

**Special Event Waste Management Plan for 500+**

Please complete and return **with all required documents at least 30 days before your event** to:  
[wastecompliance@cityofsacramento.org](mailto:wastecompliance@cityofsacramento.org). Failure to submit a plan will delay the issuance of your special event permit.

Required documents include:

- ✓ Waste Plan
- ✓ Map of waste container placement
- ✓ Proof of Service from waste haulers

Information on special event waste management and this form can be found at:

<https://www.cityofsacramento.gov/public-works/recycling-solid-waste/Commercialwasteservices/SpecialEventWaste>.

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).

**A. GENERAL INFORMATION:**

1. Event Details	
<b>Event Name:</b>	<b>Estimated Participants:</b>
<b>Event Date(s):</b>	<b>Is there a fee to attend or participate?    Yes    No</b>
<b>Describe Event:</b>	
2. Contact Information	
At least one contact must be a person who will be at the event and have responsibility regarding waste services. The permit holder is ultimately responsible for all event waste issues.	
<b>Event Contact Name:</b>	<b>Event Contact Title:</b>
<b>Event Contact Email:</b>	<b>Event Contact Phone Number:</b>
<b>Event Company Address:</b>	
On-Site Event Waste Coordinator	
The on-site event waste coordinator must be associated with the event and will be at the event for its entirety. If the on-site event waste coordinator is the same as the event contact listed above, list "Same as Above"	
<b>On-Site Event Waste Coordinator Name:</b>	<b>On-Site Event Waste Coordinator Title:</b>
<b>On-Site Event Waste Coordinator Email:</b>	<b>On-Site Event Waste Coordinator Phone Number:</b>

<b>On-Site Event Waste Coordinator Address:</b>	
<b>3. Location Details</b>	
<b>Is your business located where the event is taking place?</b> (Example – street closure for Oktoberfest)	
Yes	No
<b>If YES, complete the remainder of section 3. If NO, move to section 4.</b>	
<b>If YES, do you plan to utilize the waste services at your business, known as <u>back-haul</u>, to handle additional waste generated by the event?</b> (If Yes – the City will review your waste services to verify it is adequate for the event size.)	Yes      No
<b>Provide Business Address:</b>	
<b>In section B. Service Options, below, indicate which streams will be backhauled.</b>	
<b>4. Events in Old Sacramento, Downtown Sacramento Partnership Area, at a City Owned Community Center, or in Coordination with the Sacramento Convention Center</b>	
<b>Does this event occur in Old Sacramento, within the Downtown Sacramento Partnership area (K st, DOCO), in coordination with the Sacramento Convention Center? Or at a City Owned Community Center?</b>	Yes      No
<b>If YES, complete the remainder of section 4. If NO, move to section B. Service Options</b>	
<b>If YES, have you arranged any waste services through Old Sac, DSP, the Convention Center or the City Owned Community Center?</b>	Yes      No
<b>If YES, provide the name and number of your contact at Old Sac, DSP, the Convention Center or City owned Community Center below.</b>	
<b>Contact Name:</b>	<b>Contact Phone:</b>

**B. SERVICE OPTIONS:**

<b>Important:</b>	
<ul style="list-style-type: none"> <li>• Garbage and recycling services are required at all events.</li> <li>• Organics is required if food will be sold, provided for free or allowed to be brought to the event.</li> </ul>	
<b>Step 1. Review the service options available. You will need to select an option for each waste stream.</b>	
<b>Service Option</b>	<b>Description</b>
Private Franchise Hauler Service – <b>Available for all waste streams.</b>	This is the most common option for event producers. The event organizer will work with one of the City <a href="#">approved franchised haulers</a> that provide event services. Haulers can provide dumpsters as well as smaller containers to place within the event space.
Third-Party/Self-Haul – <b>Only allowable for recycling.</b>	Some organizations may collect and sort recycling for the CRV benefit. For events of 2,000+, using an alternative service or self-hauling of recycling may

		require the organizers to track the weight of all the recycling they handle. <b>Self-hauling to a residence is never allowed.</b>
Back-haul		Back-hauling of garbage, recycling, or organics is only permitted under special circumstances. Examples include events where a business that is producing the event is also located at the site, such as Oktoberfest or St. Patrick's Day and the adjoining street is closed. <b>Back-hauling to a residence is never allowed.</b>
<b>Step 2. Indicate which service option you will be using for each waste stream and ensure you have the appropriate proof of service.</b>		
Waste Stream	Service Option	Proof of Service
Garbage	Hauler Service	A signed service agreement/proof of arranged service with a commercial waste hauler.
	Back-haul (only allowed if business is located at the same location as the event)	Address of business and contact. (Must be same as answer question A2)
Recycling	Hauler Service	A signed service agreement/proof of arranged service with a commercial waste hauler.
	Third-Party/Self-Haul	<u>Third-Party Hauler</u> - Confirmation email, contract, or invoice from Third-Party hauler. <u>Self-Haul</u> - Email that includes name and location of the Recycling Center to be used.
	Back-haul (only allowed if business is located at the same location as the event)	Address of business and contact. (Must be same answer as question A2)
Organics	Food will not be sold, provided for free nor allowed to be brought to the event	Organics service is not required.
	Hauler Service	A signed service agreement/proof of arranged service with a commercial waste hauler.
	Back-haul (only allowed if business is located at event site)	Address of business and contact.

**C. LEVEL OF COLLECTION SERVICE AND CONTAINER COUNT**

<b>1. Level of Service – Guest Access to Event Containers</b>		
The following information should include the number of containers (boxes, wheelie bins, receptacles) that will be positioned in and around your event for guest access.		
<b>Instructions:</b> Below, provide the <b>number</b> of each container type that will be placed throughout the event. <i>If you will not have organic containers because food will not be at the event, list "N/A".</i>		
<b>Note:</b> Garbage and recycling containers must be co-located, placed next to each other. Organics must be co-located with garbage and recycling, wherever food is provided or consumed.		
<b>Garbage Containers:</b>	<b>Recycling Containers:</b>	<b>Organics Containers:</b>
<b>Container Signage and Color Requirements:</b> 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.

**2. Level of Service – Event Organizer Access Containers**

The following information should include the size and number of bins (dumpsters) or roll-offs that will be accessed by event staff and vendors, *and not event guests*.

**Instructions:** If you have bins (dumpsters) or roll-offs as part of the service from a city approved franchised hauler, please provide the number and size for each waste stream (usually bins are sized in cubic yards (CY)).

*If you do not have any bins (dumpsters) or roll-offs that will be accessed only by event staff to empty the internal event containers, list “N/A” in all fields.*

<b>Number of Garbage Bins/Roll-offs:</b>	<b>Size of Garbage Bins/Roll-offs:</b>
<b>Number of Recycling Bins/Roll-offs:</b>	<b>Size of Recycling Bins/Roll-offs:</b>
<b>Number of Organics Bins/Roll-offs:</b>	<b>Size of Organics Bins/Roll-offs:</b>

**3. Hauler Information**

**Instructions:** Based on the service options you selected, please provide the corresponding contact information.

**Hauler Service** (*if you are not using a hauler for any services, leave hauler service contact fields blank*):

<b>Waste Hauler:</b>	<b>Hauler Representative Name:</b>
<b>Hauler Representative Email:</b>	<b>Hauler Representative Phone:</b>

**Third Party Recycler – Recycling Only** (*if you are not using a third-party recycler for recycling service, leave third-party recycler fields blank*):

<b>Third-Party Recycler Business Name:</b>	<b>Recycler Representative Name:</b>
<b>Recycler Representative Email:</b>	<b>Recycler Representative Phone:</b>

**D. DIVERSION EFFORTS**

**1. Diversion Efforts**

**Diversion** is the process of redirecting waste away from landfills and towards more sustainable methods, such as recycling, composting, or reuse. The goal of diversion is to reduce the amount of waste that ends up in landfills, which can help combat climate change and reduce environmental pollution.

**Describe all efforts your event will be taking to reduce waste, increase diversion, and practice sustainability:**

## E. REQUIRED DOCUMENTS

Please submit all required documents from *both* section 1 and 2 below with the waste plan. **Failure to include these documents will result in automatic rejection of the waste plan.**

### 1. PROOF OF SERVICE

Attach the proof of service for the options you have selected for garbage, recycling and organics in section B.

Service Provider	Proof of Service Description
Private Franchise Hauler service	A signed service agreement/proof of arranged service with a commercial waste hauler
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. (Must be the same as answer to question A2)

### 2. EVENT MAP

Attach an event site map that shows where waste containers will be placed for the event, both receptacles for guest use, and any bins or dumpsters. The map should include event details such as the food area and restrooms. It can be the same map used for other permit requirements as long as it clearly shows where waste receptacles and bins will be.

## F. CERTIFICATION

### 1. Certification

Review all certifications below and provide acknowledgement of compliance.

I certify that as the event permit holder and/or the one submitting this plan, I am 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.
- Ensuring all waste containers at the event comply with the State's signage and color mandates.
- Ensuring proper signage and that signage is always required, regardless of who provides the container or waste services.
- Servicing containers during an event with sufficient frequency to avoid overflowing of containers.
- Replacing container bags during the event.

- Keeping containers unobstructed for the franchised waste hauler to service.
- Ensuring all waste is removed, all waste containers are removed, and area is returned to its original state following completion of the event.

I certify that as the event permit holder and/or the one submitting this plan, and I certify the following:

- I have reviewed all information on this form and completed all required fields.
- I have attached all required documents as outlined in Section E for my event.
- I understand that failure to include all required documents will result in automatic rejection of the waste plan.
- I will ensure all on-site event staff are aware of diversion requirements and will make every effort to responsibly divert as much material as possible at the event.

**Event Contact Name:**

**Event Contact Signature:**