



# Resource Recovery & Recycling Division

## Zero Waste Event Planning Guide

**Please complete and submit for review to:**

Resource Recovery & Recycling Division, 2500 Michigan Avenue, Santa Monica, CA 90404  
Phone 310.458.2223 / Fax 310.264.7750

The City of Santa Monica is committed to the Sustainable City policy and goals adopted by City Council in 1994. This policy was initiated “as a way to create the basis for a more sustainable way of life — one that safeguards and enhances our resources, prevents harm to the natural environment and human health, and sustains and benefits the community and local economy—for the sake of current and future generations.” Community Events play a vital role in accomplishing these goals. This document serves as an outline for implementing zero waste practices at community events.

The following checklist is intended to help you prepare a comprehensive zero waste management plan for your event.

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\* (See attached list of approved haulers)

**\* 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

Food Catered  Food Prepared Onsite  Other \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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**INTERNAL USE ONLY**

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Required Items:

- Site plan noting location of all Zero Waste Stations (please attach)
- Refundable Clean Up/Damage Fee (if applicable)

Attendees Expected	No Food/Drink	With Food/Drink
0-500	\$0	\$500
500-1000	\$500	\$1000
1000+	\$1000	\$1500

\* **Note: Returns of deposited funds must be requested in writing within 30 days of your event. Initial Here \_\_\_\_\_**

- Container Delivery and Service Fees.

Number of containers and pick up frequency to be determined based on event needs.

Commodity	Commodity/ Container Size	Delivery	Servicing Fees
Trash or Food	2 or 3 cubic yards	\$132.10 per bin (includes one dump)	First dump included in delivery fee, \$50 per bin for each extra dump
	95 gallon	\$30 (up to 10 containers)	\$30 per container
<b>Food Only</b>	<b>35 gallon</b>	<b>\$30 (up to 15 containers)</b>	<b>\$30 per container</b>
Recycling	2 cubic yards	\$52 per bin (includes one dump)	First dump included in delivery fee, \$50 per bin for each extra dump
	95 gallon Recycling Cart	\$30 (up to 10 containers)	No Charge
	35 gallon Recycling Carts	\$30 (up to 15 containers)	No Charge

INTERNAL USE ONLY

**Containers to be delivered:**

Recycling Containers (Blue)

Container Size	# of Containers	# of Pick Ups	Fees
35 gallon			
95 gallon			
2 yard bin			

Food Scraps Containers (Brown)

Container Size	# of Containers	# of Pick Ups	Fees
35 gallon			
2 yard bin			

Trash Containers (Black)

Container Size	# of Containers	# of Pick Ups	Fees
95 gallon			
2 yard bin			
3 yard bin			

Additional plans required:

Cooking oil plan? \_\_\_\_\_ Pressure washing plan? \_\_\_\_\_ Street sweeping plan? \_\_\_\_\_

**Payments/Deposits Received:**

Refundable Clean Up/Damage Fee: Amount \_\_\_\_\_ Check# \_\_\_\_\_  
 Disposal Fee: Amount \_\_\_\_\_ Check# \_\_\_\_\_  
 Delivery Fee: Amount \_\_\_\_\_ Check# \_\_\_\_\_

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

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

Date \_\_\_\_\_

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



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### **VENDOR INVOLVEMENT**

Get your vendors involved. They will create the majority of waste, which makes them a major stakeholder in your event. As the organizer, you can be in control of the products which are used at your event.

- ❑ Advise vendors of recyclable and compostable paper packaging.
- ❑ Encourage waste minimization; will vendors be handing out straws that aren't really needed?

### **FOOD SERVICE**

The majority of the waste found at large events is organic and can be composted. It is essential that food service providers are aware of the Zero Waste goals of your event.

- ❑ Donate excess food to local shelters, food banks, or soup kitchens;
- ❑ Rent equipment like tablecloths or utensils instead of using one-time use items;
- ❑ Serve food buffet style rather than in "box lunch" form or use finger foods, limiting the number of plates required;
- ❑ If reusable items are not available, use paper compostable plates;
- ❑ Provide drinks and condiments (water, tea, sugars, ketchup, salad dressings, etc.) in bulk instead of in individual packages and servings or use canned drinks as an alternative;
- ❑ Please remember disposable polystyrene foam (Styrofoam) food service ware can no longer be used for food prepared in Santa Monica.

### **SITE PLANNING**

A site map will allow you to visually consider appropriate locations to place your composting/recycling stations. Make sure the bins are:

- ❑ Accessible and conveniently located;
- ❑ Located near food and eating areas;
- ❑ Near entrances and exit points;
- ❑ Close to crowded areas; and
- ❑ Ensure they are accessible by all.

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## Zero Waste Event Planning Guide

Here is an example of a typical site plan identifying all recycling and composting stations.

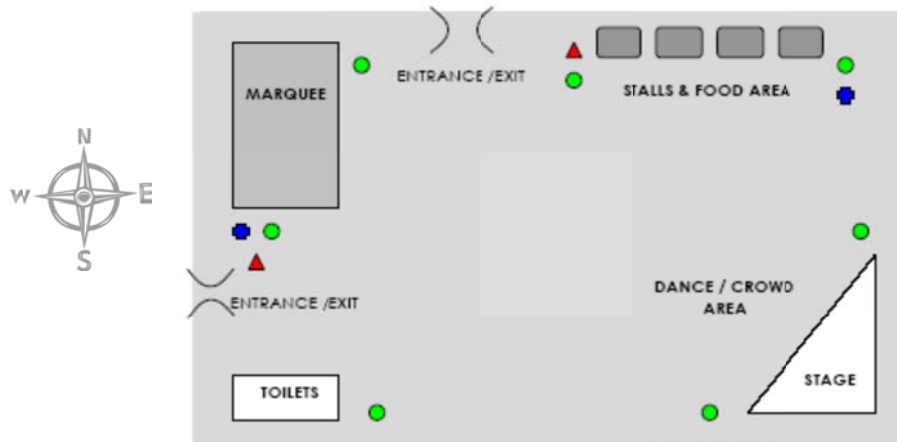


Figure 2: Example site map

- Refuse & Recycling Stations
- ▲ Information Points
- First Aid Stations

### DECORATIONS & GIVE-A-WAYS

Consider the environmental impact of any raffled prizes, give-a-ways, centerpieces, or decorations to be used at the event, and minimizing the packaging for such items.

- ❑ Limit the number of give-a-ways;
- ❑ Make sure all items purchased are either reusable, recyclable or compostable;
- ❑ Instead of pre-filled goodie bags, allow participants to select only the items they actually want. This will avoid unwanted items finding their way to the trash bin.
- ❑ Distribute items to attendees that will help them to reduce waste and restore environmental quality in the future (e.g. cloth bags, native plant seeds, potted plants, etc).

### EDUCATION

Education is a crucial part of your Zero Waste management system. It can also be a powerful marketing and promotional tool for your event.

People need to know what they can recycle and where to put it.

There are various methods that you can use to educate your patrons of the available recycling facilities and it is always better to choose more than one way to educate and communicate. Some suggestions include the following:



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- ❑ Posters & Signs that can be reused at other events;
- ❑ Flags;
- ❑ Man stations with volunteers;
- ❑ T-shirts for staff with the recycling logo in addition to your logo;
- ❑ Press and Media Releases;
- ❑ Information on tickets and invitations;
- ❑ Stamp patrons hands on entry with a recycling logo to keep the goal fresh in their minds; and
- ❑ Regular PA announcements made to remind patrons of the Zero Waste goal.

### **VOLUNTEERS**

Volunteers stationed by your recycling containers can supervise what goes into the bins and will also help to increase public awareness.

This will help reduce contamination and increase the amount of waste that is recycled overall.

It is also a great initiative to involve the community and promote local groups. Your team of volunteers could include:

- ✓ Local students;
- ✓ Sports teams;
- ✓ Local businesses; and
- ✓ Community groups and volunteers

By recruiting and training as many volunteers as possible, you will have a “Zero Waste Management Team” available to assign to various tasks.

### **SIGNAGE**

Plenty of signage is essential for successful recycling. Your signs may incorporate simple wording or even images of the different materials that can be placed in the recycling or composting containers.

- ❑ Clear Wording: Make sure they are easy to read;
- ❑ Placement: Ensure they are positioned where people can see them easily;
- ❑ Photos & Images: Pictures of what you want to go in the bins is very effective;
- ❑ Reusable: Make them reusable and use them for your next event.

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Here are examples of a sign provided by the City that can be adhered to your containers:

### Recyclable Materials Accepted

- Paper & Cardboard
  - Clean, dry only
- Plastics
  - 01 PET
  - 05 PP
- Glass Bottles & Jars
  - soda, wine, beer, spaghetti sauce, pickle jars, bottles, etc.
- Aluminum, Tin, Steel, and other Metal
  - soda, juice, soup, vegetables, and pet food cans; pie tins; clean aluminum foils; and wire hangers




Solid Waste Management Division [www.smgov.net/swm](http://www.smgov.net/swm) 310.458.2223

## Recyclables

Metals/Glass/Plastic/Paper



### WHAT GOES IN WHICH CONTAINERS

#### **GREEN or BROWN CART – “COMPOSTABLES”**

All Food Scraps

Food Soiled To-Go Containers:

- Plates (made from sugarcane, paper, natural fibers)
- Hot Cups (made from paper)
- Napkins

#### **BLUE CART – “RECYCLABLES”**

- Plastic bottles
- Glass bottles
- Aluminum/Steel Cans
- Aluminum Foil
- Clean Paper
- Clean, dry plastic bags
- Cardboard

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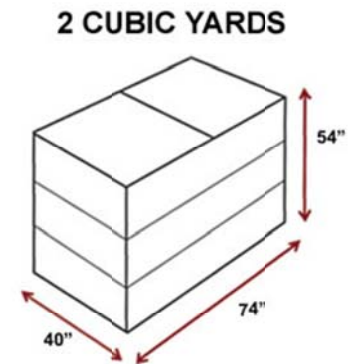
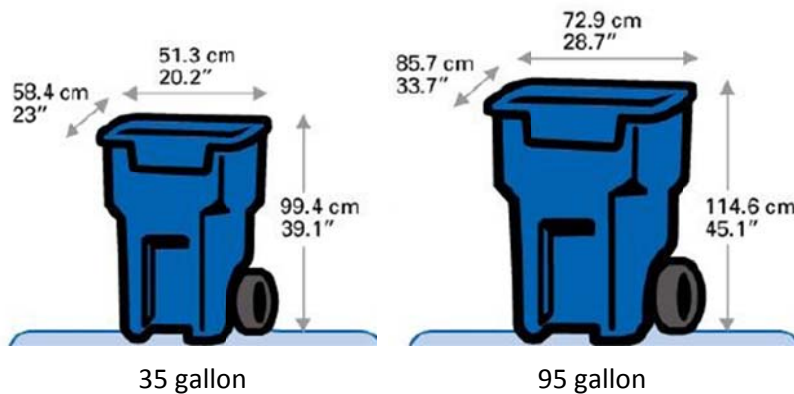
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### HOW TO SET-UP STATIONS

Next you'll need to be strategic about how to collect disposed materials most efficiently from your participants.

- ❑ Place a brown cart with a blue cart consistently at intervals throughout your location;
- ❑ Remove or cover all stand-alone trash cans so that the Zero Waste Stations are used;
- ❑ Create and post Zero Waste signs at the event entrances and exits;
- ❑ Identify high traffic, visible areas for the placement of the Zero Waste Stations;
- ❑ Keep all types of containers clustered together, in the same order and color coded for visual continuity.

### CONTAINER SIZES



Bin dimensions are approximate.



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### **INTERESTING FACTS TO SHARE WITH EVENT PARTICIPANTS**

- ALL food containers and food at this event will be turned into compost (and not buried in the landfill).
- Styrofoam takes hundreds of years to break down and cannot be recycled economically. City of Santa Monica banned all non-recyclable plastic due to damage to marine life.
- 60-90% of ocean litter is made from plastic.
- Ocean litter has affected at least 267 species worldwide, including sea turtles, seabirds & marine mammals.
- Public agencies in California spend more than \$375 million annually on litter cleanup.
- Californians use 165,000 tons of polystyrene (such as Styrofoam®) each year for food service packaging.
- 19 billion plastic grocery bags are distributed in California each year. Fewer than 5% are recycled.
- Bring a reusable bag. Each reusable bag has the potential to eliminate an average of 1,000 plastic bags over its lifetime.
- Since 1960 the waste generated by packaging has increased more than 200%.
- Every ton of recycled paper (2000 pounds) saves approximately 17 trees, 4 barrels of oil, 3 cubic yards of landfill space, 7000 gallons of water and 4,200 kilowatt hours of energy – enough to heat and air condition the average home for almost 6 months.





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### **PUBLIC WORKS DEPARTMENT**

### **Resource Recovery & Recycling Division**

### **APPROVED PRIVATE HAULERS**

**In Good Standing as of January 19, 2011**

- **Using a Private Hauler not on this list or approved by the City will result in forfeiture of performance deposit.**
- **Dumpsters may not be placed blocking alleys, driveways, water vaults, or water meters.**
- **Effective list for fiscal year covering July 1, 2010 through June 30, 2011.**

1. **A Rent-A-Bin/Serv-Well Disposal**, 901 S. Maple Avenue, Montebello, CA 90640  
Phone: (323) 726-4056
2. **Active Recycling Company, Inc.**, 2000 W. Plauso Avenue, Los Angeles, CA 90047  
Phone: (323) 295-7774
3. **Athens Services / ADS**, P.O. Box 60009, City of Industry, CA 91716  
Phone: (626) 336-3636
4. **Alexander Demolition & Hauling**, 15533 Patronella Avenue, Gardena, CA 90249  
Phone: (310) 538-4774
5. **American Integrated Services, Inc.**, 1502 East Opp Street, Wilmington, CA 90744  
Phone: (310) 522-1168
6. **American Wrecking, Inc.**, 2459 Lee Avenue, South El Monte, CA 91733  
Phone: (626) 350-8303
7. **Arrow Disposal Service Inc.**, P.O. Box 2917, La Puente, CA 91746  
Phone: (626) 336-2255
8. **California Waste Services, LLC**, 621 W. 152<sup>nd</sup> Street, Gardena, CA 90249  
Phone: (310) 538-5998
9. **Central City Enterprises**, 5935 Rickenbacker Avenue, Riverside, CA 92504  
Phone: (951) 343-2000
10. **Central Reclamation**, 2930 E. Pico Blvd, Los Angeles, CA 90023  
Phone: (310) 748-8473
11. **Chris' Hauling**, 29540 Bernice Drive, Rancho Palos Verdes, CA 90275  
Phone: (310) 962-1944
12. **Commercial Waste Services, Inc.**, P.O. Box 820, Montebello, CA 90640  
Phone: (800) 947-8224
13. **Consolidated Disposal Service**, 12949 Telegraph Road, Santa Fe Springs, CA 90670  
Phone: (800) 299-4898
14. **Cordova Construction Service**, 12506 Montague Street, Pacoima, CA 91331  
Phone: (818) 896-0509
15. **Crown Disposal Co.**, P.O. Box 1081, Sun Valley, CA 91352  
Phone: (818) 767-0675
16. **D' Angelus Hudson Disposal**, P.O. Box 1727, Montebello, CA 90640  
Phone: (626) 705-1343, Email: [d.adgajaian@worldnet.org](mailto:d.adgajaian@worldnet.org)
17. **Davcas, Inc**, 841 Big Spring Court, Corona, CA 92880



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- Phone: (310) 989-8897
18. **Direct Disposal**, 5901 Warner Avenue PMB 229, Huntington Beach, CA 92649  
Phone: (323) 262-1604
  19. **Full Circle Recycling Co.**, 1920 Randolph Street, Los Angeles, CA 90001  
Phone: (310) 417-8211
  20. **IRS T.I. Demo**, 9309 Rayo Avenue, South Gate, CA 9028  
Phone: (323) 357-6900, Email: irsdemo@irsdemo.com
  21. **J.C. Roll off L.L.C.**, 18645 Sherman Way, Suite 111, Reseda, CA 91335  
Phone: (818) 345-2228, Email: binrentals@sbc.global.com
  22. **J&L Hauling & Disposal, Inc.**, P.O. Box 630340, Simi Valley, CA 93063  
Phone: (805) 581-9781, Email: jnlhnd@aol.com
  23. **J&M Containers**, P.O. Box 249, Sun Valley, CA 91353  
Phone: (818) 764-2616, Email: jmcontainers@yahoo.com
  24. **Jimenez Services**, 11875 Freeman Avenue, Hawthorne, CA 90301  
Phone: (310) 864-1483, Email: laura\_marmolejo@hotmail.com
  25. **Key Disposal Inc.**, 1141 S. Taylor Avenue, Montebello, CA 90640  
Phone: (323) 721-5441
  26. **Leiva's Roll Off, Inc.**, 4636 Grape Street, Pico Rivera, CA 90660  
Phone: (562) 271-2761
  27. **Metropolis Disposal**, 7740 Burnet Avenue, Van Nuys, CA 91405  
Phone: (818) 901-2020, Email: kim@cutdemo.com
  28. **NASA Disposal Service**, P.O. Box 1755, Montebello, CA 90640  
Phone: (323) 888-0388, Email: nuwayrolloffservice.com
  29. **Nu-Way Roll-Off Service**, 145 W. Duarte Road, Monrovia, CA 91016  
Phone: (626) 358-8007
  30. **Ornelas Construction Inc.**, P.O. Box 922735, Sylmar, CA 91392  
Phone: (818) 365-0897
  31. **Padilla Company Inc.**, 667 Arroyo Avenue, San Fernando, CA 91340  
Phone : (818)361-9500
  32. **Perez Transport CO.**, 12000 Blucher Avenue, Granada Hills, CA 91344  
Phone: (818) 366-3500
  33. **Potter Engineering Inc.**, 37881 Spring Valley Road, Temecula, CA 92592  
Phone (951) 733-8888
  34. **Quality Waste Services Inc.**, 3534 E. Whittier Blvd., Los Angeles, CA 90023  
Phone: (323) 264-2236
  35. **Ray Ramjohn Trucking**, 2108 Cabrillo Ave. # 4, Torrance, CA 90501  
Phone: (310) 502-9883
  36. **Republic Services Inc. / Allied Waste Services** , 14905 S. San Pedro Street, Gardena, CA 90248,  
Phones: (310) 323-0763, (310) 538-5998
  37. **R.J.'s Demolition & Disposal**, 1137 E. Florence Avenue, Inglewood, CA 90302  
Phone: (310) 420-2648
  38. **Rock N'Roll-Off**, P.O. Box 144, Agoura Hills, CA 91376  
Phone: (818) 991-2323
  39. **Rodas Company**, 2412 Buckingham Road, Los Angeles, CA 90016  
Phones: (323) 588-2883 / (323)868-5070
  40. **Rogma Construction Services, Inc.**, 1328 Willow Street, Los Angeles, CA 90013  
Phone: (213) 620-1144
  41. **Saied Trucking Co. / Saied Contractors Co., Inc.**, 9103 Norris Avenue, Sun Valley, CA 91352,  
Phone: 818-768-7855
  42. **Sakaida & Sons Trucking**, P.O. Box 7412, Van Nuys, CA 91409



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Phone: (818) 881-5257

**43. S.D.M. Hauling**, 11806 Braddock Drive, Culver City, CA 90230

Phone: (310) 990-3406

**44. Shred-it**, 8600 Tamarack Ave, Sun Valley, CA 91352

Phone: (818) 504-6007

**45. Solomon Transport Service**, 450 Arbolada Drive, Arcadia, CA 91006

Phone: (888) 723-7241

**46. Southern California Disposal Co.**, P.O. Box 25666, Los Angeles, CA 90025

Phone: (310) 828-6444

**47. United Pacific Waste (UPW)**, P.O. Box 908, Pico Rivera, CA 90660

Phone: (562) 699-7600

**48. Universal Waste Systems Inc.**, P.O. Box 3038, Whittier, CA 90605

Phone: (562) 941-4900

**49. Waste Management**, 9081 Tujunga Ave, Sun Valley, CA 91352

Phone: (310) 830-7100

**50. Wast Managemet / G.I. Industries**, 195 W. Los Angeles Ave., Simi Valley, CA 93065

Phone: (805)522-9400

**51. West Coast Arborists, Inc**, 2200 E. Via Burton Street, Anaheim, CA 92806

Phone: (714) 991-1900