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**Special Event Waste Management Requirements 500+**

**Updated April 1, 2024**

In order to receive a City Permit for a Special Event, a waste management plan is required as part of the permit process for events that have more than 500 staff and attendees. The Recycling and Solid Waste Division will review the plan to ensure the amount of service complies with State and local laws, is sufficient to keep the event space clear of overflow and that containers for all required waste streams are easily accessible.

Items to be submitted include the 1) the Waste Plan, 2) a map of the event space showing the location of waste containers and 3) proof of service based on the options you choose for waste diversion and collection. Information on all these items is in this document.

City staff are happy to meet with organizers in advance of the waste plan submission to answer questions. Contact us at [wastecompliance@cityofsacramento.org](mailto:wastecompliance@cityofsacramento.org).

**Requirements for Events of 500+ People**

Event organizers with a combined attendance, including staff, vendors and volunteers, of 500+ are required to submit a Waste Management Plan form, provided by the City. The plan must describe actions that will be implemented to reduce waste and to manage the three waste streams: garbage, recycling, and organics (food waste).

**Requirements for Events of 2,000+ People**

In addition to the requirements for a 500+ event, organizers of 2000+ events, that charge admission, must provide a Post-Event Diversion Report, detailing the diversion efforts implemented by the event and the disposal and diversion tonnage data of the waste generated at the event. The Post-Event Diversion report is due within 60 days of the event’s conclusion. The City will send the Post-Event Diversion Report form before your event.

**Handling Three Waste Streams & Service Options**

All events must have garbage and recycling services and waste containers for both streams must be co-located at the event. Events that have food, either sold, provided for free, or brought in by attendees, are required to have organics service and organics containers must be placed along with garbage and recycling containers.

As part of the Waste Plan, organizers will need to indicate the service options they are using for each waste stream and provide proof of service as described in the table below.

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| **Service Options** | | |
| **Service Provider** | **Waste Streams** | **Description** |
| Private Franchise Hauler service | Garbage  Recycle  Organics | This is the most common option for event producers. Work with one of the franchised haulers that provide event services. The haulers can provide dumpsters as well as smaller containers to place within the event space. |
| City Parks (Youth Parks & Community Engagement) | Garbage | For smaller events (less than 1,000 participants), the Parks Department may provide additional trash service at a City Park. There is a fee, and the service must be arranged in advance. It is at YPCE’s discretion if they wish to offer the additional service. |
| Third Pary/Self-haul | Recycle | Some organizations may collect and sort recycling for the CRV benefit. For events of 2000+, using an alternative service or self-hauling of recycling may require the organizers to track the weight of all the recycling they handle. **Self-haul to a residence is never allowed.** |
| Back-haul | Garbage  Recycling  Organics | Back-hauling of garbage, recycling, or organics will only be allowed under controlled circumstances. Examples would include an event where a business that is producing the event is also located at the site, such as and Octoberfest or St. Patrick’s Day event at a restaurant and the adjoining street is closed. **Back-haul to a residence is never allowed.** |

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| **Proof of Service** | |
| **Service Provider** | **Description** |
| Private Franchise Hauler service | A signed service agreement/proof of arranged service with a commercial waste hauler |
| City Parks (Youth Parks & Community Engagement) | Confirmation email or invoice from YPCE (City Parks) for additional trash service. |
| Third-Party Recycling Service/Self-haul | Confirmation email, contract, or invoice from Third-party. Or if Self-Haul, email that includes name and location of the Recycling Center |
| Back-haul | Address of business and contact. (answer question A4) |

**Contracting for Waste Collection Services**

A list of private franchised waste haulers allowed to operate in the City can be found here: <https://www.cityofsacramento.gov/public-works/recycling-solid-waste/Commercialwasteservices/commercial-collection-services>

Third-party services for recycling are not regulated by the City. As we get information, we provide a small resource list on our website at (LINK)

**Container Placement, Colors & Signage Requirements**

Containers for garbage, recycling, and organics must be conveniently located and accessible to all event attendees, staff, and contractors. All garbage and recycle containers must be co-located.

* Containers for the collection of organic waste must be placed in all areas where food is prepared, served, and consumed. Organics containers must be co-located with garbage containers.
* There must be enough containers placed around the event site to accommodate the waste generated.
* All waste containers at the event must comply with the State’s signage and color mandates
  + The signs must indicate the type of material that is collected (ex. “Recycling”) and, either in text or graphics, the primary accepted materials and materials not accepted.
  + The signs must follow the State-required container colors: black or gray for garbage, blue for recycling, and green or brown for organics.
* Regardless of who provides the container or waste services – signage is always required.

If you are using a private waste hauler, they can provide signs, or you can design your own to depict the materials that will be generated at your event for easier sorting. If creating your own signs, check with your hauler to confirm what they can and cannot accept in each container. Another sign resource is CalRecycle at <https://calrecycle.ca.gov/recycle/commercial/organics/prtoolkit/>

**Collection Practices**

The event permit holder is solely responsible for

* Arranging for collection services sufficient for the type and size of the event
* Placement of the containers at the event
* Event staffing to manage the waste
* Servicing containers during an event with sufficient frequency to avoid overflowing of containers
* Replacing of container bags during the event
* Keeping containers unobstructed for the franchised waste hauler to service
* Removal of all containers following completion of the event.

**Food Vendors & Trucks**

On-site food vendors are responsible for maintaining a debris-free area around their food vending site; providing their customers with appropriate receptables to separate their solid waste, recyclables, and organic waste; and pick-up any debris in their surrounding area prior to departing.

Food trucks are required to provide their own receptacles for garbage, recycling, and organics next to their trucks for customers to use.

Although food vendors are required to have recycling and organic receptacles at their vending site, event organizers are still responsible for providing organic and recycling containers for the event as a whole.

**Runs & Walks**

Event organizers of special events that are runs or walks need to have appropriate waste receptacles at their hydration stations if they are on City property or in the public-right-of-way. The containers must be removed within two hours of the run or walk passing through that area.

**Parades and Marches** The City reserves the right to require the placement and number of containers along a route based on the event.

**Enforcement**

Failure to meet the requirements of special event waste management as outlined in this guide, which is based on Sacramento City Code 13.24.460, may lead to a permit not being issued for the special event; not allowing a permit to be issued to the event organizer for any subsequent event and/or citations with possible fines attached. The City reserves the right to inspect any event site for compliance with Sacramento City Code 13.24.460.

**Questions?**

Please contact the Recycling and Solid Waste Division, Commercial Waste Compliance team at [wastecompliance@cityofsacramento.org](mailto:wastecompliance@cityofsacramento.org) or (916) 808-4846.