



Waste Reduction and Diversion Plan

A final waste reduction and diversion plan must be submitted no later than **30 calendar days** prior to the first date of the event. A final Austin Center for Events (ACE) special event permit shall not be granted until a *Waste Reduction and Diversion Plan* has been approved by Austin Resource Recovery (ARR).

Event Information

Event Title: _____

Event Start Date: _____ **Start Time:** _____ a.m. /p.m.

Event Finish Date: _____ **Finish Time:** _____ a.m. /p.m.

Event Location: _____ **Number of Participants per Day:** _____

Service Provider Information: List name and contact information below.

Dumpsters: _____

Collection Bins: _____

Litter Control Crew: _____

Dumpsters: Proposed location of dumpsters, roll-offs, trash and diversion bins must be included on your event map or site plan.

Quantity and Capacity of Trash Dumpster: _____

Quantity and Capacity of Recycling Dumpster: _____

Quantity and Capacity of Composting Dumpster: _____

Collection Bins: Event organizers shall ensure that onsite diversion for landfill trash and recyclable material shall be at a minimum 1:1 ratio.

Quantity of Trash Bins: _____ **Quantity of Recycling Bins:** _____ **Quantity of Composting Bins:** _____

Required Materials Targeted: Aluminum Plastics Cardboard Other

What other type of material will your event generate: _____

Post Event

The event organizer must provide evidence which documents that waste management services were provided. This documentation can include copies of invoices, receipts, and description of services. The event organizer may be asked to provide information on trash disposal and recycling diversion tonnages and any re-use or food recovery tonnages.

I am an authorized representative of the event and agree on behalf of the event to the waste management requirements. The information provided in this form is true and correct to the best of my knowledge. I understand and agree to all rules, terms and conditions.

Please forward the completed plan to Austin Resource Recovery at ARRspecialevents@austintexas.gov