



ZERO WASTE EVENT GUIDELINES

The City of Austin plays a strong role in helping event planners bring people together safely and successfully in both city-wide and neighborhood events. Austin Resource Recovery is committed to providing information to help you develop your waste management plan.

General Requirements

If you are submitting an Austin Center for Events permit application, each event is required to develop and submit a waste management plan. The plan should include details about access to any on-site landfill trash, recycling, and organic collection. This includes all areas of the event venue, surrounding areas leading to the event, during event setup, and post event cleaning associated with your event.

Pre-Event Planning

It's never too early to start planning your waste management plan. Begin to review what materials can be collected for recycling in your local community; consider the challenges you'll run into; and evaluate opportunities to prevent waste.

- The **number of attendees anticipated at your special event** may determine the amount of material generated at your event.
- **Identify what materials you plan to recycle.** What will your attendees be able to bring into the event and what types of materials will be distributed? What information will your service providers need in order to assist with keeping materials out of the landfill?
- **Educate vendors and service providers** throughout the planning process. Include expectations such as how materials should be separated; and require cooperation and coordination among all vendors, service providers, and organizers to ensure the successful separation and collection of materials at your event.

Material Bans and Prohibitions

- Event planners, operators, and vendors may not distribute polystyrene (Styrofoam) to event employee or attendees at any event held on City park grounds (City Code 14-1-24);
- Event planners, operators, and vendors may not distribute glass containers to event employees or attendees at any event held on City park grounds (City Code 8-3-6); and
- Event planners, operators, and vendors may not distribute glass containers to event employees or attendees at any event within areas of glass prohibition (City Code 9-14-12) [downtown and east Austin].



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Container Agreements- The location of all container and/or roll-offs must be identified on the event's site plan. Event planners, operators, and vendors should ensure the following, at minimum:

- Any third party contracted to haul waste, recycling, or organics must be licensed by the City of Austin Code Department, or found here <http://www.austintexas.gov/page/licensed-haulers>
- All containers are clearly labeled to indicate whether they are dedicated for landfill trash, recycling, or organics diversion;
- Landfill trash, recycling, and organics diversion containers should be grouped in common collection area to ensure access for employees, vendors, volunteers, and attendees.

TIP: The City recommends coordinating with your waste hauler to report the following information:

- Weight of landfill trash collected;
- Weight of recycling collected;
- Weight of organics diversion; and
- Other form of waste diversion provided;

This information will aide in improving diversion efforts for future events, and can be used in promotional materials.

Container Maintenance- The City of Austin encourages events to provide containers throughout the event footprint in common collection areas and is recommended to:

- Provide equal numbers of landfill trash, recycling, or organics diversion containers;
- Create common collection areas by grouping landfill trash, recycling, and organics diversion containers adjacent to one another;
- Identify types of materials collected at landfill trash, recycling, and organics diversion in English and Spanish, at minimum;
- Provide containers colored black for "landfill trash", blue for "recycling", and green for "compostable" materials or "organics;" and
- Use clear liners for recycling, black liners for landfill trash, and green liners for organics

TIP: Sample container signage is available at www.austintexas.gov/page/zerowastebusinessresources

TIP: Keep Austin Beautiful provides clearstream recycling containers for free through their online container loan program, at www.keeptaustinbeautiful.org

Special Event Recycling Rebate- Event planners, organizers, and vendors are eligible to qualify to earn up to \$750.00 towards recycling costs associated with equipment and staffing. Application must be turned in prior to the event date. Rebates are limited and offered on a first come, first serve basis.

Apply at: www.austinrecycles.com/eventrecycling



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Day- Of Checklist

Now that all the hard work is done, on the day of your event, you should check off the following to and implement a successful zero waste event.

Setup

- ✓ Recycling and garbage receptacles have clear, large, and specific wording
- ✓ Trash, recycling, organic containers are placed together in common collection areas
- ✓ Trash containers have black liners, recycling containers have clear liners, and organic containers have green liners
- ✓ Containers are placed and visible in high generating material locations (ex. near food vendors)
- ✓ Staff and volunteers have been assigned to monitor stations and are familiar with container locations

Execute

- ✓ Monitor containers throughout the event to ensure materials are being disposed of properly
- ✓ Staff and volunteers are easy to identify in case people have questions
- ✓ Use hand trucks or gators (mini-trucks) to transport material from the recycling stations to the central collection area
- ✓ Take pictures of your containers throughout the event so you can note what different type of materials are being thrown away
- ✓ Tear down and cleanup after the event

Post-Event Evaluation

Follow up with your waste hauler. Make sure you request landfill trash, recycling, and organics collection weights within a week after your event has concluded.

Evaluate your event's success. Ask for feedback and suggestions from your event and waste management team. Calculate your diversion rate (total recycled weight + total organics weight/grand total weight for trash, recycling, and organics combined)

Market and publish your success. If you successfully implemented a zero waste event, make sure you let everyone know! Distribute data to your attendees, organization, and event team. Post it on your website and use it when marketing future events.

Follow up with your event recycling rebate. If you applied for the Event Recycling Rebate through Austin Resource Recovery, you'll need to submit required information to complete the application process.

With your help, we can work together to reduce the amount of waste disposed in Austin's local landfills.

For additional assistance, www.austinrecycles.com or www.keeperaustinbeautiful.org