

# Encinitas Event Waste Diversion Guidelines



The City of Encinitas is working to be as low waste as possible. Proper waste sorting and reduction at events is vital to help achieve this goal.

Waste diversion planning and reporting pertain to activities that are held in Encinitas, whether a City permit is required or not. This guide outlines techniques that can be used at any type of public or private gathering.

# Pre-Event Planning

## 1. ASSESS THE SITE AND PLAN WASTE STATION LOCATIONS

Walk the site, considering the types of waste that will be generated and where they will be disposed.

For example, make sure to plan for adequate waste stations near food trucks and areas of high foot traffic.

# Attendees	Waste Diversion			Water	
	#Waste Stations	Cubic Yardage of Landfill Dumpsters	Cubic Yardage of Recycle Dumpsters	Cubic Yardage of Organics Dumpsters	# Water Stations
0 - 100	1	3	3	3	1
101-250	2	3	3	3	1
251 - 500	2	3	3	3	1
501 - 1000	3	3	3	3	2
1,000 - 2,500	3 to 5	3	3	3	2
2,501 - 5,000	7 to 10	2 to 4	3	2 to 4	3
5,001 - 10,000	15 to 18	4 to 6	2 to 4	4	4
10,001 - 15,000	25 to 30	8 to 10	4 to 5	6	5

Notes:

- Typical dumpster sizes range from 3-cy to 6-cy.
- Contact EDCO for cardboard single-use trash boxes and dumpster pricing.

## 2. COMMUNICATE WITH VENDORS

Tell event vendors that you aim to minimize your environmental footprint with this event and you expect their support in specific areas.

Ask what single use or disposable items they will use and get samples so you know what to expect in your waste streams.

Provide vendors with the [Encinitas Serveware Guide for Events](#).

Request a signed commitment from each vendor.

### SIGNED COMMITMENT EXAMPLE:

Dear Vendor:

Thank you for participating in \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_.

We will be working to divert as much waste from the landfill as possible. Please join us in our efforts to minimize our environmental footprint.

Please complete the following contract and return to \_\_\_\_\_ prior to the event.

I agree to:

- \_\_\_\_\_ Sort my discards and make use of the waste stations at the event.
- \_\_\_\_\_ Minimize packaging and wrapping of products and will recycle what I can.\*
- \_\_\_\_\_ Avoid straws, lids, single-use plastic utensils, and non-recyclable serving containers.\*\*
- \_\_\_\_\_ Utilize takeout containers that can be placed in organics bins.\*\*\*
- \_\_\_\_\_ Avoid selling bottled water; instead direct people to water bottle refill stations.
- \_\_\_\_\_ Not to dump oil and grease onto streets or down storm drains.
- \_\_\_\_\_ Clean up my booth area and not leave anything behind.
- \_\_\_\_\_ Pack out and recycle what I can.
- \_\_\_\_\_ Encourage customers to use waste stations properly.

\*Encinitas Municipal Code 11.26.020 prohibits the distribution of single-use plastic carryout bags at any City facility, City-managed concession, City-sponsored event, or City-permitted event except as otherwise else permitted under EMC 11.26.

\*\*Encinitas Municipal Code 11.27 prohibits food providers from providing prepared food in disposable food service ware made of expanded polystyrene (Styrofoam).

\*\*\*See [Encinitas Serveware Guide for Events](#)

### 3. IDENTIFY LOCATIONS OF WASTE STATIONS AND DUMPSTERS ON VENUE MAP

Mark out the location for your waste stations on an aerial map of the venue.

Consider specifics of your event, such as the flow of the crowd, location of food vendors, and access of dumpsters from each waste station.

For example, make sure there are adequate waste receptacles in heavily trafficked areas.

### 4. ARRANGE FOR APPROPRIATE HAULING SERVICES

Contact our local hauler, EDCO, who can help plan your capacity needs, given the site and number of attendees expected.

Set up a time and location for EDCO to deliver dumpsters and to haul them. EDCO drops off containers on Fridays and picks them up on Mondays. Be sure to plan accordingly.

Contact EDCO at [\\_\(760\) 744-5615 x111](tel:7607445615) to discuss your hauling requirements.



[Click here for EDCO website.](#)



### 5. CONSIDER WATER REFILL STATIONS [OPTIONAL]

If you plan to encourage the use of reusable water bottles, request water refill stations for loan or use a commercial water vending service. You can also use 5-gallon portable water coolers.



## 6. SECURE DISPOSAL CONTAINERS AND SUPPLIES



Schedule delivery of EDCO cardboard single-use boxes and purchase trash bags, to be used for collecting trash at each station. Typically, EDCO will deliver flattened boxes with your dumpsters.

Request ClearStream recycling and organics containers and bags from the City of Encinitas.

The form for requesting ClearStreams is available [online](#).

## 7. CREATE WASTE STREAM SIGNAGE OR GET CITY SIGNAGE

Make clear signs for organic waste, recycling, and trash. Consider size of wording, images of items, and method for hanging the signs.

Signs should be displayed at every container.

Signage is provided with City ClearStream container rentals, or print your own [here](#).

The City may be able to help develop customized signage to maximize waste reduction at your event. Email [Recycling@encinitasca.gov](mailto:Recycling@encinitasca.gov) for more information.



## 8. DETERMINE WHO WILL MOVE FULL BAGS, AND HOW FREQUENTLY

## 9. COORDINATE VOLUNTEERS [OPTIONAL]

## 10. PUBLICIZE WASTE DIVERSION GOALS [OPTIONAL]

Include the purpose of waste diversion and your goals in any press materials.

For example, you may publicize that the event

- goal is 75% diversion from the landfill
- strives to be a Zero Waste event
- aims to minimize its environmental footprint
- will be free of single-use water bottles

# Day-Of Event Operations

## 1. SET UP WASTE STATIONS



- Plan time prior to the event to set up EDCO cardboard trash boxes, paired with ClearStream recycling and organics bins, at each waste station.
- Include signage.
- Put extra trash bags in each box before lining it.
- Tie extra ClearStream bags on the wire frames of each recycling and organics container.

## 2. REMIND VENDORS TO RECYCLE AND POINT OUT WASTE STATIONS

Before the event and during vendor load-in, designate a volunteer to visit each vendor to remind them to recycle and encourage attendees to recycle packaging and containers.

## 3. PLACE RECYCLING, ORGANICS, AND TRASH CONTAINERS SIDE BY SIDE IN CONVENIENT LOCATIONS.

# After The Event

## 1. COLLECT ALL RECYCLING AND ORGANICS BINS AND TRANSFER MATERIAL INTO PROPER CARTS.

Recycling and organics must be unbagged. Be sure to empty these items from their plastic bags before putting in proper bins. Place the empty bags in the trash.



## 2. DO A FINAL WALK THROUGH OF THE EVENT AREA TO ENSURE ALL WASTE HAS BEEN DISPOSED OF AND THE EVENT AREA IS FREE OF LITTER

# Additional Resources

THE CITY OF ENCINITAS PROVIDES DIFFERENT RESOURCES FOR EVENT ORGANIZERS AND VENDORS TO UTILIZE. THESE CAN BE FOUND LINKED BELOW, OR ON THE [CITY'S COMMERCIAL WASTE WEBPAGE](#).

[ORGANICS COMPLIANCE GUIDE FOR BUSINESSES](#)

[WASTE SORTING SIGNAGE](#)

[CLEAR STREAM CONTAINER APPLICATION](#)

[VENDOR SERVEWARE GUIDE](#)

[GUIDE TO A WASTE FREE GATHERING](#)

[CITY PLASTICS INITIATIVE](#)