



Sunnyvale

## Special Event Garbage, Recycling and Pollution Prevention Plan

Thank you for choosing to host your event in Sunnyvale. To help ensure that your event goes smoothly, City Environmental Services staff will work with you to ensure your event area stays clean.

### PORTABLE SPECIAL EVENT CONTAINERS

All event organizers will be required to set-up and use special event containers (both recycling and garbage) for event waste, in lieu of the on-site park waste containers. The special event containers will be provided at no cost and will be arranged by City recycling staff. See below for details and photos.

Recycling (Cans & Bottles)		Garbage	
<b>ClearStream Recycling Container</b> (max. 15 available)		<b>ClearStream Landfill Container</b> (max. 15 available)	
<b>Details:</b> <ul style="list-style-type: none"> <li>- Recycling liners included</li> <li>- Use for food &amp; beverage containers, plastic, aluminum and glass.</li> </ul>		<b>Details:</b> <ul style="list-style-type: none"> <li>- Trash liners included</li> <li>- Use for disposable food ware (cups, plates, utensils, etc.) napkins, takeout boxes, plastic wrap &amp; bags, food scraps.</li> </ul>	
Note: Plastic and paper cups are not recyclable.			

*A \$50 fee will apply per container that is not returned or is returned in damaged condition.*

### YOUR RESPONSIBILITIES:

#### Before the Event

- ALWAYS pair the recycling containers with the garbage containers to reduce contamination in the recycling containers.
- Let event staff and any vendors know which materials are being collected for recycling.
- If using oil or other liquids, plan for proper collection and disposal of these—liquids cannot be placed into regular garbage bins, or poured down storm drains or onto landscaping.

#### During the Event

- Encourage event attendees to place bottles and cans in the recycling bins in order to reduce the amount of waste generated by your event.
- Replace full garbage/recycling bags as needed with the liners provided. Bags must not overflow.
- Keep event area litter free. Actively patrol and pick up all trash.

#### After the Event

- Place garbage bags in the dumpster(s) designated for use by your event.
- After the event secure and return all ClearStream containers to the designated pick-up spot.
- Place bagged bottles and cans in the onsite blue container recycling carts.
- Ensure that all streets, sidewalks, parking lots and public areas are cleaned (swept, litter picked up, disposed properly, etc.) and returned to the pre-event condition.
- Remove temporary public art (chalk, paint, charcoal, clay, etc.) using dry clean-up methods only. (see Storm Water Guidelines below).

Note: The event coordinator(s) is responsible for returning all garbage and recycling containers in the same condition in which they were delivered.



## TIPS FOR REDUCING WASTE AT YOUR EVENT

If you plan ahead, reducing waste at your event can be easy and can even save you money. Consider implementing some of the waste reduction ideas below:

- Serve beverages in their original (recyclable) containers rather than using disposable cups
- Use bulk containers or dispensers for condiments such as ketchup, mustard, mayonnaise, sugar, and creamer rather than individually packaged servings.
- Provide attendees and any vendors with information regarding your waste reduction goals and recycling available at the event.
- Evaluate how much waste and recyclables were generated during the event. Promote your accomplishments!
- Plan to donate leftover food. Contact local agencies such as [wastenofood.org](http://wastenofood.org) and [peninsulafoodrunners.org](http://peninsulafoodrunners.org), 415-826-6903, for donation options.



## Storm Water Pollution Prevention Special Event Guidelines

Event organizers must actively implement these guidelines before, during, and after the event to reduce and prevent pollutants from leaving the event venue.

### Good Housekeeping

- Do not use a water hose or pressure washing system to clean up spills. Use mops, brooms, or wire brushes to dry sweep and clean sidewalks, pavement, and other impervious surfaces. Use only dry clean-up methods! Any wash water must be disposed of into the sanitary sewer drains (located in picnic areas) and not into the storm drain or on the landscaping.
- Minimize the use of soaps, cleaning solutions and chemical agents.

### Preventive Maintenance

- Inspect equipment and vehicles frequently and clean up leaks and spills immediately.
- For specific water-based events, locate and protect all drainage points using storm drain protection devices such as sandbags, fabric filters, berms, containment booms, etc. prior to the event.
- Label or place signs at, around, or adjacent to storm drains with the following wording: “No Dumping” or other pollution prevention message.
- Regularly inspect storm drains during the event to prevent pollutants from accumulating around or in them.

### Materials Storage and Handling

- Store materials in covered areas that are not exposed to rain.
- Keep outdoor storage areas clean and litter-free.

### Food Preparation

- Food vendors must have spill kits on-site. Spill kits include: towels, kitty litter, and/or clean-up materials. All spilled materials must be promptly cleaned up and disposed as explained above.
- Food vendors must work with a licensed waste oil or grease transporter, if applicable.
- Grey-water bins must be properly disposed into a sanitary sewer drain.
- Dumpster lids must be closed at all times.

### Post Event Clean Up

- After the site has been cleaned, storm drain containment and protection devices must be removed.

**Note:** Refer to the ‘*Surface Cleaning Program*’ (posted on [BASMAA.org](http://BASMAA.org)) guidelines for more ideas on proper cleaning and disposal methods.

**I have read and understand the above information and agree to comply with the stated guidelines**

**Print Name:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_