



CITY OF SAINT PAUL WASTE MANAGEMENT PLAN

Please fill out the sections below completely. Submit to:
Kris.Hageman@ci.stpaul.mn.us at least 60 days prior to the event.



OBJECTIVES

In 2014, the City of Saint Paul City Council updated city ordinance Chapter 366 in an effort to implement and maximize waste diversion goals. 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 play a vital role in accomplishing these goals. The Waste Management Plan intends to aid event organizers in planning and reducing the waste generated at public events.

City Ordinance Chapter 366 requires event organizers to submit a Waste Management Plan 60 days before the event, as well as a Final Evaluation within 30 days after the event. Event organizers will be required to provide photos of trash, recycling, and/or composting stations, as well as weight tickets from commercial waste or recycling facilities (if applicable) for the Final Evaluation.

CONTACT INFORMATION

Event: _____

Organizer: _____

Contact (name, email, phone): _____

Event Location: _____ Event Date(s): _____

Estimated Attendance: _____ Event Time: _____

Event Description: _____

TRASH

TRASH

1. How will the trash services be managed? Please check all of the following that apply:

Hired Contractor*: _____

Contact (name, email, phone): _____

Waste Hauler: _____

Contact (name, email, phone): _____

Parks & Recreation Department

Contact (name, email, phone): _____

None of the above. Our organization will be taking care of trash collection and removal for the event.

We will be using:

The containers provided at the venue.

Our own containers.

City lending program
(small amount available)

Contractor provided containers.

Borrowed/rented containers.

1a. Where will the contractor or your organization be taking the trash for disposal?

Processing facility: _____

Transfer station: _____

Other: _____

* An individual or vendor hired to manage ALL waste removal services (trash, recycling, and/or organics).

1. How will the recycling services be managed? Please check all of the following that apply:

Hired Contractor*: _____

Contact (name, email, phone): _____

Recycling Hauler: _____

Contact (name, email, phone): _____

Parks & Recreation Department

Contact (name, email, phone): _____

None of the above. Our organization will be taking care of recycling collection and removal for the event. We will be using:

- The containers provided at the venue. Our own containers. City container lending program.
- Contractor provided containers. Borrowed/rented containers. Other

1a. Where will the contractor or your organization be taking the recyclables for disposal?

Processing facility: _____

Drop-off center: _____

Other: _____

2. Recycling Stations

All recycling containers on site will be paired with a trash container.

* An individual or vendor hired to manage ALL waste removal services (trash, recycling, and/or organics).

3. Please indicate the materials that you anticipate will be GENERATED during the event:

- Beverage containers (aluminum cans, plastic and/or glass bottles)
- Paper (flyers, signs, banners, clean pizza boxes)
- Cardboard
- Metal (steel food cans, clean tin foil and trays)
- Plastic (cups, tubs, containers)

Items that can be recycled through alternative recycling programs and services:

- Plastic (food packaging, plastic bags, plastic film/wrap)
- Construction material (wood, nails, etc.)
- Pallets
- Carpet

Other: _____

Visit RamseyRecycles.com for disposal options.

4. Please indicate each material that will be COLLECTED for recycling:

- Beverage containers (aluminum cans, plastic and/or glass bottles)
- Paper (flyers, signs, banners, clean pizza boxes)
- Cardboard
- Metal (steel food cans, clean tin foil and trays)
- Plastic (cups, tubs, containers)

- Plastic (food packaging, plastic bags, plastic film/wrap)
- Construction material (wood, nails, etc.)
- Pallets
- Carpet

Other: _____

Visit RamseyRecycles.com for disposal options.

5. Please identify specific materials handling procedures (i.e. flattening cardboard, etc.) applicable to recycling collection (if any).

ORGANICS.

- We will not be generating any organic materials at the event.
- We will be generating, but not collecting, organic materials at the event.
- We will be generating **and** collecting organic materials at the event.

If you will be collecting organic materials, please fill out the next section. If organics will not be collected, please move on to the Waste Auditing Procedures section.

1. How will the organics services be managed? Please check all of the following that apply:

Hired Contractor: _____

Contact (name, email, phone): _____

Organics Hauler: _____

Contact (name, email, phone): _____

Our organization will be taking care of organics removal for the event. We will be using:

The containers provided at the venue. Our own containers. City container lending program.

Contractor provided containers. Borrowed/rented containers. Other

1a. Where will the contractor or your organization be taking the organic materials for disposal?

Drop-off site: _____

Transfer station: _____

Other: _____

2. Where will the organics be collected?

Back of House (areas inaccessible to attendees, i.e. kitchens, prep areas, etc.)

Front of House (areas accessible to attendees)

3. Organics Stations

All organics containers on site will be paired with trash and recycling containers.

4. Please indicate the materials that you anticipate will be GENERATED during the event:

- Food scraps
 - Food prepared on-site
 - Catered food
- BPI- or Cedar Grove-certified paper plates & bowls
- BPI- or Cedar Grove-certified utensils & cups
- Non-recyclable papers (e.g. napkins, soiled pizza boxes)
- Grease/Cooking Oil

5. Please indicate each material that will be COLLECTED at the event:

- Food scraps
 - Food prepared on-site
 - Catered food
- BPI- or Cedar Grove-certified paper plates & bowls
- BPI- or Cedar Grove-certified utensils & cups
- Non-recyclable papers (e.g. napkins, soiled pizza boxes)
- Grease/Cooking Oil

6. Please identify specific materials handling procedures relevant to organics collection (if any).

WASTE AUDITING PROCEDURES

Please explain how your organization plans to prevent contamination of recyclable and/or compostable materials at the event.

- Signs/labels/clearly-marked containers
- Volunteers monitoring recycling, trash, and composting stations
- Volunteers educating attendees on proper disposal
- Other: _____

INCLUDE A SITE PLAN MAP

Please attach a site map that visually identifies the number and locations of your recycling, trash, and/or composting stations.

ADDITIONAL INFORMATION

If you have any further questions, please contact Kris Hageman at 651-266-8866, or Kris.Hageman@ci.stpaul.mn.us.