

Santa Monica Event Zero Waste Plan



This form is a guide to help event planners be in compliance with local and state ordinances and to help the City of Santa Monica meet its zero waste goal of diverting 95% of materials from the landfill by 2030.

This form must be submitted to the Zero Waste Event liaison within the Resource Recovery and Recycling Division at r3permittedevents@santamonica.gov with all required attachments. Depending on your event, some line items may not apply to you. Please fill in N/A if a line item does not apply to your event.

If you are using Santa Monica as your event waste hauler staff will: review, recommend service level, and send an invoice for agreed upon services. All arrangements and payments must be made **no less than two weeks prior to the event**. Failure to meet this deadline will require use of a city approved private hauler.

Event Information

Event Name: _____

Event Set-Up Date: _____

Event Date: _____

Event Strike Down Date: _____

Event Location: _____

Est. Attendance Per Day: _____

Provide a short description of your event:

Event Producer Contact Information

Name: _____

Email: _____

Company: _____

Phone Number: _____

Waste Inventory

What waste will be generated at your event? Please check all boxes that apply

- Beverage Containers (metal cans, plastic/glass bottles, etc.)
- Cardboard
- Paper (flyers, signs, etc.)
- Plastics (cups, lids, snack wrappers, chip bags, etc.)
- Disposable Decorations (banners, large signs, balloons¹, tarps, etc.)
- Packing Materials (bubble wrap, plastic film, Styrofoam, etc.)
- Pallets
- Food Scraps
- Uncoated Food Soiled Paper (napkins, paper towels, paper plates, natural fiber food containers)
- Uncoated Wooden Cutlery (disposable bamboo/wooden forks, spoons, and knives)
- Unused Edible Food (i.e. food left over from an event that can be donated)
- Catered Food
- Food Prepared On-Site
- Other: _____

Describe in more detail the type and estimated amount of waste produced at your event:

Example: The Holiday Christmas Run will be providing t-shirts to the 4,000 participants coming in about 40 boxes. We also are providing snack bars and water (plastic bottles) to participants.

¹ With respect to the health of the ocean and the wildlife native to it, balloons are strictly prohibited at an event on the Pier.

Hauler Information

Prior to filling out this information please review the below documents to choose a waste hauler best suited for your event.

- [City of Santa Monica - Event Hauling Services](#): Provides information on rental bin sizes, pricing and fees, and other requirements.
- [Approved Hauler List](#): Up to date list of the approved private haulers able to operate in the City. Please make sure to only contact haulers approved to service events.

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

City Service

Private Hauler

Note if you are using a private hauler, you must include a contract, service agreement, or some sort of proof of level of service with the submission of this form.

Private Hauler: _____

Email: _____

Contact Name: _____

Phone Number: _____

Mandatory Recycling and Composting Compliance

Per Santa Monica's Mandatory Recycling Ordinance ([Muni Code 5.46](#)) all events must:

- Provide appropriate, color-coded, labeled bins
- Separate recyclables, compostables, and landfill-bound trash

Provide a description of the removal of trash, recyclables, and compostables during and after your event:

Example: Waste stations will be placed throughout the event near exits, entrances, and vendor locations. Event staff will empty recycling, trash, and compost receptacles into properly labeled dumpsters.

Have you acquired color-coded bins for the zero waste event stations?

Describe signage on event bins and dumpsters. If you do not have signage please indicate below, so our team can provide you with some.

Disposable Food Service Ware Compliance



Per Santa Monica's Disposable Food Service Ware Ordinance ([No. 2586](#)) food and beverage providers are:

- **Prohibited** from distributing plastic (#1-7), bioplastic, and aluminum disposable food service ware for prepared food and beverages
- **Permitted** to distribute food service ware made of materials such as paper, fiber, wood, wheat straw, bagasse, or edible material

Disposable food service ware covered under the law includes:

- Straws
- Utensils
- Stirrers
- Lid plugs
- Plates
- Trays
- Bowls
- Containers

Due to the lack of market-ready marine degradable cups and cup lids, these product categories are exempted. Event organizers are responsible for communicating this ordinance to all food/drink vendors.

For additional information, go to the [Disposable Food Service Ware Ordinance website](#) and review the [list of distributors and manufactures](#) of compliant items.

Describe how your event will comply with the Disposable Food Service Ware Ordinance:

Did you inform all food vendors that all food service ware must be made of permitted materials listed above?

Did you inform all food and alcohol vendors that plastic stirrers, straws, and other plastic-based drink accessories are prohibited?

Edible Food Recovery Compliance

Per CA Senate Bill 1383 (Short-Lived Climate Pollutants Act), events that charge an admissions fee AND have an estimated attendance of 2,000 or more people per day are required to:

- Organize recovery/donation of the maximum amount of edible surplus food from all vendors
- Have written agreement with a food recovery organization (FRO) or service and provide an estimate of the amount of surplus food expected

The City has a contract with **FoodCycle LA** who will help organize food recovery free of cost for event organizers. FoodCycle LA provides an app for food donation tracking, training and education materials, and are well known for consistent and prompt pick-ups.

Please contact r3permittedevents@santamonica.gov if interested in working with FoodCycle LA.

Name of FRO: _____

Contact Email: _____

Contact Name: _____

Phone Number: _____

Attachments:

Please include the following attachments when submitting your Zero Waste Event Plan:

- Site Plan** – Site plan should note the location of zero waste stations and dumpsters/debris boxes. Labels should include what type of waste is being collected in each container.
- Private Hauler Agreement** – If you are using a private hauler than you must provide proof of an agreement or contract of the service you are receiving.
- Food Recovery Agreement** – If you are planning an event with more than 2,000 attendees AND charging an admissions fee you are required to provide the written contract/agreement with a food recovery organization

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

Name: _____

Signature: _____

Date: _____