

Waste Management Plan for Special Events

The City of Guelph prioritizes a three-stream waste collection program for recyclables, organics, and garbage at special events.

Please upload the completed form to Eproval under the Waste Management section.

For more information go to www.guelph.ca/waste or contact WasteEvents@guelph.ca

Contact Information

Organization	
Waste Diversion Liaison¹ (Responsible for training volunteers and vendors and monitoring Waste Sorting Station throughout the event.) Contact Information	Name and Title:
	Email:
	Phone Number:
	Alternative Phone Number:

Event Information





Event name	
Event type	
# Attendees expected	
# Food vendors	
# Merchandisers	
# Portable washrooms (generating paper towel waste)	

Waste Information

Who will collect the waste generated?	<input type="checkbox"/> Private hauler (provide name): <input type="checkbox"/> City of Guelph (fill out request below) <input type="checkbox"/> Other (specify):
If using a private hauler, where will the material be sent?	Recyclables:
	Organics:
	Garbage:

Private haulers bringing organic waste to the City of Guelph Waste Resource Innovation Centre (WRIC) must be pre-approved under the Environmental Compliance Approval issued by the Ministry of Environment and Climate Change. Please notify your private hauler of this condition.

City of Guelph Waste Services Request

Please select cart sizes and note the quantities required			
 Blue Recycling carts (paper, pop cans, plastic, glass, boxboard, etc.)		# Large =	# XL =
 Green Organics carts (food waste, tissues, dirtied paper products, etc.)	# Medium =	# Large =	
 Grey Garbage carts (plastic cutlery and plates, straws, styrofoam, plastic wrap, plastic bags, etc.)		# Large =	# XL =
 Roll-off bins	14 yard =	40 yard =	

If requesting more than 10 carts, please consider the use of a Roll-off bin. The event organizer is responsible for the storage and security of any roll off bin(s) and cart(s) requested, waste sorting signs and waste station flags.

Please note that weekend drop off and pick up are not available.

Drop off Date:	Pick up Date:	Drop-off Location:
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Medium



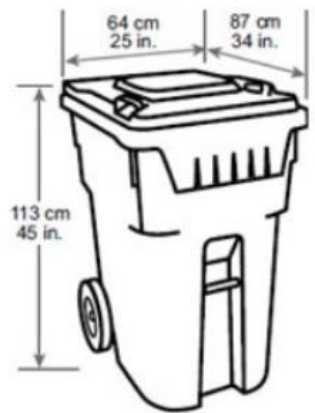
Holds 80 litres/21 gallons
(approximately two bags)

Large



Holds 240 litres/64 gallons
(approximately four bags)

Extra large



Holds 360 litres/95 gallons
(approximately six bags)

Be a good sort



Blue is for Recyclables

Do not use bags.

Recyclables must be placed loose in blue carts or bins.



Paper



Pizza boxes



Egg cartons



Drink boxes



Cardboard and boxboard



Paper bags



Paper and books

Plastic



Plastic bottles, containers, tubs and lids



Plant pots, trays and flats

Metal and glass



Glass bottles and jars



Metal cans



Aluminum foil, plates and trays

Green is for Organics

Do not use plastic bags.

Use certified compostable bags or paper bags only.



House plants and flowers



Fruits and vegetables



Paper towels/tissues



Food scraps and coffee filters



Dairy products



Pet waste



Paper soiled with food



Grain products



Meat and bones

Grey is for Garbage

Clear bags only.

Contents can also be loose.



Coffee cups/pods



Plastic straws, cutlery and plastic plates



Plastic toys, ceramic dishes and drinking glasses



Dryer lint, cotton swabs and dental floss



Diapers and hygiene products



Styrofoam packaging



Plastic bags and plastic film



Chip bags/candy wrappers



Take-out drink cups



Non-fluorescent light bulbs

Not sure what goes where?
Download the Guelph waste app!



guelph.ca/waste
519-767-0598



Accessible formats available by calling 519-767-0598 or TTY 519-826-9771.

Waste Sorting Station Information

<p>Number of Stations <i>i.e. # Sets of blue, green and grey carts grouped together, with appropriate signage</i></p>						
<p>Number of Waste Volunteers</p>						
<p>Mandatory Staffing of Stations</p>	<p><input type="checkbox"/> I acknowledge that a minimum of one person/volunteer will staff each Waste Sorting Stations at all times to reduce contamination.</p>					
<p><i>It is not recommended that vendors/merchandisers be permitted to use Stations.</i></p> <p>Will vendors / merchandisers be permitted to use Stations?</p>	<p><input type="checkbox"/> Yes, they are permitted</p> <p><input type="checkbox"/> No, they are not permitted</p>					
<p>Previous event tonnages/ estimate of the amount of waste generated</p>	<p>Garbage:</p> <table border="1" data-bbox="565 1121 1448 1180"> <tr> <td data-bbox="565 1121 859 1180"></td> <td data-bbox="859 1121 1153 1180"></td> <td data-bbox="1153 1121 1448 1180"></td> </tr> </table>					

Waste Diversion (see next page for suggested alternatives to single-use items)

<p>Have you established any waste policies for this event (e.g. paper plates, no Styrofoam, no plastic water bottles)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If Yes, please describe:</p>
<p>How will you educate and train your volunteers?</p>
<p>How will you educate and train your vendors / merchandisers?</p>

Bag Requirements

*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.



*As of January 2023, **single-use items have been banned** such as plastic shopping bags and polystyrene foam cups and takeout containers. This ban applies to all businesses and licensees, charities, non-profits, and City facilities in Guelph. Please visit guelph.ca/waste to learn more.

2024 Fee Schedule

All fees will be invoiced to the Event Organizers once the event has been completed and all borrowed items have been returned.

Item	Fee	Cost per Damaged/Missing
Cart²	Free rental	\$105.00 per cart
Flag²	\$215.00 deposit per flag (max 5)	\$215.00 deposit is not returned
Banner or Sorting Sign²	Free rental (max 5 sets)	\$20.00 per sign and/or banner
Waste Collection Tipping Fee^{3,4}	Organics – Free	Not applicable
	Recyclables – Free	
	Garbage – \$153 per tonne or \$23.00 per cart	
Roll-off Bin	<ul style="list-style-type: none"> \$90.00 per transfer \$150.00 for the bin rental Applicable Tip fee (\$153/tonne) 	Actual cost to repair or replace
Contamination Fee⁶	\$153 per tonne or \$23.00 per cart	Not applicable

² Flags and signage are available on a first come, first serve basis. To avoid incurring fees, carts must be returned to the same location where the carts were initially delivered. Flags and signage must be returned undamaged to Solid Waste Resources within 24 hours after the event unless otherwise agreed upon.

³ Materials 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 Organizers will be responsible for paying the garbage tip fee.**

⁴ City waste collection is provided weekdays, Monday through Friday.

Event Planning Checklist

Use this checklist to 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 always engaged and monitoring Waste Sorting Stations 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.

Thank you for supporting Guelph's waste diversion efforts!

Suggested alternatives to single-use items			
Type of item	Reusable	Recyclable (blue cart)	Compostable (green cart)
Containers	 Ceramics  Tiffins  Steel containers and trays  Durable plastic bowls and plates  Glass jars and containers  Plastic containers	 Paper containers (clean) that do not contain a plastic or metallic film lining  Aluminum containers  Plastic containers  Paper plates and bowls (clean)  Paper bags (clean)	 Moulded fibre or pulp containers  Paper plates and bowls (greasy)  Paper bags (greasy)  Paper containers (greasy) that do not contain a plastic or metallic film lining
Straws	 Metal  Bamboo  Glass  Silicone	There are no recyclable alternatives that Guelph can accept at this time.	 Paper straws
Utensils	 Metal cutlery and chopsticks  Reusable and durable wood or plastic chopsticks  Durable plastic cutlery  Ceramic cutlery	There are no recyclable alternatives that Guelph can accept at this time.	There are no compostable alternatives that Guelph can accept at this time.

<p>Cups</p>	 Ceramics  Glassware  Reusable travel mugs	 Rigid plastic cups with plastic lids	<p>There are no compostable alternatives that Guelph can accept at this time.</p>
<p>Shopping Bags</p>	 Cotton, canvas, nylon and polyester bags  Recycled PET bags  Woven and non-woven PP bags	 Paper bags with two paper or fibre handles	<p>There are no compostable alternatives that Guelph can accept at this time.</p>