



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

ZERO WASTE CHECKLIST FOR EVENTS

This document is a guide to help you set up a successful Zero Waste event in San Francisco.

Make a Zero Waste Plan:

A successful plan will include:

- A map with location of Zero Waste stations and debris boxes. See map sample below.
- How the materials will be monitored and sorted
- How the materials will be transported from recycling/composting stations to debris boxes.
- Hiring of an event greener hired to perform recycling and composting duties.



Outside Lands 2009

LOCAL LAWS THAT APPLY TO EVENTS:

Mandatory Recycling and Composting Ordinance

Events in San Francisco are required to recycle and compost. That means maintaining appropriate, color-coded labeled containers placed in convenient locations (blue for recyclables, green for compostables and black for trash). All vendors, volunteers, contractors, and clean-up crews must be educated on how to properly identify and separate materials.

Special Event Ordinance, No. 73- 89

All street closures must have a recycling and composting plan. The San Francisco Department of the Environment monitors events that fall under this ordinance. Please submit the following with application 30 days prior to your event.

- Proof of garbage and recycling services **and** Recycling training certificate (issued after the completion of a zero waste event workshop with SF Environment - email steven.chiv@sfgov.org for an invitation).

-OR-

- Letter from SF Environment registered Event Greener (see list on following page)

Food Service Ware Ordinance

Food vendors must use compostable or recyclable to-go containers. Disposable polystyrene foam (Styrofoam) food service ware can no longer be used for food prepared in SF.

TO DO CHECKLIST PRIOR TO THE EVENT

1. Preventing Waste

- Limit the number of giveaways (ie, free samples, paper fliers, swag), the more waste produced the higher the disposal fees
- Make sure all items purchased for the event such as banners, display materials, and operational material are either reusable, recyclable or compostable
- Donate leftover food from events call Food Runners 415-929-1866 foodrunners.org

2. Order Trash/Recycling/Compost Service and appropriate debris boxes, carts or event cardboard boxes

- Call or email Verna Ellis from Recology at (415) 621-3841/vellis@recology.com at least 30 days prior to the event to order trash, composting, and recycling collection service, which can include debris boxes, event boxes or containers. (see photos below)
- You can get additional event signage from SF Environment. (415) 355-3700
- For recycling services, call SF Conservation Corp, Laura McKaughan (928-7417x 315)
- Base the level of service needs on past event experience or check with Recology for assistance
- Order debris boxes that have locks to avoid contamination or dumping.



Hire a SF Environment Registered Event Greener

The following organizations provide composting and recycling services at events. This may include cart monitors, transferring material from Zero Waste Station to debris boxes, material sorting stations, and post event clean-up.

- **Community Housing Project** / Kelly Meehan (415) 749-2790 x359, kmeehan@chp-sf.org, www.chp-sf.org
- **Green Mary** / Mary Munat, (707) 548-7582, mary@green-mary.com, www.green-mary.com
- **SF Conservation Corp** / Tomer Shapira, (415) 928-7417 x320, tshapira@sfcc.org, www.sfcc.org
- **Waste Busters** / Mike Siminitus, (530) 219-3676, michael@wastebusters.info, www.wastebusters.info
- **SF Clean City Coalition** / Gia Grant (415) 552-9201, info@sfcleancity.com, www.sfcleancity.com
- **Clean Vibes** / Anna Borosfky, (828) 738-3817, info@cleanvibes.com, www.cleanvibes.com
- **Revolutionary Green** / Teresa Bradley (415) 377-8931, info@revolutionarygreensolutions.com, www.revolutionarygreensolutions.com

Volunteer Recruitment

There are folks who are willing to help monitor zero waste stations, by educating event attendees on what goes in the bins in exchange for entry to your event, class credit, a free lunch or T shirt, etc.... Below are organizations that may be able to help with volunteer recruitment:

- One Brick www.onebrick.org or Volunteer Match www.volunteermatch.org

Working with Food Vendors

- Insert recycling and composting requirements into the agreement with vendors
- Require vendors to recycle and compost all remains at the close of event
- Download this flyer and give it to your vendors so they know which foodware is acceptable in SF under our Food Service-Ware Ordinance
<http://www.sfenvironment.org/downloads/library/22hfoodservicewareflyer0608v9.pdf>
- Vendors/janitor staff/volunteers should be trained and given handouts before event, know what materials go where, and where debris boxes are located.

Note: Compostable products, including cups and bags, must be clearly marked "Compostable" with a green stripe, or tinted green and labeled "Compostable". Products labeled "biodegradable" or "degradable" are not acceptable in our composting program.

If you are interested in additional reassurance that your products are compostable, look for products that are BPI certified (Biodegradable Products Institute).



List of vendors that carry or distribute BPI certified compostable products:

<http://www.sfenvironment.org/downloads/library/stablebagsandproducts21408.pdf>

Or :

Purchase standard plastic cups which can be recycled in the blue bins.



TO DO CHECKLIST DURING THE EVENT

1. Setting up the Zero Waste Stations

- Stations should be clearly marked and visible above a crowd (the fewer number of stations, the better)
- Garbage, recycling and composting should always be grouped together with clear and identifiable signage.
- There should be no stray garbage bins.
- Compost bins should be lined with compostable bags, not plastic bags.
- Recycling bins can be lined with clear plastic bags or no liners, plastic bags **must** be emptied and either reused or disposed in landfill bin
- Additional questions and event signs? Contact Steven Chiv (view full contact information below)



2. Vendors/Janitor Staff/Volunteers

- Should be managed throughout the event. Beware: vendors tend to dump materials in wrong debris boxes because of time constraints, and volunteers can wander away.

TO DO CHECKLIST AFTER THE EVENT

- For best diversion savings, sort materials on the back end before placing in debris boxes.**
- Cardboard should be flattened and stacked by vendors/clean up crew and brought to blue recycling debris boxes
- We recommend that you penalize vendors for unclean booths or recycling contamination
- Debris boxes should be locked after event is finished

For More Information:

Contact: Alexa Kielty

Department of Environment

11 Grove Street

San Francisco, CA 94102

(415) 355-3747, alexa.kielty@sfgov.org