



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



Submit form 60 days prior to event date for approval 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 (Pages 2-3) and submit it as soon as possible before your event. After your event please fill out the Final Evaluation and Documentation Form (Appendix A - pages 6-7) 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 (check one):

Hired Contractor (fill in information below)

Name of Waste Company: _____

Contact (name, email, phone): _____

Equipment Set up date: _____ Equipment Pick up date: _____

Name of Recycling Company (if different): _____

Contact (name, email, phone): _____

Equipment Set up date: _____ Equipment Pick up date: _____

Name of Organics Company (if different): _____

Contact (name, email, phone): _____

Equipment Set up date: _____ Equipment Pick up date: _____

Our Organization

Will you be collecting waste and recycling (check one)

Using the Venue's Containers

Using Own/Borrowed/Rented Containers

Where will items be disposed of?

Trash: _____

Recycling: _____

Organics: _____

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)

Construction Material (wood, nails, etc.)

Other(s) (specify) _____

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

Food Prepared On-site

Grease/Cooking Oil

Food Catered

Pallets



Carpet

*Compostable cutlery and cups can be found online and at some 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, and where items will be taken for disposal.

5. WASTE AUDITING PROCEDURES

Describe how the recycling program will be monitored so that recycling and trash containers are kept free of contamination. Include frequency of monitoring.

6. MATERIALS HANDLING PROCEDURES

Please describe how the items will be separated and handled. Example: Cardboard will be separated and flattened. Clean cardboard will be placed in designated containers at the event site. Waxed cardboard; cardboard that is more than half covered in mud, paint or other contaminants; tissue; paper plates or towels; or any item that is not paper will be placed in either trash or organics containers at the event.

Corrugated cardboard:

Bottles and Cans:

Plastic packaging:

Other:

7. INCLUDE A SITE PLAN MAP

A site plan map allows you to visually identify the appropriate number and locations of your recycling/composting stations.

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 – contractor, event staff or volunteers. If not applicable write NA)

Hire Contractor: _____

If using a contractor, you are required to have a formal agreement committing the contractor to your waste goals.

Pull Street Permits: _____

Complete Waste Management Plan (pages 2-3): _____

Order dumpsters, carts - oversee delivery: _____

Schedule dumpster pickups/drop: _____

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

Determine where trash, recycling and organics will be taken for disposal: _____

Place dumpster or cart collection sites for optimal convenience: _____

Move containers/replace containers during event: _____

Pick up litter/trash/recyclables during event: _____

Remove non-recyclables from recycling containers: _____

Take trash and recyclables to the central collection area: _____

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

DEVELOP A SITE PLAN

A site plan map allows you to visually identify the appropriate number and locations of your recycling/composting stations.

Make sure the bins are:

- Located adjacent to trash containers.
- Accessible and conveniently located;
- Located near food and eating areas and other high pedestrian traffic areas;
- Near entrances and exit points;

FRONT OF HOUSE/PUBLIC ACCESS (list who will be responsible)

Place recycling containers adjacent to trash containers _____

Educate event site personnel on recycling requirements _____

Train volunteers on recycling system logistics _____

Monitor carts and/or dumpsters for contamination _____

(over)

SIGNS (list who will be responsible)

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.

Design signs: _____

Print signs: _____

EDUCATION AND COMMUNICATIONS (list who will be responsible)

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

Distribute tip sheets to event-site personnel: _____

Post goals/progress (signage) with staff and volunteers: _____

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

DOCUMENTATION PROCEDURES (list who will be responsible)

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

Provide weight tickets (trash disposal) and weight ticket/or photo documentation for recyclables disposal and/or organics disposal: _____

Complete Final Evaluation and Documentation Form (Appendix A – pages 6-7): _____

Return form to Kris.Hageman@ci.stpaul.mn.us no later than 30 days after the event.



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: _____

2. WASTE MANAGEMENT SERVICES WERE PROVIDED BY:

Hired Contractor

Name of Waste Company: _____

Contact (name, email, phone): _____

Name of Recycling Company (if different): _____

Contact (name, email, phone): _____

Name of Organics Company (if different): _____

Contact (name, email, phone): _____

Our Organization

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. napkins soiled pizza boxes), compostable cutlery & cups*)

Food Prepared On-site

Grease/Cooking Oil

Pallets



BPI®



Compostable

*Compostable cutlery and cups can be found online and at some 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

Return to: Kris.Hageman@ci.stpaul.mn.us or Kris Hageman, 25 W. 4th St. 1000CHA, Saint Paul, MN 55102 no later than 60 days after date of event.



City of Saint Paul Events Waste Management Plan
Appendix B: EVENT SITE WASTE & RECYCLABLES MONITORING FORM
(Service Provider/Organizer Use – Do Not Return to City)



Event Name: _____

Monitor Name: _____

Date/Time: _____

Main Disposal Area – where trash and recycling will be hauled from

1. Are all containers (trash and recycling) together in one area? Yes No
2. Do all containers have clear signs for the materials that belong in them? Yes No
3. Are the signs clearly visible to attendees and workers who approach them? Yes No
4. Is there easy access to all containers? (Is there anything in the way?) Yes No (If “No,” describe what needs to be done to eliminate the obstructions.)

5. Is the dumpster area dry and firm? Yes No

6. Is the dumpster area (check one):

- Neat and orderly Somewhat messy Dirty (needs to be cleaned)

Comment: _____

7. Check individual dumpsters/carts

Are there items that need to be removed from the dumpsters/carts?

- Trash Recycling Organics

Please describe: _____

Individual waste stations

1. Are all containers (trash and recycling) together? Yes No
2. Do all containers have clear signs for the materials that belong in them? Yes No
3. Are the signs clearly visible to attendees and workers who approach them? Yes No
4. Is there easy access to all containers? (Is there anything in the way?) Yes No (If “No,” describe what needs to be done to eliminate the obstructions.)

5. Is there a waste station that needs to be serviced or the area cleaned up? Yes No

Location: _____

Comments: _____