

City of  
Santa Monica®

# ZERO WASTE SANTA MONICA

## Event Guide to Reduce Waste



**City of Santa Monica**  
**Resource Recovery & Recycling Division**  
2500 Michigan Ave, Santa Monica, CA 90404  
310-458-2223 [www.smgov.net/r3](http://www.smgov.net/r3)

# BE A ZERO WASTE CHAMPION

## COMPOSTING AT WORK: GETTING STARTED

In 2014, City Council adopted a Zero Waste Strategic Plan that will enable the City to reach its Zero Waste goal of 95% diversion by 2030. Community events play a vital role in accomplishing these goals. This document has a variety of key resources to help make any event more green.

In addition new California laws, AB 1826 (Chesbro,2014) and Assembly Bill 32 aim to reduce the amount of organic materials sent to the landfill and increase the production of compost.

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### What will be collected and how?

The City of Santa Monica offers recycling, organics (i.e. food scraps and food-soiled paper) and garbage collection services to events. It's important to plan for the right amount of containers to prevent overflow and increase diversion. City staff will help determine the number of containers needed based on number of expected attendees and event type. Therefore, please fill out the [Zero Waste Management Form](#) (required) to provide details about your upcoming event. Submit form to [r3permittedevents@smgov.net](mailto:r3permittedevents@smgov.net). Once submitted you'll be contacted by staff to review the form.

2

### How to sort materials.



3

### How important is Event Zero Waste Planning?

Planning is important to have a successful zero waste event. City of Santa Monica staff are available to guide you through the process and provide information on how to divert materials from our landfill.

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### Greening your event that goes beyond waste reduction?

Transportation, energy, and water use may also be useful to consider when planning your event.

# 1. WHAT WILL BE COLLECTED AND HOW?

## ZERO WASTE MANAGEMENT FORM

This form is a guide to help the City of Santa Monica meet its Zero Waste goal of diverting 95% of materials from the landfill by 2030. Please submit a completed Zero Waste Management Form (pages 1 & 2) and attach a Site Plan to [r3permittedevents@smgov.net](mailto:r3permittedevents@smgov.net).

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Will you be using the City's Resource Recovery & Recycling services or hiring a City approved private contractor?

- City Service       Private Contractor (Please request list of approved haulers via email)

**\* Note: If using a private contractor, disposal weight tickets are required for ALL material collected. Initial Here \_\_\_\_\_**

Private Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Equipment Set Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Pick Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

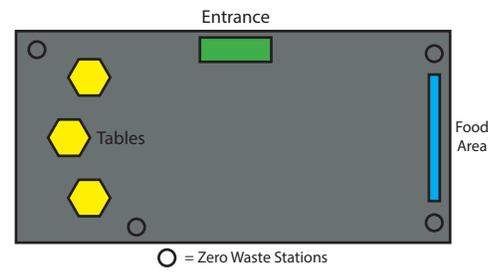
What materials will be generated at your event?

- Recyclable Plastics  Aluminum Cans  Paper  Cardboard   
 Glass  Catered Food  Food Prepared Onsite  Other: \_\_\_\_\_

Description of plan for removal of waste and recyclables during and after your event:  
 \_\_\_\_\_  
 \_\_\_\_\_

- Site plan noting location of all Zero Waste Stations (please attach).

Here is an example of a typical site plan identifying location of the zero waste stations.



# 1. WHAT WILL BE COLLECTED AND HOW?

## ZERO WASTE MANAGEMENT FORM

If your event will include food/drinks, the City of Santa Monica requires a deposit (refundable) to cover any unexpected fees due to cleanup or damage. The fee scale is below:

Refundable Integrated waste management fee (if applicable)

Attendees Expected	No Food/Drink	With Food/Drink
0-500	\$0	\$500
500-1000	\$500	\$1,000
1000+	\$1,000	\$1,500

Note: Return of integrated waste management fee must be requested in writing by completing the attached Customer Refund Request Form **within 30 days of your event**. All refunds will be returned via original method of payment. If the deposit was paid via check, refunds will be made out to the name of the party on the original payment and mailed to the address listed on the check unless otherwise indicated. If the deposit was paid via credit card, the refund will be issued to that credit card.

### SERVICES AND CONTAINERS:

The City of Santa Monica offers a variety of containers to collect materials generated by your event. City staff will help event planners estimate the appropriate number and type of containers needed.

#### Trash or Food

- Event bin rental: \$275.19 per bin (includes one dump)
- Delivery/Removal fee: \$39.90 (up to 5 bins)
- Each additional dump: \$64.84
- Available only in 2 or 3 cubic yard bins

#### Recycling (2 cubic yards)

- Event bin rental: \$275.19 per bin (includes one dump)
- Delivery/Removal fee: \$39.90 (up to 5 bins)
- Each additional dump: \$64.84



Container will be stickered appropriately to identify if Food or Trash Bin

#### Trash

- Event rental: \$ 135.52 (per cart)
- Delivery fee: \$ 26.60 (up to 10 carts)
- Additional cart service: \$ 43.28
- Available in 95 gallon carts

#### Food Only

- Event rental: \$ 135.52 (per cart)
- Delivery fee: \$ 26.60 (up to 15 carts)
- Additional cart service: \$ 43.28
- Available in 35 gallon carts

#### Recycling (35 gallon carts)

- Event rental: \$ 135.52 (per cart)
- Delivery fee: \$ 26.60 (up to 10/95 or 15/35 gallon carts)
- Additional cart service: \$ 43.28
- Available in 35 or 95 gallon carts



**I acknowledge that I have reviewed this plan and agree to the trash and recycling policies herein.**

Date: \_\_\_\_\_ Applicant Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

## 2. WHERE DOES EVERYTHING GO?

### RECYCLING AND ORGANICS

Most events can recycle and compost about 75% of the waste they produce.

#### RECYCLABLE MATERIALS (RECYCLING)



Clean paper & cardboard



Metal containers, trays & foil



Glass containers



All plastics #1-7 except #6

#### REMINDERS & TIPS:

- Place extra flattened cardboard (up to 4'x4') beside cart.
- Help close the loop on your events recycling program by purchasing products made from recycled materials.

#### ORGANIC MATERIALS (ORGANICS)



Food Scraps (includes meat & bones)



Food -soiled paper (includes napkins & tissues)



Beverage paper including coffee filters, tea bags, etc.



Shredded paper (in a paper bag)

#### REMINDERS & TIPS:

- Clear plastic and compostable bags may be put into the organics bin but must be left untied.
- Compostable plastic products, or "bioplastics", are accepted, but not encouraged in our organics program.

## 2. WHERE DOES EVERYTHING GO?

### GARBAGE AND SIGNAGE

Most events do not have much garbage when items are sorted appropriately but you should plan for it. Besides the environmental benefits, recycling and composting more means saving money on disposal.

#### GARBAGE



Drink boxes & pouches



Chip & cookie bags



Plastic straws, lids and utensils



Foam plastic including packaging peanuts, foam cups & trays

#### REMINDERS & TIPS:

Think twice before you toss. Items placed in the garbage are not sorted. Instead, they travel on a one-way trip to the landfill.

#### FOOD SERVICE WARE ORDINANCE

Food vendors must use compostable or recyclable to-go containers.

Disposable polystyrene foam (Styrofoam™) food service ware can no longer be used for food prepared in Santa Monica.

#### SIGNAGE

- Organics, Recycling and Garbage can be confusing. However, signage can make a difference in an effective collection system at events. The City of Santa Monica provides signage for each cart.
- If you prefer customized signs, you may print your own at [www.stopwaste.org/signmaker](http://www.stopwaste.org/signmaker). You may also want to tape or staple items to each sign to help attendees easily sort especially if you don't have monitors to help.



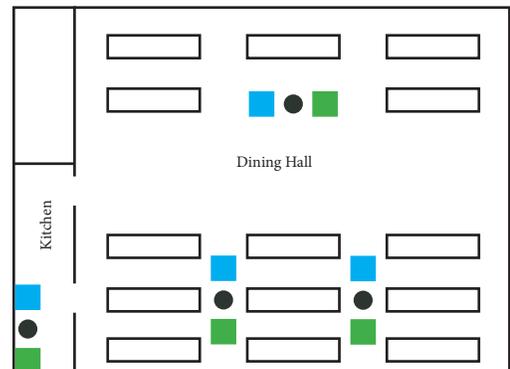
### 3. HOW IMPORTANT IS EVENT ZW PLANNING?

## IT CAN MAKE A BIG DIFFERENCE

To have a successful zero waste event the planner must look at their event from start to finish. Prevent waste initially by limiting the number of giveaways, and encouraging reusable items. Provide education- people need to know what they can recycle or compost and where they can put it. Donate excess food to a local shelter before composting. Have volunteers help with waste diversion efforts. Be an Environmental Champion and use the checklist below for tips on how to reduce waste!

- Volunteer Recruitment**- Consider contacting local schools, leadership groups and clubs for volunteers. Websites such as [www.onebrick.org](http://www.onebrick.org) and [www.volunteermatch.org](http://www.volunteermatch.org)
- Zero Waste Stations**- Plan for “ZW stations” or different containers located together (think the buddy system for containers). Stations (shown on the right) increase proper collection of materials. A container that stands alone turns into a garbage container, no matter how it’s labeled. A site map will allow you to visually consider appropriate locations.
- Make sure the containers are conveniently located in high traffic areas (i.e. entrances, exits and/or eating areas).
- Monitoring**- Staff or volunteers can easily be trained to monitor ZW stations to assist event attendees putting materials in the correct container.
- Vendor Involvement**- Vendors will create the majority of waste, which makes them a major stakeholder in your event. As the organizer, you can determine which products can or cannot be used at the event. Emphasize reusable, recyclable or compostable products.
- Encourage vendors to minimize waste. Will they be handing out straws or giveaways that will ultimately be thrown away?
- Conduct a pre-event meeting that details the requirements of the event. Include “what goes where” information.

Vendors tend to dump materials in the wrong containers due to time constraints. It’s recommended to have volunteers breakdown & pick up cardboard during and after the event.



### Blue Cart Recyclables

These Items Do Belong In Your Blue Cart:

- Aluminum Cans & Foil
- Mail, Newspaper, Magazine
- Glass Bottles & Jars
- Plastic Containers #1 & 2
- Food Boxes and Paper Packaging
- Cardboard
- Phonebooks

Don't Contaminate- These Items Do Not Belong In Your Recycling Cart:

- Garbage and Styrofoam: Place in black garbage cart
- Ceramic Dishes and Cups: Place in a USAgain container
- Clothes, Shoes, or Luggage: Place in a USAgain container
- Food Scraps: Place in green organics cart
- Pizza Boxes: Place in green organics cart
- Sharps: Call 800-714-1100 for proper disposal
- Household Hazardous Waste (i.e., car battery, fluorescent light bulbs): Call 800-714-1100 for proper disposal

To achieve Zero Waste it requires that recyclables, solid waste, and organic materials are placed in their proper carts.

## 4. WHAT ELSE CAN I DO TO GREEN THE EVENT?

## CONSIDER YOUR EVENT'S IMPACTS

Waste reduction is one of many ways to take into consideration when planning on how to reduce the event's overall impact. For example, how will attendees travel to and from the event? By considering the overall impacts you're helping Santa Monica with their Zero Waste and Sustainable efforts. By doing so, you may attract more attendees to your event. The following are some additional resources to consider when planning your zero waste event:

### TRANSPORTATION:

Encourage alternative transportation. The City of Santa Monica has many alternatives like riding public transportation, bicycle, or scooter rentals for participants to use to come and enjoy your event.

- **Bike Rental-** Breeze Bike Share is located at 80 hubs with over 500 bikes throughout Santa Monica. Learn more at [www.santamonicabikeshare.com](http://www.santamonicabikeshare.com). Lyft and Jump also offer electric bikes as another option to get around.
- **Scooter Rental-** Visitors can find four scooter brands operating in Santa Monica – Lime, Bird, Lyft and Jump. These companies offer app-based electric scooters.
- **Big Blue Bus-** Visit [www.bigbluebus.com](http://www.bigbluebus.com) to plan your trip.
- **Expo Line-** Visit [www.metro.net/riding/paid\\_parking/expo-line](http://www.metro.net/riding/paid_parking/expo-line)



### ENERGY:

- The Environmental Protection Agency has a Carbon Footprint Calculator. Visit [www3.epa.gov/carbon-footprint-calculator/](http://www3.epa.gov/carbon-footprint-calculator/) to help you find out your energy use impact and what you can do to reduce it.

### WATER:

- Visit the Office of Sustainability to learn about water saving tips and preventing waterway pollution at [www.smgov.net/Departments/OSE/](http://www.smgov.net/Departments/OSE/)

