

# City of Sonoma Special Events Waste Minimization and Recycling Plan (Required Document)

Name of Event: \_\_\_\_\_ Event Organizers Name: \_\_\_\_\_

Name of Professional Recycling Entity: \_\_\_\_\_

Please complete the form below and outline your waste minimization and recycling plan.

Waste reduction and recycling are not only good for the environment, but may save money. Recyclables are collected and hauled at reduced cost as compared to garbage rates, therefore reducing the overall waste handling costs. Even with a minimal and simple event recycling program, waste costs can be reduced by 20%. Minimizing waste also improves the efficiency of an event. The more waste generated at an event, the more time, money and resources must be devoted to collection, transportation, storage and removal of these materials. Reducing waste from the start increases the amount of time that staff can dedicate toward other important projects.

Waste reduction and recycling also help minimize the creation of greenhouse gases. The production, processing and transportation of new materials generate greenhouse gases. By minimizing the purchase of single-use items, there is less demand to manufacture these items and no need to dispose of them.

## Why is this important?

A significant amount of waste is sent to landfill is potentially recyclable. Reducing waste at events and venues can:

- Conserve resources, including energy, water and materials;
- Reduce greenhouse gas emissions;
- Reduce/minimize litter;
- Be a positive marketing tool for the event organizers;
- Increase the environmental awareness of vendors and patrons;
- Create employment in collecting, sorting and reprocessing recyclables; and
- Reduce the overall impact of the event on the environment.

The **Waste Management Hierarchy Diagram** to the right frames the approach to managing and reducing waste.



## Avoid:

Please note the use of Polyurethane a.k.a “Styrofoam” and all single use plastics including those made of “compostable plastic” are prohibited. Items typically made from plastic or compostable plastic include utensils, serving containers, drink containers and drinking straws, the plastic items can be replaced with paper or natural fiber based alternatives i.e. bamboo and wood. Event organizers and their vendors are to avoid the distribution/sales of beverages served in single use plastic containers i.e. bottled water, sports drinks and soda drinks.

## Reduce:

Event organizers can help conserve resources and energy by preventing waste in the first place.

- Reduce unnecessary packaging by buying in bulk or only what is needed.
- Send invites and letters electronically.
- Request electronic versions of printed items.
- Post large, central, easy-to-read display boards or reusable signs instead of distributing programs.
- Request that vendors use reusable containers instead of disposable items.
- Offer a refillable price for reusable glass wear.
- Serve condiments in bulk rather than in single servings.
- Use napkins instead of disposable plates for “finger foods”

## Reuse:

Reuse can significantly reduce the amount of waste going to landfills. The usefulness of products can be prolonged without having to expend significant money or energy.

- Donate floral arrangements and decorations to schools, hospitals, women’s shelters or group homes.
- Encourage attendees to bring reusable cups, utensils, containers and water bottles from home.
- Cut up old T-shirts that are unsuitable for donation, but can be used as cleaning rags.
- If utilizing signage or creating reusable cups for onsite don’t print with dates so that it can be reused for future events.

**Recycle:**

Reincorporating materials into the manufacturing process, instead of taking them to landfill; and decreasing the use of virgin materials, which require more energy and resources to process.

- Large-scale events are required to have a recycling/sorting plan and use a professional or trained sorter for their event, subject to review and approval of the Special Events Manager.
- Cardboard boxes must be flattened prior to recycling in order to not take up precious dumpster space;
- Recycle glass and aluminum cans.
- Start a composting collection program if food and organic waste are generated on-site.

**As the event organizer you are responsible for ensuring that all your vendors are aware of the Guidelines outlining the ban of single use plastics at events occurring at the Plaza and Depot Park. Failure to comply with the ban could impact the future approval of your event application.**

BEST CHOICE: reusable/ washable cups, plates, bowls, utensils, water bottles and straws

SECOND BEST: uncoated paper plates, bowls, containers, straws and wooden utensils

LEAST DESIRED: paper cups/plates/bowls coated with “compostable” substance

BANNED: All single use plastic and compostable plastic cups/plates/bowls/utensils/containers/straws and lids

Each event organizer is required to order garbage carts and yard bins from Sonoma Garbage Collectors (707)966-7555. All 96 gallon carts and yard bins need to be dropped off the Friday prior to your event. Please provide an estimate of your order details below the information will assist City staff with the organization and spacing the garbage enclosure.

We will be ordering \_\_\_\_\_x 96 Gallon Carts and \_\_\_\_\_x Yard Bins

**If available please complete the below information from your 2019 event the information will be used to determine the success of your 2021 Waste Minimization and Recycling Plan.**

**2019 Waste Generated (Type and Amount)**

- a. **Garbage** (landfill) \_\_\_\_\_ 96 Gallon Carts
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans
  - Cardboard: \_\_\_\_\_x 96 Gallon Carts \_\_\_\_\_x 4 Yards Bins
  - Mixed Recycling: \_\_\_\_\_x 96 Gallon Carts \_\_\_\_\_x 4 Yards Bins
  - Aluminum: \_\_\_\_\_lbs
  - Glass: \_\_\_\_\_lbs
- c. **Composting:** \_\_\_\_\_x 96 Gallon Carts \_\_\_\_\_x4 Yard Bins
- d. **Other** (describe) \_\_\_\_\_x 96 Gallon Carts \_\_\_\_\_x4 Yard Bins

**What actions will you are taking to reduce the amount of waste generated at this event?**

- **Pre-event marketing to attendees reminding them to bring their own reusable cups, refillable water bottles and utensils.**

- Offer a refillable price for reusable glass wear.
- Reduce unnecessary packaging by buying in bulk or only what is needed.
- Use washable rags, towels, and napkins for cleaning, instead of disposable napkins and towels.
- Post large, central, easy-to-read display boards or reusable signs instead of distributing programs.
- Request that vendors use reusable containers instead of disposable items.
- Serve condiments in bulk rather than in single servings.
- Choose food vendors who produce foods that don't require extra serviceware
- Use napkins instead of disposable plates for "finger foods"

Describe the plan and outline steps taken to prevent excess waste generation?

Identify how you plan to notify your vendors regarding the ban of Single Use Plastics at events held at the Plaza and Depot Park? (Please see attached Guidelines to the City of Sonoma's Ban of Single Use Plastics at Events held at the Plaza and Depot Park)

If you are utilizing reusable cups or water bottles, please describe the type of cup? Please note that the preferred reusable cups are made out of stainless steel, glass or durable dishwasher safe PBA free plastics.

**FINAL POST EVENT REPORT**  
**PLEASE COMPLETE AND EMAIL A COPY TO LJANSON@SONOMACITY.ORG**  
**FOR CSEC REVIEW:**

Name of Event: \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Final Attendance Number: \_\_\_\_\_

**2021 Waste Generated (Type and Amount)**

- a. **Garbage** (landfill) \_\_\_\_\_ 96 Gallon Carts
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
  - Cardboard: \_\_\_\_\_ x 96 Gallon Carts \_\_\_\_\_ x 4 Yards Bins
  - Mixed Recycling: \_\_\_\_\_ x 96 Gallon Carts \_\_\_\_\_ x 4 Yards Bins
  - Aluminum: \_\_\_\_\_ lbs
  - Glass: \_\_\_\_\_ lbs
- c. **Composting:** \_\_\_\_\_ x 96 Gallon Carts \_\_\_\_\_ x4 Yard Bins
- d. **Other** (describe) \_\_\_\_\_ x 96 Gallon Carts \_\_\_\_\_ x4 Yard Bins

**Was the amount of waste generated/recycled different from your previous event? Was this anticipated? If the amount of waste generated was higher than previous years, what types of waste minimization practices could you implement for future events?**

**If you used a reusable cups did your sorter find them disposed of in the trash/recycling, if so approximately how many?**

**If your event had food vendors please complete the following page, please note City staff will be onsite during the event to perform a walk through. A thorough assessment will be made post event of each vendor.**

**List of Food Vendors Participating in the Event:**

- a. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- b. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- c. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- d. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- e. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- f. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- g. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- h. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- i. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No
- j. \_\_\_\_\_ Compliant to the single use plastic ban? Yes/No

**For those food vendors who were found non-compliant to the single use plastic ban, please list issues that need to be resolved prior to participation in future events.**

## **Guidelines -City of Sonoma's Ban on Single Use Plastic at Events Occurring on the Plaza and Depot Park**

The use of Polyurethane (aka "Styrofoam"-Dow Chemical brand) products at events in the Plaza and Depot Park has been banned for years. On September 5, 2018 the City of Sonoma voted to implement a ban on the use of single use plastics at events held at the Plaza and Depot Park. The Sonoma City Council approved this ban to go in affect for all 2019 events.

China is the main recycler for US materials. Plastics with food contamination or water waste will no longer be accepted by China for recycling. The majority of single use plastic used at Plaza and Depot Park events is directly involved with foodservice and thus will be diverted to landfill. The ban is in response to the dramatic increase in waste being diverted to landfills due to China's changing policy.

Further complications/confusion surrounds what is recyclable and what is compostable. For example "compostable plastic" i.e. biodegradable utensils, cups, and PLA coated paper plates are widely marketed as compostable however, they are not accepted by the City of Sonoma or Sonoma County composting (because these programs are certified organic composting programs). "Compostable plastic" items are not recyclable either unless cleaned after use; hence they end up in landfill. "Compostable plastic" is included in the ban, currently the region lacks a facility to compost these types of products. In the event 'compostable' plastic is composted, under normal landfill conditions (anaerobic, low-moisture) it can take a "compostable" plastic product 100-1,000 years to decompose.

The purpose of the ban is to reduce the amount of waste being sent to the landfill. This policy is designed to encourage event organizers and their vendors to choose more environmentally friendly products. This starts with the type of food being served or being offered for sale. Choose food vendors that sell products that are less reliant on the use of plastic in the preparation and serving of the food item.

The below guidelines were created to assist event organizers and their vendors in the implementation of the ban. This ban includes the distribution and sale of single use plastic water bottles and other beverages sold in a single use plastic bottles i.e. sports drinks, juice, soda products etc.. Products packaged in glass and or paper

All events that are serving drinks will be encouraged to implement a reusable and or ideally bring your own cup program. Reusable products are defined as products made from preferable stainless steel and glass, and less preferable option durable, "BPA Free," machine washable plastic.



Reusable: For example at the 2018 City Party, the first beverage was \$10 and included a reusable stainless steel cup, refills were \$6.

Bring your own cup: promote discounts for individuals who bring their own cups from home. The goal of the policy is to not produce more reusable cups but to encourage individuals to reuse a resource they already have at home.

### **What you can use instead of plastic utensils, plastic cups, plastic containers and plastic plates:**

BEST CHOICE: reusable/ washable cups, plates, bowls, utensils, water bottles and straws  
SECOND BEST: uncoated paper plates, bowls, containers, straws and wooden utensils  
LEAST DESIRED: paper cups/plates/bowls coated with "compostable" plastic substance  
BANNED: All single use plastic and "compostable plastic" cups/plates/bowls/utensils/containers/straws and lids



**What you can use instead of the single use water bottles:**

Event organizers are encouraged to communicate early and frequently to attendees of the event to bring their refillable water bottles to the event. The City of Sonoma is making investments in infrastructure and will be adding an additional water bottle filling station to the Plaza. A link to the location of the water bottle filling stations at the Plaza can be included on your website promotion. Event organizers and/or their vendors can sell refillable branded water bottles at events. For large scale events that would normally sell water or provide water to attendees you are encouraged to rent additional water bottle filling stations and have them prominently displayed for use. For those event organizers who don't have the means to produce refillable water bottles, a simple paper cup or cone can be substituted.

**Thank you for shifting your event process to be more earth friendly!**

The City of Sonoma

Staff Contact For Questions: Lisa Janson, Special Events Manager, City of

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