



Application for Special Event, Parade, or Race

A SIMPLE GUIDE TO A WASTE AND RECYCLE MANAGEMENT PLAN

Manitou Springs City Council strongly recommends that all events servicing 100 people or more have a waste and recycle management plan for the use of Memorial Hall, City Parks, and City Pavilions. It is the responsibility of the event organizer to meet all waste/recycle/compost management costs associated with the event.

The following guidelines are provided to assist you in completing a plan and making your event “Waste Wise”.

WASTE, RECYCLING, AND COMPOST COLLECTION AND DISPOSAL

Arrangements must be made with a Waste Hauler for collection and disposal of waste at the event.

All waste, recycling and compost is to be transported to a licensed processing facility.

COLLECTION FACILITIES:

There are four types of waste collection: **Landfill Trash, Recyclables, Compostables, and Liquid.**

Separate containers should be provided for each type collected. A Landfill/Waste container should always be paired with a Recycle or Compost container to avoid contamination.

- Collection Bins can be the standard 32 gallon roll-offs provided by Waste Contractors or other containers the event organizer finds suitable.
- Liquid waste can be collected in a standard 5-gallon plastic can and emptied into the portable restrooms provided for the event. It is up to the event organizer to get approval from the portable restrooms provider for this use. Securing a screen on top of the liquid bin containers is necessary to prevent solid food products (like lemon slices for lemonade) from being dumped into the portable restrooms. See photograph at the end of this document for example.
- **All bins should be clearly labeled.** Overhead signage on waste and recycling stations assists event participants in location stations.
- **Separate “Waste Stations” should be provided for the public and vendors.** Waste Stations are composed of one bin for each type of waste you are collection. They should be clustered together. The Waste Stations should be located where they are most required: For the public, this will be in thoroughfares and eating areas. They may include bins for co-mingled recycling, solid waste, liquid waste, and composting (where food and drink is served).
- Make sure the food and beverage vendors have an adequate number of containers. If space is an issue, assign a staff person to assist the food vendors in disposing of their waste into the proper containers throughout the event.
- **Servicing of waste and recycling bins** should be carried out regularly throughout the event to ensure that a build-up of materials and littering does not occur. For very large events the smaller roll-offs are periodically emptied into larger roll-offs that are positioned at the edge of the park and remain throughout the event. All large and small bins/roll-offs must be removed at the end of the event. To avoid contamination, each larger collection roll-off should be clearly labeled “Trash Only”, “Recycle Only”, or “Compost Only”.
- **Liners for bins:**
 - Plastic bags may be used for lining the Landfill waste bins.
 - Compostable bags must be used for the compost bins.
 - Plastic liners for the single-stream recycle bins are useful for carrying the refuse to the larger storage roll-off, but should not be dumped into the recycle bin. Instead, they should be reused.
 - Dumping plastic bags into the recycle or compost bins contaminates the entire lot.

To ensure a successful waste wise event, one staff person should be assigned to remain after the event is closed to the public to facilitate the proper disposal of waste by the exhibitors.

GENERAL PACKING SUGGESTIONS:

The types of packaging used in an event will determine what types of waste are produced. By considering the best alternatives for all types of packaging, as well as reducing the amount of packaging used, the amount of waste generated and disposed of at landfills can be reduced.

To achieve this, the most important step is to avoid unnecessary packaging in the first place. Consider whether each type of packaging is required, and if it is not, do not purchase or use it – e.g. straws are difficult to recycle/compost and usually are not necessary, while ice cream cones are edible and eliminate the need for other types of containers.

Where disposal of packaging is unavoidable, biodegradable (compostable) products such as paper are best. Whenever possible, avoid the use of non-recyclable, plastic and polystyrene products and packaging.

STYROFOAM PRODUCTS SHOULD NOT BE ACCEPTABLE IN ANY FORM!



Application for Special Event, Parade, or Race

CARRY BAGS:

For a truly waste wise event, plastic carry bags should be avoided. Paper bags, cardboard boxes, and other recyclable or reused containers are your best choice. Many paper products can be purchased that contain recycled content.

Consider offering a small incentive to event attendees who bring their own reusable bags.

FOOD SERVICE VENDOR PACKAGING:

In order to avoid confusion about what gets deposited into the individual bins, it is best to standardize the Service Ware. For instance, ALL cold drink cups could be recyclable plastic – not some plastic and other compostable. And ALL flatware could be compostable. Following is a list of recommended Containers and Service Ware:

Recyclable Containers:

Plastic cups for COLD drinks	Plastic lids for drinks	Plastic water and drink bottles
Glass bottles	Aluminum cans	Aluminum foil

Compostable Service Ware (sugar cane, potato or corn starch):

Bagesse clamshells	Paper cups for HOT drinks	Flatware- all spoons, forks, or knives
Paper napkins/towels	Paper bags & wrappers	Paper plates, bowls, cups for hot & cold foods
Wooden Ice Cream sticks	Wooden chop sticks	
Waxed paper wrappers for sandwiches, turkey legs, burgers, etc...		

Remember, consider standardization such as: ALL cold cups must be plastic recyclable and ALL flatware must be compostable (or ALL recyclable). This will help assist with proper sorting and the return of products to the appropriate material stream.

These food service supplies can be found at distributors like: www.ecoproducts.com – a Boulder, CO business, or www.ultragreenhome.com

PROMOTION AND EDUCATION:

The promotion of waste minimization initiatives that are undertaken during a special event will assist the participants, promote awareness of waste minimization, and present a positive environmental image for the event. Recommended measures include:

- Incorporating a waste wise section into event advertising (e.g. newspaper ads, internet site, posters, and event programs)
- Encouraging participating vendors to display signs that they are proud participants in the Waste Wise Event
- Clear signage on all waste and recycling containers
- Educating staff/volunteers to host waste stations and assist participants in using bins correctly

MONITORING AND EVALUATION:

Evaluation of waste minimization initiatives is valuable in determining how much waste generation was reduced and will assist event organizers in waste management planning for the same or other events in the future.

Examples of monitoring initiatives are as follows:

- Requesting weight amounts for landfill, recycle, and compost from your Waste Contractor(s) to calculate percentages of each
- Advertising the diversion rate from your event. Diversion rate refers to the percentage of material in the total waste stream diverted from the landfill.

For useful information on all aspects of conducting waste wise events, visit http://en.wikipedia.org/wiki/Zero_waste



Application for Special Event, Parade, or Race

An example of different waste bins, liners, signage, and liquid waste bin with screen:

