



City of Saint Paul
Event, Parade, Race, Public Assembly
WASTE MANAGEMENT PLAN
For events with fewer than 1,000 participants



Submit form for approval 60 days prior to event date to:

Kris Hageman

Email preferred: Kris.hageman@ci.stpaul.mn.us

Solid Waste and Recycling, Dept. of Public Works

25 W. 4th St. CHA1000

City of Saint Paul, MN 55102

GOALS

The City of Saint Paul City Council adopted waste diversion goals and updated city ordinance Chapter 366 in 2014. These goals and initiatives were adopted because the City of Saint Paul is committed to protecting the environment and public health, reducing greenhouse gas emissions and conserving energy and natural resources. The City is also committed to making Saint Paul one of the most sustainable cities in the United States. Community events, parades, races and public gatherings play a vital role in accomplishing these goals. This document will help you plan to reduce waste at community events, parades, races and public assemblies.

OBJECTIVES

Reduce: The event, parade, race or public assembly (Event) shall strive to reduce the amount of waste generated and recycle as much as possible. Reduce the amount of single use or disposable items. We have planning tips on the City's website at <http://www.stpaul.gov/index.aspx?NID=3775>

Reuse: To the best of your ability, event organizers shall reuse materials to the greatest extent possible. Reuse includes (but is not limited to):

1. Signage that can be reused.
2. Return reusable items (e.g. pallets, packaging, or unused products) to the material suppliers.

Recycle: Event organizers are required by Ordinance 13-62 to provide for the collection of recyclables and ensure they are delivered to a transfer station or processing facility. You are encouraged to collect organics (food scraps, non-recyclable papers, compostable cutlery and cups) separately too.

Disposal: Waste disposal shall be minimized to greatest extent possible.

The Waste Management Plan is a tool to help reach these goals. The Waste Management Plan will help you identify a preliminary list of materials that can be targeted for recovery through reuse or recycling. Prioritize your efforts on materials that are generated in greatest volume and can be easily recovered or separated, materials that have a high market value such as aluminum and cardboard, and materials may provide potential rebate, refund or revenue.

TIMELINE

Please fill out the Waste Management Plan (Page 2) and submit it as soon as possible before your event. After your event please fill out the Final Evaluation and Documentation Form (Appendix A - page 4) and submit it no later than 30 days after your event.

QUESTIONS

Environmental Coordinator Kris Hageman

Kris.hageman@ci.stpaul.mn.us or

651-266-8866



City of Saint Paul Waste Management Plan

Please fill out the sections below completely and submit to
Kris.Hageman@ci.stpaul.mn.us



1. CONTACT INFORMATION

Event: _____

Organizer: _____

Contact (name, email, phone): _____

Event Location: _____ Event Date(s): _____

Estimated Attendance: _____

Event Description: _____

2. WASTE MANAGEMENT SERVICES WILL BE PROVIDED BY:

Our Organization

Recycling and Organics containers are available from:

1. Saint Paul Public Works – contact Kris Hageman Kris.hageman@ci.stpaul.mn.us,
2. Some District Councils <http://www.stpaul.gov/index.aspx?nid=1180> and,
3. Ramsey County Environmental Health http://www.co.ramsey.mn.us/ph/rt/event_recycling_containers.htm

Organics may be disposed of for free at Ramsey County Yard Waste Sites

http://www.co.ramsey.mn.us/ph/rt/yard_waste_collection_sites.htm

City Staff (only if event is on Park property)

Hired Contractor

Name of Company: _____

Contact (name, email, phone): _____

3. ESTIMATED TYPES OF EVENT WASTE TO BE GENERATED

Check all boxes that may apply to your event.

Beverage Containers (metal cans, plastic and/or glass bottles)

Cardboard

Paper (flyers, signs, banners, clean pizza boxes)

Metal (steel food cans, clean tin foil and trays)

Plastics (cups, food packaging, plastic bags)

Other(s) (specify) _____

Organics (food scraps, uncoated BPI or Cedar Grove certified paper plates & bowls, non-recyclable papers (e.g. soiled pizza boxes), compostable cutlery and cups*)

Food Prepared On-site

Grease/Cooking Oil

Pallets



*Compostable cutlery and cups can be found online and at specialty stores. Make sure items are BPI or Cedar Grove certified.

4. MANAGING WASTES

Describe how waste and recyclables will be removed during and after the event. _____

For Office Use Only

Form Updated February 2015

Date Received: _____

Date Reviewed: _____

Date of Correspondence: _____

Date Approved: _____



City of Saint Paul Events Waste Management Plan
PLANNING FORM
(Organizer Use – Do Not Return to City)



BEHIND THE SCENES (list who will be responsible. If not applicable write NA)

Pull Street Permits: _____

Arrange to pick up free event organics and/or recycling containers: _____

Recycling and Organics containers are available from:

1. Saint Paul Public Works – contact Kris Hageman Kris.hageman@ci.stpaul.mn.us,
2. some District Councils <http://www.stpaul.gov/index.aspx?nid=1180> and,
3. Ramsey County Environmental Health http://www.co.ramsey.mn.us/ph/rt/event_recycling_containers.htm

Organics may be disposed of for free at Ramsey County Yard Waste Sites

http://www.co.ramsey.mn.us/ph/rt/yard_waste_collection_sites.htm

Order dumpsters, carts - oversee delivery: _____

Schedule dumpster pickup: _____

Plan dumpster or cart collection sites for optimal convenience: _____

Collect trash and recyclables and take to a central collection area: _____

Take recyclables (and/organics) to drop off site: _____

Document results for final report (Appendix A): _____

Front of House/Public access (list who will be responsible)

Place recycling containers adjacent to trash containers: _____

Educate event site personnel on recycling requirements: _____

Provide signs for all recycling, trash and organics containers: _____

Monitor carts and/or dumpsters for contamination: _____

Signs

Signs are essential for successful recycling and/or composting. Your signs should use images and simple wording representing the different materials that can be placed in the recycling and/or composting containers. Design free downloadable signs at: <http://www.rethinkrecycling.com/businesses/signs> Find free downloadable signs in Hmong, Somali and Spanish at: <http://lesstrash.com/free-resources/labels>

- 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;
- Clear Wording: Minimize text and make sure it is clear and easy to read;
- Reusable: Make them reusable and use them for your next event.

Education and Communications (list who will be responsible)

Complete Waste Management Plan (page 2): _____

At event planning meetings discuss waste management plan with event personnel and volunteers: _____

Take photos to document progress and share information (note: a photo is required to be submitted with your Final Evaluation and Documentation form): _____

After the event share successes with staff, volunteers, public and funders via social media or other outlets: _____

Complete Final Evaluation and Documentation Form (Appendix A): _____



City of Saint Paul Events Waste Management Plan

Appendix A: FINAL EVALUATION AND DOCUMENTATION

Please fill out the sections below completely. Return to:
Kris.Hageman@ci.stpaul.mn.us no later than 30 days after the event.



1. CONTACT INFORMATION

Event: _____

Organizer: _____

Contact (name, email, phone): _____

Event Location: _____ Event Date(s): _____

Estimated Attendance: _____

Event Description: _____

2. WASTE MANAGEMENT SERVICES WERE PROVIDED BY: _____

3. EVENT WASTE CAPTURED FOR RECYCLING AND/OR COMPOSTING

Check all boxes that applied to your event.

Beverage Containers (metal cans, plastic and/or glass bottles)

Cardboard

Paper (flyers, signs, banners, clean pizza boxes)

Metal (steel food cans, clean tin foil and trays)

Plastics (cups, food packaging, plastic bags)

Other(s) (specify) _____

Organics (food scraps, uncoated BPI or Cedar Grove certified paper plates & bowls, non-recyclable papers (e.g. soiled pizza boxes), compostable cutlery and cups*)

Food Prepared On-site

Grease/Cooking Oil

Pallets



*Compostable cutlery and cups can be found online and at specialty stores. Make sure items are BPI or Cedar Grove certified.

4. DISPOSAL

Where was trash taken for disposal: _____

Where were recyclables taken for disposal: _____

Where were organics taken for disposal (if applicable): _____

If you use a commercial waste or recycling facility please provide copies of weight tickets.

Provide photo of trash/recycling and/or composting station

Be sure to share your success with staff, volunteers, public and funders via social media or other outlets – *Recommended*

5. COMMENTS (Let us know if this form was helpful in planning to reduce, reuse and recycle. Add any suggestions on what more the City of Saint Paul could do to help.)

