



OAKLAND RECYCLES *AT PLAY*

RECYCLING AT LARGE EVENTS IN OAKLAND

A Compliance and Planning Guide



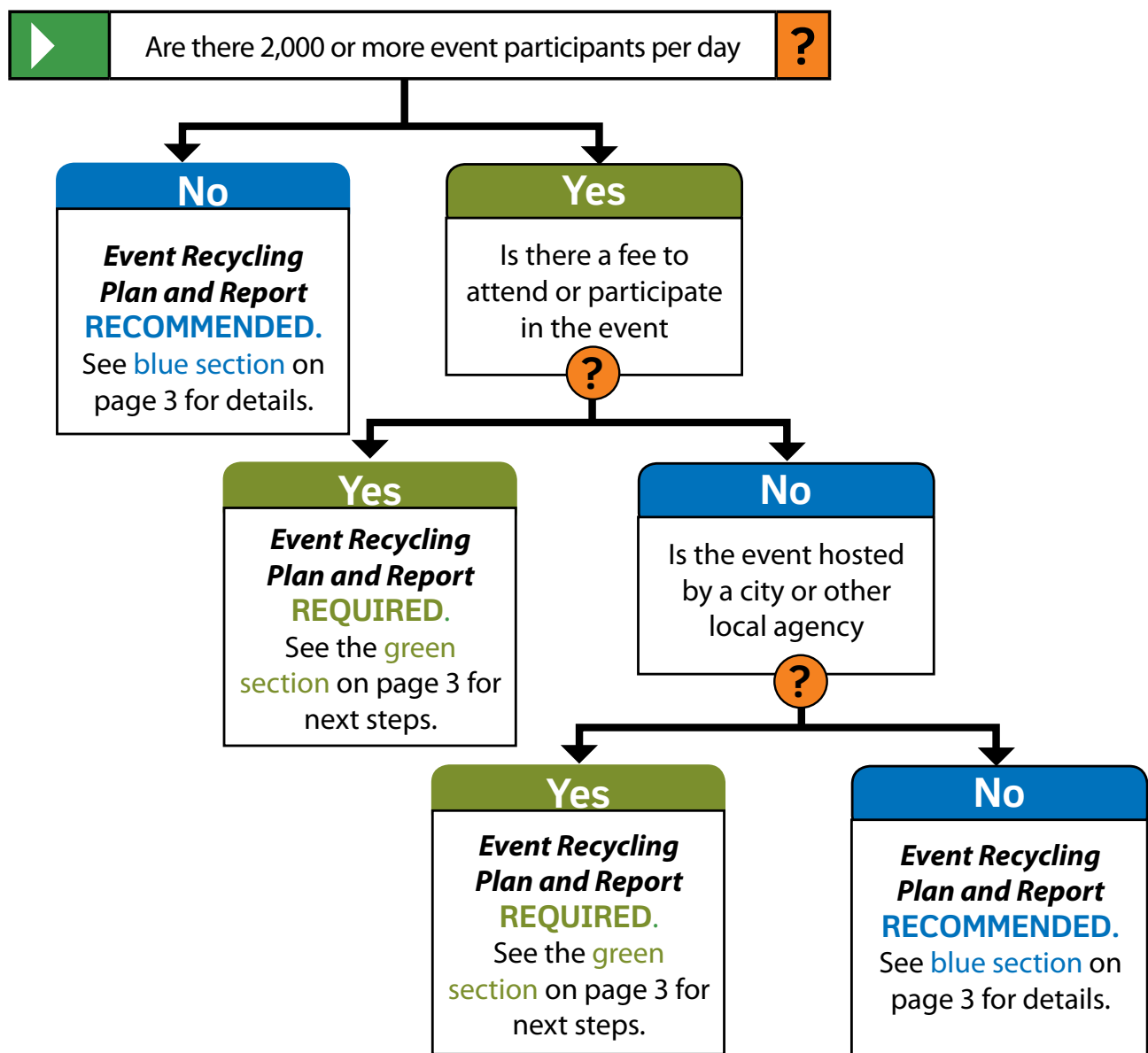
This guide is designed to help organizers of large events in Oakland:

- understand and comply with state and local recycling and reporting requirements, and
- plan and carry out successful event recycling programs

Is my Oakland Event required to file a Recycling Plan and Recycling Report with the City?

Under the provisions of Public Resource Code Section 42648 (also known as “AB 2176”), organizers of large events are required to *recycle and submit waste reduction and recycling plans, and report recycling results to their local government agency*. The State defines a “large event” as one that averages 2000 or more participants per day, and either (1) charges a fee to attend or participate, or (2) is hosted by a city or other local agency.

Use the flowchart below to determine if your event falls under the planning and reporting requirements of the law.





Read this section if your result from the flow chart on page 2 is:

REQUIRED

We know Oakland's event organizers strive to provide the best event recycling possible. Recycling rates of 75%-90% are routinely reported from events that have effectively planned and implemented recycling services. The Event Recycling Plan and Report are designed to help your event do just as well or better. They also help your event easily comply with the state law. Please read through this guide—it will provide you with a helpful overview of the entire process.

If you are required to report, you must:

- Develop an Event Recycling Plan, and submit it to the City of Oakland 90 days prior to your event.
- Complete an Event Recycling Report, and submit it to the City of Oakland within 30 days after your event.
- Use the forms shown below to complete the Event Recycling Plan and Report.

EVENT RECYCLING PLAN

Submit to City at least 90 days before your event

EVENT RECYCLING REPORT

Submit to the City within 30 days after your event

Forms are included in this guide, and available at www.oaklandrecycles.com. Submit forms to the City of Oakland by fax to (510) 238-7286 or by email to recycling@oaklandnet.com. If you have any questions, call the Oakland Recycles Hotline at (510) 238-SAVE (7283).

Read this section if your result from the flow chart on page 2 is:

RECOMMENDED

Even though you are not required by law to create a recycling plan, the City of Oakland encourages you to provide effective recycling services for event attendees. Your guests already recycle at home, and expect the same convenience when on the go.

Successful and cost-effective recycling at events depends on including recycling in your plan from the very beginning. This guide and the forms (shown at left) will get you started early and keep you on track. Recycling rates of 75%-90% are routinely reported from events that have effectively planned and implemented recycling services.

While you do not need to file the enclosed forms with the City, they are available to you as a planning tool.

The City of Oakland also offers technical assistance. To provide you with the best service, Oakland Recycles recommends that you work through the Event Recycling Plan form as far as you can before contacting us. If you have any questions, call the Oakland Recycles Hotline at (510) 238-SAVE (7283).



Timeline to Compliance

STARTING 12 MONTHS BEFORE YOUR EVENT:

STEP 1: *Develop an Event Recycling Plan*

This plan is your road map to an effective event waste reduction and recycling program. For recurring events, the plan must be updated every two years. See “Best Practices” on page 5, and “Resources” on page 6 for guidance.

STEP 2: *Develop a Timeline to Implement Your Plan*

Your plan will be most effective if you prepare for the event early. For a sample timeline, consult StopWaste.Org’s *Special Event Best Practices Guide* (see “Resources”).

AT LEAST 90 DAYS BEFORE YOUR EVENT:

STEP 3: *Submit Your Event Recycling Plan to the City*

If required by law (see flowchart on Page 2), you must submit your plan to the City of Oakland, using the form included in this guide.

ON THE DAY(S) OF YOUR EVENT:

STEP 4: *Measure Materials*

Demonstrating compliance requires requesting and obtaining weight tickets for your event’s discarded materials. When ordering service, notify your garbage/recycling service providers that you require weight tickets, and remind them before the event. It’s best to estimate quantities too, in case weight tickets are lost. Estimates can only be made by monitoring the collection and consolidation of recyclable materials throughout your event. At the end of each day, record the estimated quantities.

WITHIN 30 DAYS AFTER YOUR EVENT:

STEP 5: *Prepare & Submit Your Event Recycling Report to the City*

Collect your garbage and recycling weight tickets from your hauler(s). Use the data to complete your Event Recycling Report. If you do not have a weight ticket for any material, use the estimates you made at the end of your event.

WANT STEP-BY-STEP GUIDANCE?

Consult StopWaste.Org’s *Special Event Best Practices Guide* (see “Resources”) for:

- Waste reduction activities
- Sample planning timeline
- Checklists for materials, equipment, staffing and logistics
- Outreach tips
- and more!

Get your free copy at:
<http://stopwaste.org/docs/specialevents-swp.pdf>





Best Practices: A Shortlist for Success

Follow these top tips and learn from the experience of others

ASSESS THE SITUATION

Begin by reviewing the [StopWaste.Org Special Event Best Practices Guide](#) or a similar tool. You will estimate the types and amounts of materials your event may generate by considering the suppliers, staff, vendors, attendees, and event activities. Different types of waste are generated by event attendees and vendor activities. You will identify “who, what, where, when and how” materials are generated, and what is recyclable or compostable. Your garbage hauler, recycling service provider, or event planning contractor may be able to provide records from past (or similar) events to help you estimate the amount and type of materials to expect.



all the materials your event will generate, first identify steps you can take to minimize waste. You might require food vendors to use compostable food service ware, ask vendors to minimize shrink-wrap and cardboard, offer incentives for attendees to bring reusable cups or refillable water bottles, or limit handbills distributed by vendors.

Preventing contamination of recyclables is critical to the success of your event recycling efforts. This includes making sure event attendees know what goes where, event staff and contractors are properly trained and supervised, and haulers are informed to provide you with recycling weight tickets.

CONSIDER FOOD WASTE

An event where food is served can raise its recycling rate to 85-90% by providing food scraps recycling. These services are available in Oakland, but a food scraps recycling program requires more staffing and attention to succeed. The benefits to your event’s image and environmental footprint are significant.

SET GOALS TO REDUCE, REUSE, RECYCLE & ROT (4Rs)

The most effective way to handle event waste is to prevent it in the first place. When you consider



PLAN THE LOGISTICS

Always clearly assign recycling responsibilities to a coordinator. Designate a staff person or, if you hire an event contractor, make sure the contractor provides an event recycling coordinator that has experience with event recycling. Make sure all recycling tasks are on your master event timeline. After you determine the equipment and staff you’ll need to make your recycling plan work, pay careful attention to how it is carried out.





Best Practices, continued

OUTREACH & TRAINING

Vendors, exhibitors, performers and event staff must understand the recycling program and their responsibilities for the recycling plan to succeed. Hold brief orientations prior to the event, and include recycling requirements and waste reduction information in the vendor and sponsor packages sent out prior to the event. To help event visitors understand the program, clearly mark your compost, recycling and trash stations with easy to read, large signs.

Consider using volunteers to monitor the stations and assist visitors in separating their discards, especially if recycling food scraps. Highlight your waste reduction efforts in the event program and make announcements periodically during the event whenever practical.

DATA COLLECTION, REPORTING AND EVALUATING RESULTS

Require your recycling and waste haulers to provide weight tickets for your materials. Make this request well in advance and assign a staff

person to follow up. If this is not possible (e.g., if materials go into a larger collection route), use the Event Recycling Report form in this guide to record your collection volume, and the estimated results. Quality event recycling programs are not static – they improve because you evaluate your results and record changes you want to make for your next event!

Resources

PLANNING

StopWaste.Org provides a *Special Event Best Practices Guide* to help you plan a green event from start to finish. Go to <http://stopwaste.org/docs/specialevents-swp.pdf>.

PROFESSIONAL EVENT RECYCLING PLANNERS

Many local event producers offer event greening and recycling services, from providing advice to handling all event waste. The City of Oakland does not recommend or endorse specific event recycling service providers, but keeps a list of current contacts working in Oakland. Call the Oakland Recycles Hotline at (510) 238-SAVE (7283) or visit www.OaklandRecycles.com.



PUBLIC COLLECTION SYSTEMS

Keeping your event clean and your recycling program effective requires public collection containers that are well marked, appropriately placed and easy to service. The City of Oakland has a variety of collection container signage artwork available for download. We can also provide information about portable collection container options. Call the Oakland Recycles Hotline at (510) 238-SAVE (7283) or visit www.OaklandRecycles.com.

COLLECTION SERVICES

In Oakland, trash and compost must be hauled by Waste Management of Alameda County (WMAC). WMAC also provides recycling service, or you may contract for these services with other providers. Call WMAC at 510-613-8700 for information about trash and compost services.



**OAKLAND
RECYCLES.COM**

NEED MORE HELP?

Need help preparing your recycling plan or your report?

Contact Oakland Recycles at:
(510) 238-SAVE (7283) or
recycling@oaklandnet.com

PLEASE RETURN YOUR PLAN AND ALL ATTACHMENTS NO LATER THAN 90 DAYS BEFORE YOUR EVENT:

BY MAIL:

City of Oakland Public Works Agency
 Environmental Services Division - Recycling
 250 Frank H Ogawa Plaza, Ste. 5301
 Oakland, CA 94612-2034

BY FAX:

(510) 238-7286 Attention: Event Recycling

BY EMAIL:

recycling@oaklandnet.com
 Subject: Event Recycling Plan – [Insert Name of Event]

1

CONTACT INFORMATION

Primary Contact (YOU): (Please list the person who is responsible for submitting this Event Recycling Plan.)

Primary Contact Name:	Title:	Company:
Address:	Email:	Phone:

Producing Organization: (Please list organization ultimately responsible for the Event and a primary contact person, if different from above.)

Producing Organization:	Address:	
Contact Name:	Email:	Phone:

Event Contractor: (If you are paying someone to handle event production including recycling, please list the company and primary contact.)

Event Contractor Company:	Address:	
Contact Name:	Email:	Phone:

2

ABOUT THE EVENT

Name of Event:	Date(s) of Event:	
Location of Event:	Estimated number of Attendees:	
Permits (if applicable):	Permitting Agency:	Permit Number:
Event Description: (Briefly describe the type of event and anything relevant about the location.)		

Is this a recurring event? ☐ Yes ☐ No If yes, how often does it take place? _____
 Will vendors be present? ☐ Yes ☐ No Expected total number of vendors: _____
 Will food be prepared and/or served? ☐ Yes ☐ No Expected number of food vendors: _____

3

RECYCLING HAULERS

List haulers who will be removing RECYCLABLE and COMPOSTABLE materials after your event. List materials that will be collected and how the hauler will report recycling results to you. Attach additional pages as needed.

Company Name	Contact Name	Phone	E-mail
Materials hauled: <input type="checkbox"/> Cardboard <input type="checkbox"/> Mixed Paper <input type="checkbox"/> Cans/Bottles (glass/metal/plastic) <input type="checkbox"/> Compostables (food/food soiled paper/compostable foodware) <input type="checkbox"/> Cooking Oil <input type="checkbox"/> Other Materials (pallets, other plastics, etc.) List all:			
<input type="checkbox"/> Company will provide WEIGHT TICKETS <input type="checkbox"/> Company will identify where materials are hauled but cannot provide weight tickets			

Company Name	Contact Name	Phone	E-mail
Materials hauled: <input type="checkbox"/> Cardboard <input type="checkbox"/> Mixed Paper <input type="checkbox"/> Cans/Bottles (glass/metal/plastic) <input type="checkbox"/> Compostables (food/food soiled paper/compostable foodware) <input type="checkbox"/> Cooking Oil <input type="checkbox"/> Other Materials (pallets, other plastics, etc.) List all:			
<input type="checkbox"/> Company will provide WEIGHT TICKETS <input type="checkbox"/> Company will identify where materials are hauled but cannot provide weight tickets			

4 GARBAGE DISPOSAL

Under City Franchise Agreement, garbage disposal options in Oakland are limited to the following. Check the option you have selected to use:

- ☐ Waste Management of Alameda County (WMAC) special garbage pickup: ☐ Roll-off box ☐ Other container: _____
- ☐ Event will use an existing business garbage collection container. Service name and address: _____
- ☐ Event contractor will haul garbage to a permitted disposal facility. NOTE: Weight ticket submittal REQUIRED on Event Recycling Report.

Which materials will your event LANDFILL? Please provide a justification for disposal of any commonly recyclable materials listed.	
<input type="checkbox"/> Difficult-to-recycle plastics, please list:	<input type="checkbox"/> Other materials, please list:

NOTE: *The use of disposable polystyrene foam food service ware is prohibited by law at events in Oakland.*
For more information about the Green Food Packaging Ordinance visit www.oaklandrecycles.com.

5 RECYCLING PLAN DETAILS

Please answer each of the following questions. Attach additional sheets as needed to provide detail.

A. What standard best describes your recycling goal for your event?

- ☐ "Zero Waste": Maximum waste reduction and recycling are integral to your event. Promoted as a green event. Includes food recycling.
- ☐ Current Community Standard: Recycling options will be easily accessible throughout the event, and may include food recycling.
- ☐ Basic: Minimum services required by law will be provided. (Cans, bottles and cardboard will be recycled.)

B. What types of collection containers will be used? You must answer for all locations.

For event attendees:
"Behind the scenes" (e.g. containers used by vendors, if applicable):
For consolidation (staging area for hauler pick-up):

C. How will you minimize contamination of recyclables and handle your consolidation and materials management on site?

<input type="checkbox"/> Clear signage on all containers. <input type="checkbox"/> Other signage. Describe. You may attach photos or additional pages.
<input type="checkbox"/> Monitors at receptacles: (<input type="checkbox"/> Paid Staff <input type="checkbox"/> Volunteers) <input type="checkbox"/> Monitors at consolidation area: (<input type="checkbox"/> Paid Staff <input type="checkbox"/> Volunteers) How will volunteers be recruited?
<input type="checkbox"/> Staff and volunteer training. Who will conduct the training?

D. Describe how you plan to maximize recycling and minimize waste.

<input type="checkbox"/> Contract language for vendors. Describe: (example, require compostable foodware)
<input type="checkbox"/> Instructions to sponsors or general public. Describe: (example, limit distribution of leaflets)
<input type="checkbox"/> Vendor training and oversight. <input type="checkbox"/> Public announcements <input type="checkbox"/> Mention recycling in event publicity

E. Describe how you plan to promote reuse.

<input type="checkbox"/> Event features or incentives. Describe: (example, encourage refillable water bottles, provide refill stations)
<input type="checkbox"/> Reuse of generated materials. Describe: (example, donate leftover food)

F. Describe how you plan to confirm proper disposal of materials, collect your data and report your recycling results.

<input type="checkbox"/> I will request in advance and submit WEIGHT TICKETS for these materials: <input type="checkbox"/> ALL or <input type="checkbox"/> Checked below:
<input type="checkbox"/> Cardboard/Mixed Paper <input type="checkbox"/> Cans/Bottles <input type="checkbox"/> Commingled Recycling <input type="checkbox"/> Compostables <input type="checkbox"/> Cooking Oil (provide gallons) <input type="checkbox"/> Garbage <input type="checkbox"/> Other Materials (list):
<input type="checkbox"/> I will estimate material volume onsite during the event using the reporting worksheet for these materials: <input type="checkbox"/> ALL or <input type="checkbox"/> Checked below:
<input type="checkbox"/> Cardboard/Mixed Paper <input type="checkbox"/> Cans/Bottles <input type="checkbox"/> Commingled Recycling <input type="checkbox"/> Compostables <input type="checkbox"/> Cooking Oil (estimate gallons) <input type="checkbox"/> Garbage <input type="checkbox"/> Other Materials (list):

NOTE: If you are estimating, you must also have your hauler identify where they are taking the materials and include this in your report.

6 EVENT RECYCLING MAP:

Please attach a map of the event clearly showing placement of recycling and waste containers for use by the public and vendors, and location of consolidation bins or carts. If applicable, show placement of vendors especially indicating where food will be prepared and served. Your plan is not complete without this map.

- ☐ Map is attached.

PLEASE RETURN YOUR REPORT AND ALL THE ATTACHMENTS NO LATER THAN 30 DAYS
 AFTER YOUR EVENT :

BY MAIL:

City of Oakland Public Works Agency
 Environmental Services Division - Recycling
 250 Frank H Ogawa Plaza, Ste. 5301
 Oakland, CA 94612-2034

BY FAX:

(510) 238-7286 Attention: Event Recycling

BY EMAIL:

recycling@oaklandnet.com
 Subject: Event Recycling Plan – [Insert Name of Event]

1 CONTACT INFORMATION

Primary Contact (YOU): (Please list the person responsible for submitting this Event Recycling Plan.)

Primary Contact Name:	Title:	Company:
Address:	Email:	Phone:

Producing Organization: (If different from above, please list the person and organization ultimately responsible for the Event.)

Producing Organization:	Address:	
Contact Name:	Email:	Phone:

Event Contractor: (If used and not listed above, please list the person and company who was responsible for Event setup and production.)

Event Contractor Company:	Address:	
Contact Name:	Email:	Phone:

2 ABOUT THE EVENT

Name of Event:	Date(s) of Event:
Location of Event:	Estimated Number of Attendees:

3 RECYCLING HAULERS

Please include contact information and what materials each hauled. If more than 2 haulers were used, please add additional sheets.
 List haulers who removed RECYCLABLE and COMPOSTABLE materials after your event.

Company Name	Contact Name	Phone	E-mail
Materials hauled: <input type="checkbox"/> Cardboard <input type="checkbox"/> Mixed Paper <input type="checkbox"/> Cans/Bottles (glass/metal/plastic) <input type="checkbox"/> Compostables (food/food soiled paper/compostable foodware) <input type="checkbox"/> Cooking Oil <input type="checkbox"/> Other Materials (pallets, other plastics, etc.) List all:			
<input type="checkbox"/> Company will provide WEIGHT TICKETS <input type="checkbox"/> Company will identify where materials are hauled but cannot provide weight tickets			

Company Name	Contact Name	Phone	E-mail
Materials hauled: <input type="checkbox"/> Cardboard <input type="checkbox"/> Mixed Paper <input type="checkbox"/> Cans/Bottles (glass/metal/plastic) <input type="checkbox"/> Compostables (food/food soiled paper/compostable foodware) <input type="checkbox"/> Cooking Oil <input type="checkbox"/> Other Materials (pallets, other plastics, etc.) List all:			
<input type="checkbox"/> Company will provide WEIGHT TICKETS <input type="checkbox"/> Company will identify where materials are hauled but cannot provide weight tickets			

4

GARBAGE DISPOSAL

How was your garbage removed and disposed?

- ☐ Waste Management of Alameda County (WMAC) special garbage pickup: ☐ Roll-off box ☐ Other container: _____
- ☐ Placed in an existing business garbage collection container. Service name and address: _____
- ☐ Event contractor hauled garbage to a permitted disposal facility, NOTE: Weight ticket MUST be attached to this Report.

Which materials did your event LANDFILL? Please provide a justification for disposal of any commonly recyclable materials listed.

☐ Residual garbage including compostables (Recycling offered but not Compostables)

☐ Source separated residual garbage (Recycling and Compostables offered)

☐ General garbage (collected from locations offering no recycling alternatives)

☐ Difficult-to-recycle plastics, please list:

☐ Other materials, please list:

5

AMOUNTS OF MATERIALS COLLECTED

5-1: Material collected by hauler(s). Choose only one method of reporting. Record your data on the appropriate table, A or B.

A**WEIGHT TICKETS Attach copies of all weight tickets to your completed form.**

MATERIAL	Cardboard / Mixed Paper	Bottles / Cans	Commingled recycling (paper and cans/bottles)	Compostables	Other Recyclables (ID material):	TOTAL of ALL RECYCLING	Trash to Landfill
TOTAL of ALL HAULER WEIGHT TICKETS							

B**ESTIMATED MATERIAL VOLUME**

Material						Container Size and Type			Volume Calculation			TOTAL
Example: 32 gallon cart \times 50% full \times 5 containers \times 1 pickup $=$ 80 gallons												
Cardboard / Mixed Paper	Bottles Cans	Commingled recycling	Compostables	Other	Trash to Landfill	Container Size	Cubic Yards	Gallons	Estimated % Full	Number of Containers	Number of Pickups	Total Estimated Amount

*Size of Container: Containers come in a "dumpster" or "cart" Size should be stenciled or stamped on the containers

5-1: Materials collected by other parties (NOT any of your waste or recycling haulers listed in Steps 3 and 4), if applicable. *E.g. bottles & cans sold to a buy-back center or donated to charitable groups. Please list types and amounts. If you don't have records of the amounts, use your best estimate. Please attach additional sheet or photographs if needed.*

Material	Amount	Who collected

6

WASTE REDUCTION AND REUSE ACTIVITIES (OPTIONAL)

Please describe waste reduction or reuse activities that took place at your event, and report results. If you don't have records of the amounts, use your best estimate. Please attach additional sheets, if needed.

Activity #1:	Types and amounts of waste material prevented or reused:
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If you need help answering these questions, please call the Recycling Hotline at (510) 238-SAVE (7283) or e-mail recycling@oaklandnet.com. For an example of a completed Event Recycling Plan, visit www.oaklandrecycles.org.