recycled materials by type, if possible. Otherwise, use mixed (commingled) amounts. If no numbers are available, use your best estimate.

* RethinkWaste service area: Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, and unincorporated San Mateo County.

Post-Event Recycling Report

- 1 **Contact name:** Joe Recycler **Organization:** XYZ Group
Phone number and e-mail address: 650-555-1325 joerecycler@internet.net
Name of event: South Bayside Community Fair **Date(s) of event:** Dec. 15, 2008
Description of event: Community fair featuring local organizations, food, music & crafts
Admission fee? Yes No
Location of event: 1600-1800 blocks of Main Street
Number of participants: (includes attendees, vendors, staff, etc.)
- 2 **Description of waste reduction plan:** Fair will have recycling bins, food composting bins, and large signs. See attached for details.
- 3 **Description of materials collected for recycling:** Bottles, cans, food & food-soiled paper
- 4 **Description of waste materials (not recycled):** Plastic cutlery, plastic food trays, plates and cups

Name of hauler/collection company: EF Collection Company
If event does not recycle, explain why:

Number and size (in gallons) of recycling receptacles: 100 32-gallon receptacles

Please document the amounts of material recycled as well as waste disposed by this event:

	Pounds Recycled				Total Pounds Recycled	Total Pounds of Garbage Disposed
	Food and Beverage Containers	Cardboard / Paper	Organics	Other		
5 Event Totals	285	0	200		R 485	L 200


Total Recycled + Total Landfilled = Total Generation

R 485 + L 200 = G 685

Diversion Rate = $\frac{\text{Total Recycled } R}{\text{Total Generation } G} = \frac{.708}{1} \times 100 = 70.8\%$

Generation per Participant = $\frac{\text{Total Generation } G}{\text{Number of Participants } P} = \frac{.685}{5465} = .125$ lbs. per participant

Submit this form within one month after your event.
 Fax the completed form to RethinkWaste at (650) 802-3501, or visit our website at www.RethinkWaste.org to submit the form electronically. If you have any questions, please contact RethinkWaste staff at (650) 802-3500



RethinkWaste
South Bayside Waste Management Authority

Post-Event Recycling Report

Contact name: _____ **Organization:** _____

Phone number and e-mail address: _____

Name of event: _____ **Date(s) of event:** _____

Description of event: _____

Admission fee? Yes No

Location of event: _____

Number of participants: (includes attendees, vendors, staff, etc.)

Description of waste reduction plan: _____

Description of materials collected for recycling: _____

Description of waste materials (not recycled): _____

Name of hauler/collection company: _____

If event does not recycle, explain why: _____

Number and size (in gallons) of recycling receptacles: _____

Please document the amounts of material recycled as well as waste disposed by this event:

Pounds Recycled					Total Pounds Recycled	Total Pounds of Garbage Disposed
	Food and Beverage Containers	Cardboard / Paper	Organics	Other		
Event Totals					R	L

Total Recycled + Total Landfilled = Total Generation

$$\boxed{R} + \boxed{L} = \boxed{G}$$

Diversion Rate = $\frac{\text{Total Recycled } R}{\text{Total Generation } G} = \boxed{} \times 100 = \boxed{} \%$

Generation per Participant = $\frac{\text{Total Generation } G}{\text{Number of Participants } P} = \boxed{} \text{ lbs. per participant}$

Submit this form within one month after your event.
 Fax the completed form to RethinkWaste at (650) 802-3501, or visit our website at www.RethinkWaste.org to submit the form electronically. If you have any questions, please contact RethinkWaste staff at (650) 802-3500



Additional resources



Waste-reduction tips

You can find additional waste reduction and recycling tips for events on these websites:

- www.recycleworks.org/business/event_planning.html
- www.ciwmb.ca.gov/Venues

Event greening services

Green Mary	(707) 548-7582	www.green-mary.com
Good Green Graces	(415) 577-5237	www.goodgreengraces.com
Total Recycling Associates	(510) 910-6451	

Where to donate leftover items and usable food

The following local organizations accept materials for reuse. Contact them for details.

Salvation Army	(800) 958-7825	www.salvationarmyusa.org
Goodwill Store	(888) 446-6394	www.goodwill.org
St. Vincent de Paul Society	(650) 871-6844	www.svdpusa.org
Catholic Charities	(650) 343-1920	www.catholiccharitiesusa.org
Episcopal Church of St. Matthew	(650) 344-0921	www.episcopalstmatthew.org
Assistance League of San Mateo County	(650) 342-2367	www.sanmateocounty.assistanceleague.org
Shelter Network	(650) 685-5880	www.shelternetwork.org
Second Harvest Food Bank	(650) 610-0800	www.2ndharvest.net

“It’s a win-win. People love events that cut down on garbage, and organizers are finding ways to save money and the environment while raising awareness.”

Mary Munat, owner of Green Mary



Summary of AB 2176

In September 2004, AB 2176* was signed into law to make recycling available and convenient to the public attending large venues and events, and to promote planning for recycling in those situations. The law requires that in their annual solid waste and recycling reporting to the state, local cities and counties report on progress with waste reduction and recycling at the top 10 percent of large venues and special events in their jurisdictions.

Definition of Large Event

- Attracts 2,000 participants (attendees, staff, vendors, etc.) per average day of operation.
- Charges admission price, or is free and sponsored by the city or county

Definition of Large Venue

- Permanent facility that seats or serves an average of more than 2,000 participants (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 should include:

- The name and location of the event or venue
- A description of the event or venue
- A brief description of types of waste generated
- Descriptions of the types and amounts of waste disposed and diverted
- A description of existing solid waste reduction, reuse, and recycling programs
- If no such programs are in place, an explanation of why
- Contact information for the person(s) submitting the 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 California Public Resources Code, and amending section 42911, effective January 1, 2005.

View the full text of AB 2176 at: www.leginfo.ca.gov/pub/03-04/bill/asm/ab_2151-2200/ab_2176_bill_20040929_chaptered.html.

Find answers to frequently asked questions about the law at: www.ciwmb.ca.gov/venues/mandates/reportingve.htm.

Find out more about how to reduce, reuse, and recycle at:

RethinkWaste.org



Transforming the way we think about trash.

Rethink Waste/SBWMA

610 Elm St. Suite 202

San Carlos, CA 94070

Phone: (650) 802-3500

Fax: (650) 802-3501

www.RethinkWaste.org

Rethink Waste/SBWMA member agencies: Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, unincorporated San Mateo County, and the West Bay Sanitary District.

Rethink Waste/SBWMA wishes to thank the StopWaste Partnership of Alameda County for allowing us to use excerpts from *Are You Ready? Special Event Best Practices Guide*, which can be download for free at www.StopWaste.Org.