

City of Saint Paul Waste Management Plan Resource Guide

For Events, Parades, Races & Public Assemblies

Updated: July 2018



**The Most
Livable City
in America**



Overview



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 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.

Waste Management Plans

Plan ahead and you can reduce waste! Event organizers are required to submit a Waste Management Plan to help you identify the materials you expect to generate and let us know how your event will manage its waste and recycling. A copy of the [Waste Management Plan \(WMP\)](#) form must be submitted to the Department of Public Works 60 days before your event. A [Final Evaluation](#) must be turned in 30 days after your event.

Preparing for your Event

1. Find a Champion


Enlist an enthusiastic coordinator or committee to complete your waste management plan, communicate with stakeholders, and evaluate methods for managing and reducing waste.

2. Identify Your Waste

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. Use the chart below to identify the types of waste you expect will be generated at your event. All the items on the list (and more) can be reduced, recycled or composted if you plan accordingly.

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) _____		

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.

3. Communicate with Stakeholders

Start early to gain commitment from all stakeholders, such as event organizers, venue management and staff, sponsors, vendors, event promoters, and service contractors (including cleaning services and haulers). Communicate your waste goals to them and invite their input and participation. Ensure everyone understands their responsibilities and are committed to making them happen.

When selecting a Venue:

Ask the staff about options for recycling and composting. New State statute required most businesses to provide recycling to their customers as of January 1, 2016. Select venues with cleanup crews trained to keep recyclable and reusable items out of the garbage.

When selecting Food Vendors:

- Use vendors who 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 who offer collection of food scraps and compostable plates, cups and cutlery for composting, and who provide recycling both for the public and for their staff behind the scenes.
- **Encourage appropriate portion control** to minimize food waste, and have them work with food-for-people programs to handle excess un-served food. Use bulk condiment containers rather than individual packets.

4. Provide Containers

If your organization will be dealing with the waste, determine the number and types of containers you'll need and whether the number available at your location is sufficient. 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.

You may need to borrow event recycling and organics containers. A limited number of Recycling and Organics containers may be borrowed from:

1. Saint Paul Public Works: [Container Reservation Form](#)
2. Some District Councils
3. [Ramsey County Environmental Health](#)



During Your Event



- Communicate with event staff and volunteers about the waste reduction goals for the event and their role in helping reach those goals.
- Make verbal announcements reminding attendees to recycle and compost, what to recycle and compost, and where to find the containers. If you have a large event, coordinate volunteers to stand by sorting stations and help attendees recycle correctly.
- 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.
- Use consistent signage to clearly mark all recycling and composting containers so they are easily recognizable.

After the Event

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.

- Recyclables may be disposed of for free at [Saint Paul's Drop-Off Center](#)
- Organics may be disposed of for free at [Ramsey County Yard Waste Sites](#)



Additional Resources

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. Think about:

- **Placement:** Ensure they are positioned where people can see them easily
- **Images:** Pictures of what you want to go in the bins
- **Wording:** Minimize text and make sure it is clear and easy to read
- **Reusable:** Make them reusable and use them for your next event



Download [free signs](#) from Ramsey County in English, Hmong, Somali and Spanish.

Contractors

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
Vannellagroupmn.com
612-367-6879

Purchasing Compostable Products



Paper napkins and compostable paper plates such as Chinnet® 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. **For example:** [World Centric](#) and [Eco-Products](#) are two (although not all possible) websites for ordering compostable products.

Additional Event Planning Ideas

- [NERC Guidance for Special Event Food Waste Diversion](#)
- Eureka Recycling: [Make Your Neighborhood Event Zero Waste!](#)

Contact Us:

For more information, contact All In Recycling Program Staff: 651-266-6130 or www.stpaul.gov/recycle