



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

ZERO WASTE CHECKLIST FOR EVENTS

This document is a guide to help you set up a successful Zero Waste event in San Francisco.

Make a Zero Waste Plan:

A successful plan will include:

- A map with location of Zero Waste stations and debris boxes.
- How the materials will be monitored and sorted.
- How the materials will be transported from recycling/composting stations to debris boxes.
- Hiring of an event greener hired to perform recycling and composting duties.



LOCAL LAWS THAT APPLY TO EVENTS:

Mandatory Recycling and Composting Ordinance

Events in San Francisco are required to recycle and compost. That means maintaining appropriate, color-coded labeled containers placed in convenient locations (blue for recyclables, green for compostables and black for trash). All vendors, volunteers, contractors, and clean-up crews must be educated on how to properly identify and separate materials.

Special Event Ordinance, No. 73- 89

All street closures must have a recycling and composting plan. The San Francisco Department of the Environment monitors events that fall under this ordinance. Please submit the following with application 30 days prior to your event.

- Proof of garbage and recycling services **and** recycling training certificate (issued after the completion of a zero waste event workshop with SF Environment - email alexa.kielty@sfgov.org for an invitation).

-OR-

- Letter from SF Environment registered Event Greener (see list on following page).

Food Service Ware Ordinance

Food vendors must use compostable or recyclable to-go containers. Disposable polystyrene foam (Styrofoam) food service ware can no longer be used for food prepared in SF. See link below.

<https://sfenvironment.org/food-service-waste-reduction-ordinance-2007-requirements-food-vendors-restaurants#tips>

Bottled Water Ban

The ordinance prohibits bottled water to be sold or distributed on city property in bottles of 21 ounces or less. The city has a policy to increase the availability of drinking water in public areas. Foot races and other participant sporting events are excluded from the ban. On January 20th, 2017, the San Francisco Board of Supervisors (BOS) and the Mayor passed [Ordinance No. 009-17](#), amending the Environment Code to restrict the sale or distribution of packaged water on city property. Packaged water is defined as water in a sealed box, bag, can, glass bottle, rigid plastic bottle or other container and having a capacity of five gallons or less. In order to prepare for the enforcement of this ordinance, we have provided a list of vendors that provide hydration stations for events.

How to Access Water for your Event: <http://sfwater.org/eventwater>

TO DO CHECKLIST-PRIOR TO THE EVENT

1. Preventing Waste

- Limit the number of giveaways (i.e. free samples, paper fliers); the more waste produced the higher the disposal fees.
- Make sure all items purchased for the event such as banners, display materials, and operational materials are reusable, recyclable or compostable.
- Donate leftover food from events. Call Food Runners 415-929-1866 (voicemail) foodrunners.org
- Recycle grease and cooking oil. Call SF Greasecycle 415-695-7366
sfwater.org/index.aspx?page=465
- Donate broken and leftover pallets to SF Clean City Coalition. 415-552-9201 x17
www.sfcleancity.com

2. Order Trash/Recycling/Compost Service and appropriate debris boxes, carts or event cardboard boxes

- Call or email (415) 330-8422, sfevents@recology.com at least 30 days prior to the event to order trash, composting, and recycling collection service, which can include debris boxes, event boxes or containers. (see photos below)
- You can get additional event signage from SF Environment. (415) 355-3700
- For recycling services, call SF Conservation Corp, Jeph Talolo (415) 504-5470.
- Base the level of service needs on past event experience or check with Recology for assistance.
- Order debris boxes that have locks to avoid contamination or dumping.



3. Hire an SF Environment Registered Event Greener

The following organizations provide composting and recycling services at events. This may include cart monitors, transferring material from Zero Waste Station to debris boxes, material sorting stations, and post event clean-up.

- **Green Mary** / Mary Munat, (707) 548-7582, mary@green-mary.com, www.green-mary.com
- **SF Conservation Corps** / Jeph Talolo, (415) 928-7322 x1016, jtalolo@sfcc.org, www.sfcc.org
- **Waste Busters** / Mike Siminitus, (530) 219-3676, michael@wastebusters.info, www.wastebusters.info
- **SF Clean City Coalition** / Gia Grant, (415) 552-9201 x11, info@sfcleancity.com, www.sfcleancity.com
- **Clean Vibes** / Meg Luce, (707) 563-9232, meg@cleanvibes.com, www.cleanvibes.com
- **Revolutionary Green Solutions** / Teresa Bradley, (415) 377-893
info@revolutionarygreensolutions.com, www.revolutionarygreensolutions.com
- **RightCycle Zero Waste Consulting** / Tomer Shapira, (310) 779-742, tomer.rightcycle@gmail.com

4. Working with Food Vendors

- Insert recycling and composting requirements into the agreement with vendors.
- Require vendors to recycle and compost all remains at the close of event.
- Download this flyer and give it to your vendors so they know which food ware is acceptable in SF under our Food Service-Ware Ordinance.

http://www.sfenvironment.org/sites/default/files/fliers/files/sfe_zw_accepted_food_service_ware_list.pdf

- Vendors/janitor staff/volunteers should be trained and given handouts before event, know what materials go where, and where debris boxes are located.

Note: Compostable products, including cups and bags, must be clearly marked "Compostable" with a green stripe, or tinted green and labeled "Compostable". Products labeled "biodegradable" or "degradable" are not acceptable in our composting program.

If you are interested in additional reassurance that your products are compostable, look for products that are BPI certified (Biodegradable Products Institute).



List of vendors that carry or distribute BPI certified compostable products:

https://sfenvironment.org/sites/default/files/fliers/files/sfe_zw_vendors_fsw.pdf

Or: Purchase standard plastic cups, which can be recycled in the blue bins.



5. Hydration Station Services

The following are some companies who market various hydration stations for events.

- **Aero Pure** / Bill Phillips (209) 333-9200, bphillips@aeropurewater.com,
<http://aeropurewater.com/contact-us/>
- **Event Water Solutions** / Patrick Lane (705) 323-3996, patrick@eventwatersolutions.com,
eventwatersolutions.com
- **FloWater** / Erika DuRant (415) 240-5964, Erika@myflowater.com
- **TriCal Rentals** / Travis Ervin (415) 633-6827, Travis@tricalifornia.com, rentals.tricalifornia.com
- **US Pure Water** / Michael Davis (415) 883-9900, mdwater@uspurewater.com,
<https://www.uspw.net/contact-us.html>
- **Verable** / Taylor Emerson, <http://www.facebook.com/Verable.TrulyGreen>

- **Waste Busters** / Michael Siminitus (510) 473-2087, Michael@wastebusters.info, www.wastebusters.info
- **Water Monster** / Jon Hill (512) 563-1737, jon@thewatermonster.com, www.thewatermonster.com

6. Reusable Drink and Dishware

The following companies offer reusable drink and dishware options for events.

- **Bright Event Rentals** / (415) 570-0470, <https://bright.com/rental-catalog/glassware/2229>
- **Steelys Drinkware** / (415) 558-8839, <https://steelysdrinkware.com>
- **Event Magic** / (510) 434-0406 <https://eventmagic.com>



TO DO CHECKLIST -DURING THE EVENT

1. Setting up the Zero Waste Stations

- Stations should be clearly marked and visible above a crowd (the fewer number of stations, the better).
- Trash, recycling and composting should always be grouped together with clear and identifiable signage.
- There should be no stand-alone trash bins.
- Compost bins should be lined with compostable bags, **not** plastic bags.
- Recycling bins can be lined with clear plastic bags or no liners, (plastic bags **must** be emptied and either reused or disposed in landfill bin).
- Additional questions and event signs? Contact Alexa Kielty (alexa.kielty@sfgov.org)

Or make your own signs using our new Signmaker: <http://sfenvironment.org/signmaker>



2. Vendors/Janitor Staff/Volunteers

- Should be managed throughout the event. Beware: vendors tend to dump materials in wrong debris boxes because of time constraints, and volunteers can wander away.

TO DO CHECKLIST AFTER THE EVENT

- For best diversion savings, sort materials on the back end before placing in debris boxes.**
- Cardboard should be flattened and stacked by vendors/clean-up crew and brought to blue recycling debris boxes.
- We recommend that you penalize vendors for unclean booths or recycling contamination.
- Debris boxes should be locked after event is finished.