

City of Saint Paul Waste Management Plan Resource Guide for Events, Parades, Races & Public Assemblies



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. Community events, parades, races and public gatherings (Events) play a vital role in accomplishing these goals. This Resource Guide has ideas and information to assist you in implementing waste reduction practices at community events, parades, races and public assemblies.

Start by Making a Plan

Plan ahead and you can reduce waste. Event organizers are required to submit a Waste Management Plan form which has a section on identifying what waste you expect to generate including public areas and "back-of-house" preparation areas, such as kitchens, as well sections on how your event will manage waste and recycling. A copy of the Waste Management Plan (WMP) form must be turned in to the City (Dept. of Public Works Environmental Coordinator) 60 days before your event. A post event form (Appendix A of the WMP) must be turned in 30 days after your event. [WMP form for Small \(under 1,000 attendees\) Events.](#) [WMP form for Large \(over 1,000 attendees\) Events.](#)

The first step is to enlist an enthusiastic coordinator or committee to undertake the effort. Start early to gain commitment from all stakeholders—event organizers, venue management and staff, sponsors, vendors, event promoters, and service contractors (including cleaning services and haulers). Invite input and participation from stakeholders. Ensure all stakeholders understand their responsibilities and are committed to making them happen.

Reduce

Use your plan to consider tasks that generate the most waste, and think about ways to reduce that waste. For example, reduce paper by using electronic invitations, choose decorations that can be reused or recycled.

Use this chart to identify the types of waste you expect will be generated at your event.

ESTIMATED TYPES OF EVENT WASTE TO BE GENERATED

Check all boxes that may apply to your event.

- | | |
|---|---|
| <input type="checkbox"/> Beverage Containers (metal cans, plastic and/or glass bottles) | <input type="checkbox"/> Organics (food scraps, uncoated BPI or Cedar Grove certified paper plates & bowls, non-recyclable papers (e.g. soiled pizza boxes), compostable cutlery and cups*) |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Food Prepared On-site |
| <input type="checkbox"/> Paper (flyers, signs, banners, clean pizza boxes) | <input type="checkbox"/> Grease/Cooking Oil |
| <input type="checkbox"/> Metal (steel food cans, clean tin foil and trays) | <input type="checkbox"/> Pallets |
| <input type="checkbox"/> Plastics (cups, food packaging, plastic bags) | |
| <input type="checkbox"/> Other(s) (specify) _____ | |



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

All the items on the list (and more) can be reduced, recycled or composted if you plan accordingly.

Next identify who is responsible for generating each type of waste. Ask other members of your event organizing team or vendors for steps they can take to reduce waste, reuse items, recycle and compost. If the waste will be generated by event attendees, identify ways to help them reduce, reuse, recycle and compost.

Determine who will be responsible for dealing with the waste: your organization, facility staff or a hired contractor (see Event Planners on Page 3). Either way, when you call or email about reservations, ask the staff about options for recycling and composting. New State statute requires most businesses to provide recycling to their customers beginning January 1, 2016. If your organization will be dealing with the waste, determine the number and types of containers you'll need and whether or not the number available at your location is sufficient. You may need to borrow event recycling and organics containers (see Small Events below).

Next identify where the waste will go so that you know what can reasonably be managed with your available resources. For instance, some venues may not have organics service. In order to collect and properly dispose of organics you'll need to make sure you have a way to haul the material to a drop-off facility.

No matter the size of your event, race, parade or public assembly the City of Saint Paul requires you to provide recycling opportunities and encourages you to provide organics collection.

Small Events (*less than 1000 attendees*)

If your organization will be responsible for dealing with waste you may want to borrow event recycling and/or organics containers. Plan to have enough containers so you can pair each trash container with a recycling and/or an organics container. If you don't have enough containers, or they are too far away from the trash containers, recyclables will end up in the trash and trash will end up in the recycling.

A limited number of Recycling and Organics containers may be borrowed from:

1. Saint Paul Public Works – use the container reservation form <http://ci.stpaul.mn.us/DocumentCenter/View/79416>,
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

- Recyclables may be disposed of for free at Saint Paul's Drop-Off Center <http://www.eurekarecycling.org/page.cfm?ContentID=88>
- 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



Communicate with event staff and volunteers about the waste reduction goals for the event and their role in helping reach those goals. As guests arrive let them know where to put material for recycling, composting and trash.

Large Events (*more than 1000 attendees*)

More and more event attendees expect you to recycle and compost. Providing efficient recycling and organics collection can be good public relations for your event.

Here are some tips to keep in mind as you plan your event:

- Work with food vendors and encourage appropriate portion control to minimize food waste, and have them work with food-for-people programs to handle excess un-served food. Have them use bulk condiment containers rather than individual packets.
- Select food vendors that offer reusable items such as washable plates, silverware and linens. If items are single-use make sure they and their packaging are recyclable or compostable.
- Select food vendors that offer collection of food scraps and compostable plates, cups and cutlery for composting, and that provide recycling both for the public and for their staff behind the scenes.

- Select venues with cleanup crews trained to keep recyclable and reusable items out of the garbage.
- Make verbal announcements reminding attendees to recycle and compost, what to recycle and compost, and where to find the containers.
- Provide press kits and event materials online. If printed materials are needed, print them double-sided on recycled paper. Instead of individual agendas, make a poster sized version or project it for everyone to see.

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;
- 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.

Event Planners

You may wish to leave the trash, recycling and organics to a company that specializes in holding zero waste events. Here is a list of potential service providers. The City does not endorse any one company. If you know of a company not listed below, please share that information with City staff.

Eureka Recycling
Eurekarecycling.org
651-222-7678

FanFare Attractions
Fanfareattractions.com
612-879-4414

The Vanella Group
Vannellagrouppmn.com
612-367-6879

Where to Find Compostables

Paper napkins and compostable paper plates such as Chinet® are available in many stores. Cutlery, cups and other items that are BPI or Cedar Grove certified compostable may be found online or some local food markets. Here are two (although not all possible) websites for ordering compostable products:

World Centric <http://worldcentric.org/>

Eco-Products www.ecoproducts.com



Additional Resources

Event Planning Resources by Event Type <http://www.rethinkrecycling.com/event-planning/resources-event-type>

Guidance for Special Event Food Waste Diversion

http://nerc.org/documents/guidance_for_special_event_food_waste_diversion.pdf

Make your neighborhood event zero waste

http://makedirtnotwaste.org/sites/default/files/your_zero_waste_neighborhood_event.pdf

City of Saint Paul Recycling Program 651-266-8866 or www.ci.stpaul.mn.us/recycle