



# City of Saint Paul Event, Parade, Race, Public Assembly WASTE MANAGEMENT PLAN



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

Kris Hageman

Email preferred: [Kris.hageman@ci.stpaul.mn.us](mailto:Kris.hageman@ci.stpaul.mn.us)

Solid Waste and Recycling, Dept. of Public Works

25 W. 4<sup>th</sup> 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 serves as an outline for implementing waste reduction practices 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.

**Reuse:** To the best of your ability, event organizers shall reuse materials to the greatest extent possible. Reuse includes the following:

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

**Recycle:** To the best of your ability, event organizers shall recycle as many of the waste materials not able to be eliminated in the first place or salvaged for reuse.

**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 produce a preliminary list of materials that will be targeted for recovery through reuse or recycling (based on size and type of event and other relevant information). Complete the list based on the availability of recycling opportunities and/or services available. Select materials that are generated in greatest volume, that can be easily recovered or separated, that have a high market value (aluminum and cardboard) and may provide potential rebate or revenue.

**WASTE MANAGEMENT PLAN FORM**

*Please fill out the below sections completely.*

**CONTACT INFORMATION**

Event:

Organizer:

Contact:

Event Location:

Event date(s):

Event Description:

Estimated attendance:

Waste management services will be provided by:

Hired Contractor

Name of Supplier: \_\_\_\_\_

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

Equipment Set up date: \_\_\_\_\_ Email: \_\_\_\_\_

Equipment Pick up date: \_\_\_\_\_

1. Name of Company: \_\_\_\_\_

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

Equipment Set up date: \_\_\_\_\_ Email: \_\_\_\_\_

Equipment Pick up date: \_\_\_\_\_

2. Name of Company: \_\_\_\_\_

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

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

**ESTIMATED EVENT WASTE (by type) TO BE GENERATED**

*Check all boxes that may apply to your event.*

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

Cardboard

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

- Plastics (cups, food packaging, stretch wrap, plastic bags, packing peanuts)
- Paper (flyers, signs, banners, pizza boxes)
- Grease/Cooking Oil
- Organics (food waste, non-recyclable papers)
- Food Catered
- Food Prepared Onsite
- Pallets
- Carpet
- Other (specify) \_\_\_\_\_

Describe the plan for removal of waste and recyclables during and after the event.

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**MATERIALS HANDLING PROCEDURES**  
**RECYCLING OPERATIONS \* *Identify responsible party.***

***Behind the scenes:***

Pull Street Permits: \_\_\_\_\_

Order dumpsters, carts - oversee delivery: \_\_\_\_\_

Schedule dumpster pickups/drop: \_\_\_\_\_

Place dumpster or cart collection sites for optimal convenience: \_\_\_\_\_

Move containers/replace containers during event:

Provide and put up signs on all recycling containers (dumpsters, carts, bins) : \_\_\_\_\_

Pick up litter/trash/recyclables during event: \_\_\_\_\_

Take trash and recyclables to the central collection area: \_\_\_\_\_

Monitor carts and/or dumpsters for contamination: \_\_\_\_\_

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

Document recycling results

\* Depending on the service option chosen, these may be the responsibility of the event organizer, the hauler, a recycling contractor, or volunteers. See Waste Auditing Procedures.

***Front of House/Public access:***

Place recycling containers adjacent to trash containers \_\_\_\_\_

Educate event site personnel on recycling requirements \_\_\_\_\_

Provide signs for dumpsters and other recycling bins \_\_\_\_\_

Monitor carts and/or dumpsters for contamination \_\_\_\_\_

**EDUCATIONAL AND COMMUNICATION PLAN – *Check all actions to be accomplished.***

Complete Waste Management Plan. *-Required*

At event planning meetings: discuss waste management with event personnel and volunteers. *-Required*  
Add information within the volunteer information regarding recycling goals and objectives.

Signage *-Required*

An abundance of signage is essential for successful recycling and/or composting. Your signs may incorporate images or simple wording representing the different materials that can be placed in the recycling and/or composting containers. Signs are needed for attendees and staff/volunteers.

- 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.
- Container signage is available in multiple languages – event will be using labels/signs in\*\*. *-Recommended*

Hmong

Spanish

Somali/Oromo

Other: \_\_\_\_\_

\*\*contact Kris Hageman if multi-lingual resources are desired.

- Use formal agreements committing contractors to program.- *Required between event organizer and service provider.*
- Distribute tip sheets to event-site personnel.- *Recommended*
- Post goals/progress (signage) with staff and volunteers.-*Recommended*
- Require those who contaminate dumpsters to re-sort.- *Recommended*
- Share successes with staff, volunteers, public and funders via social media or other outlets.- *Recommended*
- Take photos to document progress and share information.- *Recommended*

**WASTE AUDITING PROCEDURES**

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

**MATERIALS HANDLING PROCEDURES**

Please describe in detail how the items will be separated and handled. Example: *Cardboard: Separate and flatten clean cardboard and boxboard and place in designated containers at the event site. Will not include waxed cardboard, tissue, paper plates or towels, or any item that is not paper. Remove plastic, Styrofoam and other items which may be stuck to the cardboard boxes. Cardboard that is over 50% covered in mud, paint or other contaminants should be disposed of as trash.*

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Corrugated cardboard:

Bottles and Cans:

Plastic packaging:

Other:

Other:

**DOCUMENTATION PROCEDURES-** *Identify responsible party*

- Perform staff and/or volunteer orientation \_\_\_\_\_

**INCLUDE A SITE PLAN**

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

- Located adjacent to trash containers. *Information to estimate number of recycling containers needed is provided in the Waste Management Resource Guide.*
- Accessible and conveniently located;
- Located near food and eating areas;
- Near entrances and exit points;
- Close to high pedestrian traffic areas; and
- Ensure they are accessible by all.

- Perform final evaluation. *Required.* Provided as Appendix A

**City of Saint Paul Events Waste Management Plan**  
**Appendix A: FINAL EVALUATION AND DOCUMENTATION**

Return to: [Kris.Hageman@ci.stpaul.mn.us](mailto:Kris.Hageman@ci.stpaul.mn.us) no later than 60 days after date of event.

Please fill out the below sections completely.

**CONTACT INFORMATION**

- Event:
- Organizer:
- Contact:
- Event Location:
- Event date(s):
- Event Description:
- Estimated attendance:

Waste management services will be provided by:

- Hired Contractor

Name of Supplier: \_\_\_\_\_

**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
- Metal (steel food cans, clean tin foil and trays)
- Plastics (cups, food packaging, stretch wrap, plastic bags, packing peanuts)
- Paper (flyers, signs, banners, pizza boxes)
- Grease/Cooking Oil
- Organics (food waste, non-recyclable papers)
- Food Catered
- Food Prepared Onsite
- Pallets
- Carpet
- Other (specify) \_\_\_\_\_

**EDUCATIONAL AND COMMUNICATION PLAN** – Check all actions accomplished.

- Complete Waste Management Plan. -Required
- At event planning meetings: discuss waste management with event personnel and volunteers.-Required
- Signage -Required

Describe: \_\_\_\_\_

- Use formal agreements committing contractors to program.- Required between event organizer and service provider.
- Distribute tip sheets to event-site personnel.- Recommended
- Post goals/progress (signage) with staff and volunteers.-Recommended
- Require those who contaminate dumpsters to re-sort.- Recommended

- Share successes with staff, volunteers, public and funders via social media or other outlets.- *Recommended*
- Take photos to document progress and share information.- *Recommended*
- Provide weight tickets (trash disposal) and weight ticket/or photo documentation for recyclables disposal and/or organics disposal.

Location of trash disposal: \_\_\_\_\_

Location of recyclables disposal: \_\_\_\_\_

Location of organics disposal (if applicable): \_\_\_\_\_

- Provide photo of trash/recycling and/or composting station

**Return to: [Kris.Hageman@ci.stpaul.mn.us](mailto:Kris.Hageman@ci.stpaul.mn.us) or Kris Hageman, 25 W. 4<sup>th</sup> St. 1000CHA, Saint Paul, MN 55102  
no later than 60 days after date of event.**

**February 2015**

**For Office use Only**

Date Received \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Date of Correspondence: \_\_\_\_\_

Date: Approved: \_\_\_\_\_

**City of Saint Paul Waste Management Plan**

**Appendix B: EVENT SITE WASTE & RECYCLABLES MONITORING FORM (Service Provider/Organizer Use)**

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

Date/Time: \_\_\_\_\_

Monitor Name: \_\_\_\_\_

- 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 measures to be taken to eliminate the obstructions.)

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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

RECYCLABLES - (Note: Usually small amounts – up to 5% --contamination is acceptable)

- Cardboard – Not able to recycle (Check all that apply)
  - Muddy or painted cardboard
  - Boxes with trash or other non recyclable material
  - Oily cardboard
  - Other \_\_\_\_\_

Non recyclable plastics

Does this container require cleaning?  Yes  No Comments: -

8. Mark the area that needs attention to help meet event recycling requirements and goals:

- Lack of space to place containers
- Contractor/service provider not knowledgeable of recycling requirements
- Contractor/service provider not cooperative
- Number of recycling containers not adequate
- Recycling markets are not available
- Signage, education for volunteers, attendees
- Dumpsters are not in fenced areas
- Other: \_\_\_\_\_
- Comments: \_\_\_\_\_