

Zero Waste Santa Monica Event Guide to Reduce Waste



City of
**Santa
Monica**

Resource Recovery & Recycling Division

2500 Michigan Ave, Building A, Santa Monica, CA 90404

<https://santamonica.gov/categories/services/trash-and-recycling>

Recycling at Work: Getting Started

In 2014, City Council adopted a Zero Waste Strategic Plan that will enable the City to reach its Zero Waste goal of 95% diversion by 2030. Community events play a vital role in accomplishing these goals. This document has a variety of key resources to help make any event more eco-friendly.

In addition, the new California law SB 1383 aims to reduce the number of organic materials sent to the landfill and increase the production of compost, mulch, and renewable energy. This law also requires edible food recovery for events with 2,000 or more attendees, including event staffing – see requirements below.

Section 1: What Will be Collected and How?

The City of Santa Monica offers recycling collection, garbage collections, and organic waste collection (food scraps, food soiled paper and cardboard products). To request City services and containers please contact r3permittedevents@santamonica.gov a minimum of two weeks prior to your event date. Then fill out pages 1 & 2 of the Zero Waste Management Form, attach a site plan, and submit to r3permittedevents@santamonica.gov. Staff will review the given event information, decide the appropriate City provided containers and services, and send an invoice. Payment for any City services and/or containers must be completed no later than two weeks prior to event date. Failure to meet this deadline will require the use of a City approved private hauler.

Section 2: Where Does Everything Go?

Materials should be sorted by commodity. Santa Monica requires the use of a three-container system to separate your event's waste.

Section 3: How Important is Event Zero Waste Planning?

Planning is vital to have a successful zero waste event. The City of Santa Monica staff are available to guide you through the process and provide information on how to divert materials from a landfill.

Section 4: Greening Your Event That Goes Beyond Waste Reduction

Transportation, energy, and water use may also be useful to consider when planning your event to further reduce environmental impacts.

Section 1: What will be Collected and How? Zero Waste Management Form – Page 1

This form is a guide to help the City of Santa Monica meet its zero-waste goal of diverting 95% of materials from a landfill by 2030. Please complete pages ** of the Zero Waste Management Form and submit with a site plan to r3permittedevents@santamonica.gov. Staff will review, recommend containers, and send an invoice for the recommended containers. All arrangements and payments must be made no less than two weeks prior to event. Failure to meet this deadline will require use of a City approved private hauler.

Event Name: _____	Event Date: _____
Location: _____	Estimated attendance ¹ : _____
Contact Name: _____	Phone #: _____
Email: _____	
Event Set-Up Date: _____	Time: _____
Event Strike-Down Date: _____	Time: _____

Will you be using the City's Resource Recovery & Recycling services or hiring a City approved private hauler?

City Service Private Hauler (List of approved haulers is available via request)

Note: If using a private hauler disposal weight tickets are required for ALL material collected.

Initial here: _____

Private Hauler: _____

Contact: _____ Phone #: _____

What materials will be generated at your event?

Recyclable plastics (1, 2, 5) Aluminum Cans Paper Cardboard Unused Edible Food Leftovers Glass Catered Food Food Prepared Onsite Other: _____

Description of plan for removal of waste and recyclables during and after your event:

- Site plan noting location of all Zero Waste – Trash (combined) Stations (please attach). See page * on dedicated staff at stations. Please note the example of a typical site plan identifying the location of the zero waste stations.
- Portable restrooms.
All restroom paper towels go in green organics containers, NOT trash. Use green containers at Zero Waste – Trash Stations. Either no dedicated paper towel pails in restrooms with signs explaining to put paper towels in green containers or make sure the pails in restrooms are dumped into green containers.

1 – Starting 01/01/2024 any event with at least 2,000 attendees (including staff) per day must prevent edible food leftovers from going into the trash by reusing another day, donating to charity, or giving to employees. Any food donated must be weighed and recorded. The event or charity receiving edible food will need to provide this data to the City's Zero Waste Team.

Zero Waste Management Form – Page 2

The City of Santa Monica may require a refundable deposit to cover any unexpected fees due to cleanup or damage. Please see the fee table below.

Attendees Expected	Without Food/Drink	With Food/Drink
0 – 500	\$0	\$500
500 – 1000	\$500	\$1,000
1000 +	\$1,000	\$1,500

Note: Return of integrated waste management deposit must be requested in writing by completed the Customer Refund Request Form within 30 days of your event. All refunds will be returned via original method of payment. If the deposit was paid via check, refunds will be made out to the name of the party on the original payment and mailed to the address listed on the check unless otherwise indicate. If the deposit was paid via credit card, the refund will be issued to that credit card.

Services and Containers:

The City of Santa Monica offers a variety of containers to collect materials generated by your event. City staff will help event planners estimate the appropriate number and type of containers needed. Payment must be made no less than two weeks prior to event. Failure to do so will result in requiring the use of a City approved private hauler.

Trash Only	Recycling and Organics
Event bin rental: \$301.89 per bin, includes one dump Each additional dump: \$106.54 Available in 2 or 3 cubic yards	Event bin rental: \$301.89 per bin, includes one dump Each additional dump \$106.54 Recycling available in 2 or 3 cubic yards Organics available in 2 cubic yards
	 

Trash	Organics, green waste	Recycling
Event rental: \$156.90 per cart Additional cart service: \$80.56 Available in 95-gallon carts	Event rental: \$156.90 per cart Additional cart service: \$80.56 Available in 95-gallon carts	Event rental: \$156.90 per cart Additional cart service: \$80.56 Available in 95-gallon carts
		

I acknowledge that I have reviewed this plan and agree to the trash and recycling policies herein.

Applicant Name (print): _____ **Signature:** _____ **Date:** _____

For questions about completing a Zero Waste Management Form or to submit, contact staff at r3permittedevents@santamonica.gov

Section 2: Where Does Everything Go?

Recycling and Organics

Most events can recycle non-organic and organic materials which is about 75% of the waste produced.

Recyclable Materials (Recycling)

Clean paper & cardboard

Clean metal containers, trays, and foil

Clean glass containers

Clean plastics #1, 2, and 5

Place extra flattened cardboard (up to 4' x 4') beside cart or bin.

Help close the loop on your events recycling program by purchasing products made from recycled materials.



Organic Materials

Food scraps, include meat, bones, and dairy.

Food-soiled paper (including napkins, tissues, and towels), platters, bowls and cups that are uncoated and unlined.

Beverage-soiled and wet paper including coffee filters, tea bags, paper towels, and napkins.

Shredded paper.



Reminders & Tips:

Clear plastic and translucent compostable bags may be put into the organics bin but must be left untied.

Compostable plastic products (bioplastics) are NOT accepted.

Garbage and Signage

Most events do not have much garbage when items are sorted appropriately but you should plan for it. Besides the environmental benefits, recycling and composting more means saving money on disposal.

Garbage

Drink boxes & pouches

Chip & cookie bags

Plastic straws, lids, and utensils

Foam plastic including packaging peanuts, foam cups, & trays



Reminders & Tips:

Think twice before you toss. Items placed in the garbage are not sorted. Instead, they travel on a one-way trip to the landfill.

Food Service Ware Ordinance

Food vendors must use 100% wood/fiber, uncoated/unlined to-go disposable service ware. No bioplastics or plastic looking food ware are allowed. Polystyrene foam (Styrofoam) and coated/lined paper food service ware can no longer be used for food prepared in Santa Monica.

Signage

Organics, recycling, and garbage can be confusing. However, signage can make a difference in an effective collection system at events. The City of Santa Monica provides signage for each cart.

If you prefer customized signs, you may print your own at www.stopwaste.org/signmaker. You may also want to tape or staple items to each sign to help attendees easily sort, especially if you don't have monitors to assist.



Section 3: How Important is Event Zero Waste Planning? It Can Make a Big Difference

To have a successful zero waste event the planner must look at their event from start to finish. Prevent waste initially by limiting the number of giveaways and encouraging reusable items. Provide education – people need to know what they can recycle and where the waste needs to go. Donate excess edible food to a local shelter before recycling. Have volunteers help with waste diversion efforts. Be an environmental champion and use the checklist below for tips on how to reduce waste.

Volunteer Recruitment – Consider contacting local schools, leadership groups and clubs for volunteers. Use websites such as www.onebrick.org and www.volunteermatch.org.

Zero Waste and Trash Stations – Plan for bundled “ZW – Trash Stations” for different containers located together (think the buddy system for containers – 3 containers: trash, recycling, and organics and include event staff or volunteers to assist visitors on what materials go where). Stations help increase proper collection of materials. A container that stands alone turns into a garbage container no matter how it’s labeled. A site map will allow you to visually consider appropriate locations.

Make sure the containers are conveniently located in high traffic areas (entrances, exits, and dining areas).

Monitoring – Staff or volunteers should be trained to monitor ZW-Trash Stations to assist event attendees in placing materials in the correct container.

Vendor Involvement – Vendors will create the majority of waste, making them a major stakeholder in your event. As the organizer you can determine which products can or cannot be used at the event. Emphasize reusable, recyclable, or compostable products.

Encourage vendors to minimize waste. Will they be handing out straws or giveaways that will be ultimately thrown away?

Conduct a pre-event meeting that details the requirements of the event. Include “what goes where” information. Vendors tend to dump materials in the wrong containers due to time constraints. It’s recommended to have volunteers breakdown & pick up cardboard during and after the event.

Section 4: What Else Can I do to Green the Event?

Consider Your Event's Impacts

Waste reduction is only one of many methods to take into consideration when planning on how to reduce the event's overall impact. For example, how will attendees travel to and from the event? By considering the overall impacts you're helping Santa Monica with their zero waste and sustainability efforts. By doing so, you may attract more attendees to your event. The following are some additional resources to consider when planning your zero-waste event:

Transportation:

Encourage alternative transportation. The City of Santa Monica has many alternatives like riding public transportation, bicycles, or scooter rentals for participants to use to travel to and enjoy your event.

Bike Rental – Breeze Bike Share is located at 80 hubs with over 500 bikes throughout Santa Monica. Learn more at www.santamonicabikeshare.com. Lyft and Jump also offer electric bikes as another option to get around.

Scooter Rental – Visitors can find four scooter brands operating in Santa Monica: Lime, Bird, Lyft, and Jump. These companies offer app-based electric scooter rentals.

Big Blue Bus – Visit www.bigbluebus.com to plan your trip.

Energy:

The Environmental Protection Agency has a carbon footprint calculator. Visit www3.epa.gov/carbon-foot-print-calculator/ to help you find out your energy use impact and what you can do to reduce it.

Water:

Visit the Office of Sustainability to learn about water saving tips and preventing waterway pollution at www.santamonica.gov/topic-explainers/water-conservation.

