

SPECIAL EVENTS WASTE & RECYCLING PERMIT TOOLKIT



SLCgreen

Salt Lake City Division of Waste & Recycling
Department of Sustainability
Waste & Recycling Permits Office



SPECIAL EVENTS WASTE & RECYCLING PERMITS TOOLKIT

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Introduction

As repeat city event planners surely know, events both large and small have a significant, physical impact on the parks, streets and other public and private spaces in which they take place. If event teams are under-prepared, these event spaces can wind up strewn with litter, making it at times nearly impossible to recognize post-event and, sometimes, even mid-event. Preparation and planning go a long way towards presenting a professional-looking event for attendees, while also preventing huge messes that often need hours of clean-up following the event.

Salt Lake City Waste & Recycling's Waste Management Plan (WMP) form and approval process is designed to help you and your team properly prepare, waste-wise, for your event. Most essentially, we use these forms to help you plan out waste services, including the following:

- Garbage, recycling, and compost bin rentals
- Scheduling for bin delivery, services and collection
- Coordinating plans to keep recycling and compost contamination as low as possible
- Planning out post-event grounds clean-up

Many event teams go above and beyond recycling to create an event that's truly sustainable, including incorporating water refill stations, solar-powered generators, green teams guiding attendees to limit bin contamination, educational recycling/sustainability tables and games, and much more in their event plans. Our WMP form encourages event planners to outline and share all these various green-minded plans. We love to know what you're doing so that we can help other event teams achieve similar sustainability goals!



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WHY SHOULD OUR EVENT WORRY ABOUT SUSTAINABILITY?

1. It's something your attendees likely want.

More often than not, event-goers *want* to see sustainability made a priority and many people seek out greener events. Just as consumers – particularly millennials and Gen Z – are choosing sustainable brands more and more, so too are event attendees expecting eco-conscious choices to be made in putting on the events they attend. As young adults comprise a majority of event attendees, it's crucial to make your event as attractive to this demographic as possible.

2. It helps the local economy.

Recovering materials through recycling creates jobs and spurs Salt Lake City's growing recycling sector. Recycling industries create up to 10 times as many jobs as landfilling waste and help boost our city's economic growth. Plus, many sustainability initiatives can involve partnering with local environmental businesses and non-profits.

3. It's the right thing to do.

Looking at recycling alone, environmental benefits can be found at every stage of a product's lifecycle – from mining of raw materials through production, use, and final disposal. Redirecting waste to serve as raw material through recycling conserves valuable natural materials, saves energy used in extracting and processing those resources, reduces greenhouse gas emissions, and decreases air and water pollution from disposal.

Other initiatives only further these environmental benefits. Any plans that help reduce recycling contamination (proper signage, green teams to assist attendees, etc.) mean more recycling and, thus, more waste materials made available as raw material. Waste reduction projects save energy, resources, and greenhouse gases in their own right. Every little change that 'greens up' your event, when added together, can make for a massive impact!





WASTE MANAGEMENT PLAN DETAILS

Do I need WMP approval for my event?

If your event is one that needs WMP approval, SLC's Event Permits office will most likely include it on your pre-approval permits checklist. Typically, events that meet one or more of the following parameters will need WMP approval before receiving a final event permit approval:

- Your event anticipates more than 100 attendees
- Your event team will be selling and/or giving out food and drink
- Your event will feature private food and drink vendors on-site during the event

WMP Form Details

The WMP form (a Google Form accessible [here](#)) helps our office ensure you've considered your waste-related needs for your upcoming events. For example:

- What are the strategies your team is taking to reduce waste generated throughout the event?
- What sorts of waste – recyclable, compostable or just garbage – will your event produce?
- What types of and how many bins will you need and where will you be getting bins/services for this event?
- How will you ensure the following:
 - Litter is kept cleaned up
 - Bins do not overflow
 - Attendees use recycling and/or compost bins appropriately

What happens after I've submitted the WMP form?

Upon WMP form submission, if any revisions are necessary, our Waste & Recycling Permits office will reach out to review these with you. A final, formal approval email will go out with Event Permits, invoicing persons, Parks Office supervisors and any other necessary persons CC'd for their reference. Based on your preferences from the WMP form, this formal approval email will outline specific plans for scheduling and locations of garbage/recycling/compost logistics.

In anticipation of your event, should any revisions to bin orders, delivery/pick-up locations, etc. need to be made, we ask that you submit these no later than one week prior to our scheduled bin delivery date.

If you have any questions pertaining to bins, services, or other waste and recycling specifics, please contact our **Permits Office** at **(801) 535-6984** or write us at wastemanagementplan@slcgov.com.



SERVICES OPTIONS AND FEES

Bin/Service Options

If you're requesting bins and services from SLC Waste & Recycling on your WMP form, the following options are available:

- Garbage, recycling and compost bins
 - Recommendation is for one (1) garbage and one (1) recycling bin for every 100 anticipated attendees
 - Compost bins are only available for events that anticipate acceptable, compostable waste. Review the list of materials [on our website](#) before including requests for compost bins in your WMP form. Refer to Appendix A1.d for acceptable compostable waste. *Please note:* Disposable packaging, serveware, cutlery, and bags that say they are "compostable" are not accepted in our compost containers.
- Timed and location-specific delivery of bins
- Curbside bin audits following events with our recommendations for future improvements



Fees and Invoicing

The following fees may apply to your event, either as accrued through pre-event rentals or applied post-event as additional fees.

Bin Rentals from Salt Lake City

Twenty-two dollars (\$22) per garbage bin, includes up to 1 recycling bin and 1 compost bin at no additional charge.

Contamination fees

Any recycling or compost bin that is deemed too contaminated and must be disposed of as garbage will be charged as an additional garbage bin at \$22 per contaminated bin.

Additional employee hours

At thirty dollars (\$30) per additional employee hour, this fee may be charged for any additional time spent gathering bins up from event grounds, cleaning up litter strewn around event grounds, lining up bins curbside for servicing and collection, etc. Minimum charge is thirty dollars (\$30).

Additional bin services (for events that span multiple days)

Four dollars (\$4) per bin serviced, regardless of type (garbage, recycling or compost).

An invoice for fees covering bin rentals and services will be delivered to you a minimum of two weeks prior to your event. Payment for these fees is required one week prior to your first event day.

Fees associated with contamination, additional employee hours, and/or additional bin services will be invoiced and delivered to you in the days immediately following your event. Payment of these fees is required within seven days after delivery of this invoice.



ENSURING SMOOTH, CLEAN WASTE & RECYCLING

There are all sorts of methods for ensuring a smooth waste and recycling system for your event, especially if your team can take the time to plan things out well ahead of your event date. Below are several strategies you will want to consider:

1. Rallying Your Event Team
2. Vendor Rules & Regulations
3. Event Signage for Proper Recycling & Composting
4. Event Green Teams
5. Planning Out Post-Event Cleanup

1. Rallying your Event Team

Getting your entire event team on board with the importance of recycling or, if applicable, your grander sustainability plan is essential for success. If simply planning for recycling and/or composting services, be sure that everyone on your team knows what belongs in which bin (please see resources at the end of this document as well as provided signage), and why it's so important to reduce contamination. We can help with messaging and materials if you have any questions. For any other sustainability agendas, especially if these agendas are new for this year's event, share info on why they're being implemented now, any cost savings you may be achieving through these new programs, or, if no monetary savings, discuss resource savings by switching away from resource-intensive materials or processes that are being replaced.

You will have to be the one to judge how to get this information out there. If you have a smaller, well-connected event team, a series of email correspondence might be enough. Whenever possible, incorporating a brief presentation or lesson into an event team meeting can ensure everyone is taking your sustainability goals seriously.

2. Vendor Rules and Regulations

Even if your event team is completely on board, it is very difficult to achieve your sustainability goals without the support of your vendors and other

tablers. We know that you know your vendors better than us, so it will be up to you to judge just what is most effective. Some ideas for getting the message out:

- Email chains
- Pamphlets and handouts
- Vendor meetings
- Signed vendor agreements

Regardless of how you communicate your sustainability goals, be sure to explicitly outline just what services you're providing and efforts you're making to meet these goals. If your vendors only know part of your plans, participation will likely be partial as well.

3. Event Signage for Proper Recycling and Composting

Education signage to guide attendees to proper disposal is key for successful recycling and composting at your event. SLC Waste & Recycling provides printable signage on our website that can be taped onto bins for the duration of your event. However, if you wish to design your own signage for your event, just be sure your recycling and composting guidelines match up with SLC's





permissible [recycling](#) and [compost](#) materials. (See appendix for resources.)

SLC Waste & Recycling also has a limited number of large, wind-flag style signs available for rental. These work great if you're planning to create waste and recycling stations throughout your event grounds, as they easily draw the attention of your attendees. Please contact our office for more information on numbers available and rental logistics.

4. Event Green Teams

Whether drafted from volunteers or your own employees, creating a "Green Team" for your event can be a huge benefit to your sustainability goals. Having dedicated individuals available to station themselves at recycling and composting bins to guide event-goers towards proper disposal, patrol event grounds for litter, change out bins in case of overflow, and refill dedicated water stations can be a massive help in lessening workload on the rest of your team.

When and where possible, consider this an opportunity to partner with any sustainability groups who may be interested in involving their own volunteers or team members. You may consider offering complimentary festival entrance or event-themed swag (people love free swag!) as an incentive for your Green Team volunteers.

5. Planning Out Post-Event Cleanup

The night or days after an event can be the most stressful and draining for many reasons. All of the pent-up, pre-event excitement and energy has given way to exhaustion for you and your team. And the last thing you'll want to worry about is litter pick-up and arranging garbage bins curbside. Here are a few ideas that might help in making this process smoother and easier:

- **Enlist your Green Team.** With their boots-on-the-ground approach, they were the ones helping event-goers sort recyclables from garbage and otherwise championing sustainability during the course of your event. Now, they've got one final task in helping clean

up. Pass along a checklist and let these experts own it.

- **Bring in a fresh group.** Got a larger group of volunteers than you know what to do with? Have some employees who haven't had much to do since your event started up? Assign these (relatively) fresh and rested team members with post-event clean-up duties and give those exhausted during the course of the event an earlier checkout.
- **Appoint a clean-up captain.** Pass along a checklist to a 'clean-up captain' and let this person figure out the details of the litter pick-up, curbside bin arrangements, and other event grounds clean-up tasks. They'll have a sole assignment on which to focus on and, if these things are completed earlier than expected, can loop back around and rejoin any other post-event projects once these tasks are completed.



SLC GARBAGE + RECYCLING BINS: THE DOS AND DON'TS

For those event teams utilizing SLC Waste & Recycling's garbage, recycling and/or compost services, here are some suggestions for setting up bins around your event grounds, limiting contamination, and arranging bins post-event for our servicing and collection.

Keep in mind: excessive contamination or failure to have bins prepared curbside for our post-event services can result in additional fines.

A. Post-Event Bin Staging



GOOD



A little crowded, but neat and orderly.



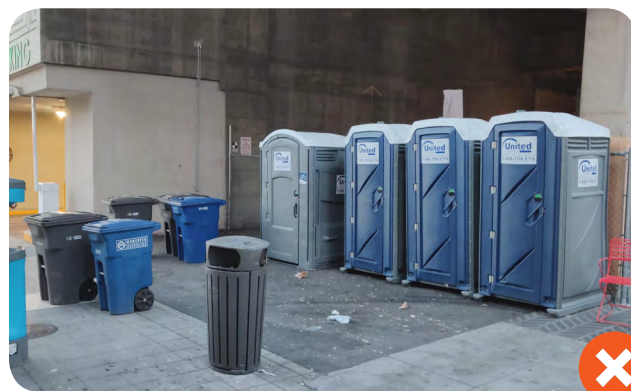
Perfect parking lot pick-up!



BAD



Not in a single row, litter on street, pallet blocks bins.



Bins not lined up on curb, litter on plaza.



B. Contamination



GOOD



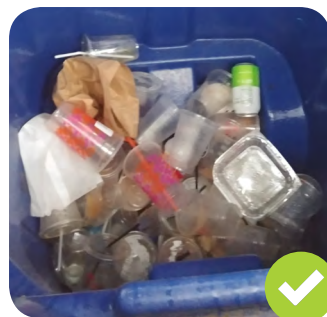
A few contaminants (coffee cups and plastic cups with straws and liquids) but mostly clean recyclables.



Great recyclables – paper, cardboard, a clean and empty plastic cup!



Another great example of clean recyclables!



Besides the straws, this looks quite clean!



BAD



The cardboard is recyclable, but the plastic pouch inside the cardboard box belongs in the trash.



Dirty, food-spoiled cardboard trays are NOT recyclable – only clean and dry, please!



Giant sheet of plastic wrap and smaller plastic bags need to be trashed! Plastic bags and plastic film are NOT recyclable in Salt Lake City bins.



Plastic straps cut from a cardboard package are not recyclable, although the rest of this looks good.



APPENDIX

A1 Recycling and Compost Signage

A1.a Special Event Recycling Sign 8.5" x 11"

A1.b Special Event Recycling Sign 11" x 17"

A1.c Simple Recycling Sign

A1.d Compost Sign

A2 Sample Vendor Agreement Form

A3 Additional Resources



Recycling and Compost Signage

Salt Lake City Sustainability Department has created a variety of recycling signage to suit a range of special event needs, available on the following pages.

Visit www.slc.gov/sustainability/recycling-signage/ for the full list of signage options.

Recycling Bins

The following restrictions apply to Salt Lake City recycling bins:

- Plastic bags, films, or wraps of any kind are not allowed in the blue container.
- Do not enclose recyclables in plastic bags or kitchen bin liners. This will prevent your items from being recycled.
- No expanded polystyrene ("Styrofoam").
- No shredded paper.

Compost and Yard Waste Bins

Eligible material for the brown yard waste bin includes weeds, lawn clippings, leaves, tree branches, tea bags, coffee grounds, fruit & vegetables, and eggshells.

Items **not accepted** in the brown bin include biodegradable/compostable packaging (which cannot be processed at this time), paper plates, animal waste, plastic bags, meat/dairy, recyclables, paper, paper bags, napkins, or other material that should be recycled or landfilled.



RECYCLING



NO



LIQUIDS

NO



STYROFOAM

NO



FOOD, NAPKINS,
PLATES, UTENSILS

NO



PLASTIC BAGS,
FILM, OR WRAP

✓YES



PLASTIC BOTTLES



ALUMINUM DRINK CANS



CARDBOARD BOXES



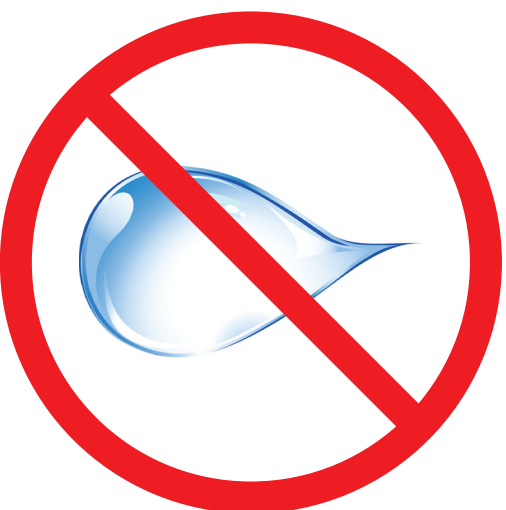
MIXED PAPER



RECYCLING



NO



LIQUIDS

NO



STYROFOAM

NO



FOOD, NAPKINS,
PLATES, UTENSILS

NO



PLASTIC BAGS, FILM,
OR WRAP

✓ YES



PLASTIC BOTTLES



ALUMINUM DRINK CANS



CARDBOARD BOXES



MIXED PAPER

Recycle?

YES



Boxes



Cans



Cardboard packaging



Paper



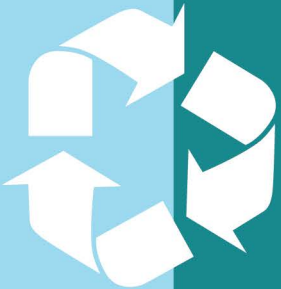
Plastic Containers



Paper Bags



Books



Salt Lake City Curbside Compost Can | www.slcgreen.com | 801-535-6999

YES!

PLEASE PLACE ALL OF THE
FOLLOWING MATERIALS IN YOUR
BROWN COMPOST CAN:



Fruits & Vegetables
(whole or scraps)



Tea Bags & Coffee



Meats/Dairy



Animal Waste



Dirt



Leaves (NO BAGS!)
& Tree Branches



Weeds & Lawn Clippings



Eggshells

NO!



Biodegradable/
Compostable
Packaging



Paper Products
Coffee Filters



Plastic Bags



Construction Wood
Particle Board



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Sample Vendor Agreement Form

Dear vendor,

We are so excited for you to be a part of our [event name] this year and cannot wait for our event to get started!

One of our major focuses for our event this year is sustainability. As part of this, we are planning to make the following services available to our event attendees and vendors:

- Recycling & Compost. ____ (ct.) recycling bins and ____ (ct.) compost bins from _____ [service provider]
- Refillable water bottles
- _____ [any other sustainability-centric services you’re planning for your event]

We will also require the following of our event vendors:

- No food, art, gifts, or any other items are to be given or sold to attendees packaged in Styrofoam or any other varieties of polystyrene or other foam packaging (including block foam, peanuts, food trays, drink cups, etc.)
- No food, art, gifts, or any other items are to be given or sold to attendees packaged in any plastic bags unless explicitly requested by attendees
- _____ [any other sustainability-centric requirements for vendors]

.....

I, _____ [signee’s printed name], on behalf of _____
[vendor company name], hereby agree to the above requirements as outlined by the _____
_____ [event name] organizing team.

Signature: _____ Date: _____

This and other vendor agreement forms must be signed and submitted at least one week before the first day (____/____/20____) of our event!



Additional Resources



Keep America Beautiful Recycling at Work campaign

<http://recyclingatwork.org>

Recycling at Work is an initiative by Keep America Beautiful to support businesses that want to increase recycling in the workplace. Recycling at Work offers action plans, discounts on recycling bins and other valuable tools to start and expand workplace recycling. A key focus of the program materials and tools is more effective employee engagement.



Utah Recycling Alliance

<http://utahrecyclingalliance.org>

The Utah Recycling Alliance (URA) is a nonprofit organization whose mission is to empower people, organizations and communities statewide to create a zero waste lifestyle by building successful models and practices that promote reuse, recycling and resource conservation. Visit their website for information on local recycling resources and upcoming special events.



RCU

Recycling Coalition of Utah

Recycling Coalition of Utah

<http://utahrecycles.org>

RCU is a coalition of municipalities, businesses, institutions and individuals committed to improving recycling in Utah. As the State of Utah's official resource on recycling, RCU provides value to existing and new members committed to increasing and improving recycling, conservation and solid waste reduction in Utah.



Salt Lake County Landfill

<http://slco.org/landfill>

The Salt Lake County Landfill is open Monday-Saturday from 7:00 a.m. to 5:00 p.m. and accepts all municipal solid waste, including household hazardous waste and green waste (compost). Learn more about hard-to-recycle items and associated fees on their website, or by calling (385) 468-6370.

Salt Lake County Health Department

<http://slcohealth.org/programs/environmentalHealth>

Salt Lake County's Environmental Health Bureau manages environmental health regulations for Salt Lake County, including sanitation, water quality, and household hazardous waste.



Energy Star

https://www.energystar.gov/buildings/owners_and_managers/existing_buildings/use_portfolio_manager/track_waste_materials

Energy Star's Portfolio Manager helps organizations benchmark and improve energy performance, track waste, prioritize efficiency measures and verify energy reductions. Visit their website to find resources and begin tracking your waste materials today.



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