

Special Events

Waste Diversion Handbook



Solid Waste Resources

Special Events

Update April 2021

SPECIAL EVENTS WASTE DIVERSION HANDBOOK

1 Introduction

Guelph residents sort their waste into three streams: grey cart garbage, green cart organics and blue cart recyclables. When they attend events in Guelph, there is a level of expectation that they can sort their waste similar to at home. Here are some common examples of waste generated at special events:

GREY (garbage)	BLUE (recycling)	GREEN (organics)
<ul style="list-style-type: none">• Coffee cups and lids• Plastic cutlery• Plastic plates• Straws• Styrofoam• Plastic bags• Plastic wrap• Food wrappers	<ul style="list-style-type: none">• Paper• Pop cans• Plastic bottles• Plastic containers• Boxboard• Glass bottles• Juice cartons• Milk cartons	<ul style="list-style-type: none">• All food waste• Meat & bones• Tissues• Paper towels• Napkins• Paper plates• Paper bowls

2 STRIVE

There are many benefits to sorting waste at your event, such as:

- Reducing your waste costs by diverting recyclables and organic waste (e.g. compostable waste) from landfill.
- Giving your event a positive “eco” or “green” image boost
- Reducing the environmental impact of your event
- Promoting environmental stewardship and encouraging attendees to respect the event grounds

If you expect over 1,000 attendees (and/or substantial waste generation) it is mandatory that you complete a Waste Management Plan and follow the step-by-step **STRIVE** process outlined in this handbook.

If your event does not meet these criteria, we still encourage you to review this handbook in hopes to reduce the environmental footprint of your event.

STRIVE stands for:

- **S**tart by completing the event application
- **T**ake action on your plan
- **R**ecruit and train volunteers
- **I**nform vendors
- **V**erify your plan
- **E**valuate your success

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3 'S'tart by Completing the Event Application

3.1 Getting Started

If you expect over 1,000 attendees (and/or substantial waste generation) make sure to circle 'Yes' to 'Request support from Solid Waste Resources' on your Special Event Application. Shortly afterwards, you will be emailed a blank template for a Waste Management Plan, along with this accompanying handbook.

Once you've reviewed this handbook, please complete your Waste Management Plan and submit it to Solid Waste Resources a minimum of six (6) weeks before your event takes place.

The figure below summarizes the division of responsibilities between Solid Waste Resources and the Event Organizers.

Solid Waste Resources Responsibilities

- Provide feedback on submitted Waste Management Plan
- Provide requested equipment (e.g., carts, sorting signs)
- Provide training resources for vendors/volunteers
- Provide waste collection (Refer to **Section 9 - Fees**)
- Contribute to a post-event discussion on challenges/successes and improvements for next year

Event Organizer Responsibilities

- Complete a Waste Management Plan and submit to Solid Waste Resources
- Assign a Waste Diversion Liaison
- Arrange for delivery and pick-up of waste equipment (e.g. carts, sorting signs)
- Recruit and train volunteers
- Ensure vendors are informed of the Waste Management Plan and proper waste sorting
- Monitor the Waste Sorting Stations during event to ensure proper sorting is being completed
- Track event waste diversion rate
- Note areas for future improvement

Waste Diversion Liaison

Assign one competent individual to act as the liaison with Solid Waste Resources. The Waste Diversion Liaison must be responsible for training volunteers and vendors and monitoring Waste Sorting Station throughout the event.








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4 'T'ake Action on Your Waste Management Plan

Planning early and using a Waste Management Plan helps you better manage waste at your event and reduce your costs. Here are some things to consider before completing your Waste Management Plan.

4.1 Waste Equipment Rental

On your Waste Management Plan, please indicate the type and quantity of equipment that you require. The rental equipment is available on a first-come- first-serve basis. All fees for this equipment are outlined in **Section 9**.

Equipment Type	
Waste Sorting Signs	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Recyclables</p> <ul style="list-style-type: none"> Paper Pop Cans Plastic Bottles Plastic Coffee Lids Plastic Containers Boxboard Glass Bottles Juice Cartons Milk Cartons  </div> <div style="text-align: center;"> <p>Garbage</p> <ul style="list-style-type: none"> Coffee Cups (No Plastic Lids) Plastic Cutlery Plastic Plates Straws Styrofoam Plastic Bags Plastic Wrap Food Wrappers  </div> <div style="text-align: center;"> <p>Organics</p> <ul style="list-style-type: none"> All Food Waste Meat & Bones Tissues Paper Towels Napkins Paper Plates Paper Bowls  </div> </div>
Carts	<p>Cart Sizes:</p> <ul style="list-style-type: none"> • Medium: holds approximately 2 bags or 32 gallons • Large: holds approximately 4 bags or 64 gallons • Extra Large: holds approximately 6 bags or 95 gallons <div style="display: flex; align-items: center; justify-content: center;">    </div>
Roll-off Bin	<p>Various sizes available for collection of recyclables, organics and/or garbage.</p> 

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4.2 Bag Requirements

If using the City’s waste carts or roll-off bins for your events, please pay close attention to the bag requirements in the table below. These requirements are mandated by the City’s waste management by-law (2011) – 19199.

GREY (garbage)	BLUE (recycling)	GREEN (organics)
Items can be loose/un-bagged or in clear bags only. Black bags, white bags, grocery bags, and any non-clear bags are not accepted.	All items must be loose/un-bagged*	Items can be loose/un-bagged or in paper bags or certified compostable bags. Plastic bags are not accepted.

*If you are using bags to line your blue carts at the Waste Sorting Stations and transferring this waste to a roll-off bin, please empty the bag contents loose into the recyclables roll-off bin. You can re-use the bags to line your blue carts and/or place them into the garbage roll-off bin once emptied.

4.3 Waste Sorting Stations

The patron Waste Sorting Stations are a critical part of your Waste Management Plan. Each station should have set of three (3) sorting signs, one (1) for each waste stream: grey cart garbage, blue cart recyclables and green cart organics. By placing all three waste containers together in a group, you are giving patrons an equal opportunity to sort their waste into the correct bin.

Include all Waste Sorting Stations on your site layout plan in high traffic areas and close to sources of waste generation.
Use sorting signs to encourage patrons to dispose of waste properly.

As an example, an event with an expected of an attendance of 5,000 attendees may want to have three (3) Waste Sorting Stations with the following quantity of carts:

Type of Cart	Quantity of Carts
Blue cart	9 extra-large (3 blue carts at each waste station)
Grey cart	6 extra-large (2 grey carts at each waste station)
Green cart	3 medium (1 green cart at each waste station)

These numbers are to be used as a reference only and are dependent on number of vendors, type of serveware and venue of layout. Solid Waste Resources staff can help you determine whether your estimate is appropriate for your event.

5 'R'ecruit and Train Volunteers

5.1 Recruiting and Training

The success of your event's waste diversion is directly correlated with volunteer engagement. Start recruiting volunteers early. Advertise your need for help to local organizations and schools. As the Event Organizer, you are responsible for recruiting engaged volunteers to execute your Waste Management Plan.

The City requires that each Waste Sorting Station be monitored by a minimum of 1 volunteer at all times.

Once you have recruited volunteers, schedule a training date. Properly trained volunteers will ensure that waste is being sorted properly and less waste goes to landfill.

NOTE:

If the recyclables or organics collected from the event have higher than 5% contamination by visual inspection, the material will be sent to landfill.

In this case, Event Organizers will be responsible for paying the garbage tip fee (**Section 9**).

Having properly trained volunteers will help to reduce contamination and resulting fees.

5.2 During the Event

Each Waste Sorting Station should be monitored by volunteers throughout the entire duration of the event. These volunteer will help patrons sort their waste into the appropriate carts.

Consider providing volunteers with the following items so that they are safe and comfortable while working:

- supplies (gloves, hand sanitizers)
- shade (tents or hats)
- refreshments (water, snacks)

We also recommend scheduling volunteers for shorter shifts (e.g. 3-4 hours) to reduce exhaustion and keep engagement high. You may also want to recognize or reward the efforts of volunteers once the event is complete.

SOURCE SEPERATION TABLE

One method proven to reduce contamination is to include a "Source Separation Table" as part of your Waste Sorting Station. In this set-up, event attendees leave their waste on a table in front of volunteers. Volunteers, with plastic or nitrile gloves, properly sort the waste into the correct cart.

Consider using this method with properly trained volunteers in order to reduce contamination.

6 'I'nform Vendors

6.1 Vendors (Food Vendors, Other Vendors and Exhibitors)

In most cases, vendors will greatly contribute towards the total amount of waste generated by your event. Encourage vendors ahead of time to use serveware that is accepted in the City's blue or green carts, and to break down and bundle cardboard boxes for recycling.

TIP: See APPENDIX A2 for a list of suppliers of serveware acceptable in the City's blue and green carts. Consider purchasing these items in bulk and then selling portions to each vendor at cost.

It is important that vendors understand and comply with the requirements of your Waste Management Plan. Failure to comply may result in chargebacks to the Event Organizer (See **Section 9**) via the contamination fee.

7 'V'erify your Plan

See **Appendix A4 - Event Planning Checklist** to ensure all pre-event planning has been completed.

The Waste Diversion Liaison is responsible for monitoring the Waste Sorting Stations throughout the event and ensuring that the Stations are staffed at all times. We also encourage you to schedule an announcement over the PA/sound system to remind attendees about proper waste sorting.

8 'E'valuate your Success

8.1 Celebrate Your Diversion Success and Note Areas for Improvement

Remember to track your waste diversion accomplishments and share your successes and lessons learned with Solid Waste Resources after the event. When planning an event going forward, your notes can be referred to for future improvement.

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9 Fees

To avoid incurring any additional fees, all rented sorting signs must be returned to Solid Waste Resources (administration office) in the same condition as they were received and within 24 hours after the event unless otherwise agreed upon.

Waste rejected for recycling or composting due to high rates of contamination (greater than 5% by visual inspection) will be sent to landfill and the Event Organizer will be responsible for paying the garbage tip fee.

9.1 Fee Schedule

Item	Fee	Cost per Damaged/Missing
Cart	Free rental	\$86 per cart
Flag	\$215 deposit per flag	\$215 deposit not returned
Sorting Sign	Free rental (maximum of 5 organics, 5 recyclables and 5 garbage signs)	\$20 per sign
Tipping Fee (Waste collection not provided on weekends or holidays)	Organics – Free	Not applicable
	Recyclables – Free	
	Garbage – \$128 per tonne or \$23 per cart	
Roll-off Bin	<ul style="list-style-type: none">• \$150 (HST included) for bin rental, plus• \$90 (HST included) per transfer to WRIC, plus• Applicable tip fee	Actual cost to repair or replace
Contamination Fee	\$128 per tonne or \$23 per cart	Not applicable

In need of financial support? Your event may qualify for a City of Guelph Wellbeing Grant. This program is for incorporated, not-for-profit organizations that can show how their work will improve community well-being. For more information please see: <http://guelph.ca/city-hall/budget-and-finance/annual-grant-program/>

10 What are your next steps?

Please review and complete your Waste Management Plan and return it to **waste@guelph.ca**. Thank you for your support in diverting waste. Your efforts are appreciated!

APPENDIX

SPECIAL EVENTS WASTE DIVERSION HANDBOOK

A1 Information Sheet for Event Volunteers

Why sort our waste?

There are many benefits to sorting waste at special events into three-streams (i.e. organics, recyclables and garbage). These benefits include:

- Extending the lifespan of landfills
- Reducing the negative impacts of waste on the environment
- Lowering event costs for garbage disposal
- Attracting more event attendees by promoting the event as “eco-friendly” or “green”

Responsibilities of volunteers

- Stay at your designated Waste Sorting Station throughout your shift and assist patrons with waste sorting
- Ensure that the blue and green waste streams are not contaminated with incorrectly sorted material, otherwise a contamination fee may apply
- Ensure proper liner bag requirements are being followed:
 - Grey (garbage): Items can be loose/un-bagged or in clear bags only
 - Blue (recycling): All items must be loose/un-bagged
 - Green (organics): Items can be loose/un-bagged or in paper bags or certified compostable bags
- Replace full carts with empty ones as needed. If using a roll-off bin, transport full bags of waste to the correct roll-off bin and re-line carts as needed
- Set out carts for collection after the event if applicable. Carts must be spaced approximately 1 meter apart from each other and 1 meter away from fixed objects such as trees, poles, fire hydrants and parked cars

Sorting waste

Below are some common examples of waste generated at special events and how they should be sorted.

GREY (garbage)	BLUE (recycling)	GREEN (organics)
<ul style="list-style-type: none">• Coffee cups and lids• Plastic cutlery• Plastic plates• Straws• Styrofoam• Plastic bags• Plastic wrap• Food wrappers	<ul style="list-style-type: none">• Paper• Pop cans• Plastic bottles• Plastic containers• Boxboard• Glass bottles• Juice cartons• Milk cartons	<ul style="list-style-type: none">• All food waste• Meat & bones• Tissues• Paper towels• Napkins• Paper plates• Paper bowls• Paper (heavily soiled with food)

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A2 Acceptable Serveware

It is recommended that vendors use serveware (i.e. food or drink packaging) that is accepted in the blue and green waste streams, as opposed to the grey waste stream, to minimize waste sent to landfill and lower event costs.

Please take note of the serveware items below that can be disposed of in the green and blue waste streams.

Dishware (i.e. plates, bowls, food containers)

- Paper-based dishware is accepted in the green organics stream.
- Rigid plastic dishware is accepted in the blue recyclables stream.
- Styrofoam dishware is only accepted in grey garbage stream.

Cups

- Rigid plastic cups are accepted in the blue recyclables stream.
- All coffee cups and Styrofoam cups are only accepted in grey garbage stream.

Cutlery

- Wooden cutlery is accepted in the green organics stream.
- Poly-lactic acid (PLA) cutlery, corn or potato starch cutlery, and certified compostable cutlery are only accepted in grey garbage stream.
- Regular plastic cutlery is only accepted in grey garbage stream.

Purchasing in Bulk

Consider purchasing serveware in bulk and selling it back to the vendors at cost in order to increase waste diversion. **It is recommended that you verify with Solid Waste Resources that your serve ware is compostable or recyclable before purchasing in bulk quantities.**

Here are some options for suppliers:

- ✓ Al-Pack, www.mycompost.com
- ✓ Aspenware, www.aspenware.ca
- ✓ Bioplastics Canada, www.shop.bioplasticscanada.com
- ✓ Genpak Harvest Fibre, www.genpak.com
- ✓ Georgia Pacific, www.gp.com
- ✓ Green Shift, www.greenshift.ca
- ✓ Greenstaurant www.greenstaurant.com
- ✓ Huhtamaki - BioWare Products, www.huhtamaki.com
- ✓ Pactiv, www.pactiv.com
- ✓ Seeker Green Products Ltd., www.seekergreen.com
- ✓ Royal Chinet, www.ckfinc.com
- ✓ <http://www.barebysolo.com/>

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A3 Information Sheet for Event Vendors

Why sort your waste?

There are many benefits to sorting waste at special events into three-streams (i.e. organics, recyclables and garbage). These benefits include:

- Extending the lifespan of landfills
- Reducing the negative impacts of waste on the environment
- Lowering event costs for garbage disposal
- Attracting more event attendees by promoting the event as “eco-friendly” or “green”

Responsibilities of vendors

- Make sure there is a complete Waste Sorting Station (offering disposal for garbage, recycling, organics) close to your tent or vendor area
- Know the location of the nearest Waste Sorting Station. Point it out to your customers and ask them to place their waste in the appropriate cart
- Consider using signs to show customers whether your serveware is considered recycling or organic waste
- Scrape or wipe off any excess food from aluminum food trays before recycling them
- Ensure proper liner bag requirements are being followed:
 - Grey (garbage): Items can be loose/un-bagged or in clear bags only
 - Blue (recycling): All items must be loose/un-bagged
 - Green (organics): Items can be loose/un-bagged or in paper bags or certified compostable bags
- Flatten and bundle cardboard boxes for recycling
- Place plastic over-wrap, packaging film and empty plastic bags in garbage (not recycling) containers

Sorting waste

Below are some common examples of waste generated at special events and how they should be sorted.

GREY (garbage)	BLUE (recycling)	GREEN (organics)
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A4 Event Planning Checklist

This checklist will help you organize your event's Waste Management Plan and put it into action.

Pre-event

- Assign a competent person as the Waste Diversion Liaison
- Complete and submit a **Waste Management Plan**, with site map attached
- On your site map, position Waste Sorting Stations in high-traffic areas and near vendors
- Ensure that the quantity of Waste Sorting Stations is suitable for your event
- Recruit engaged volunteers
- Communicate waste management plan to vendors and volunteers (e.g. information session)
- Inform vendors of serveware that is acceptable in blue and green carts. Consider ordering acceptable serveware in bulk quantities to sell at cost to vendors
- Coordinate delivery of carts and/or roll-off bins to event grounds
- Pick-up of rented equipment from Solid Waste Resources (110 Dunlop Drive, Administration Office)

During the event

- Arrange blue, green, and grey carts into Waste Sorting Stations with the option of a Source Separation Table
- Ensure that volunteers are engaged and monitoring Waste Sorting Stations at all times to prevent contamination, overflow waste and damaged equipment
- Have the Waste Diversion Liaison rotate between Waste Sorting Stations to check in with volunteers and monitor containers to prevent contamination
- Monitor roll-off bin(s) to prevent contamination (if applicable)
- Flatten and bundle clean and un-waxed cardboard boxes
- Promote your waste system and encourage event attendees to sort their waste with periodic announcements over the PA/sound system

Post Event

- Place carts out for collection in the area specified by Solid Waste Resources
- Return rented equipment to Solid Waste Resources within 24 hours after the event to avoid fees
- Track and record waste tonnages for all three streams (garbage, recyclables, organics). If Solid Waste Resources is collecting the material, please ask us to provide you with a record of incoming tonnages.
- Note areas for future improvement
- If needed, debrief with Solid Waste Resources to discuss event challenges and areas for improvement.