



**PARK
CITY_{UT}**

**STEP-BY-STEP
ZERO WASTE
EVENTS GUIDE**

STEP-BY-STEP ZERO WASTE EVENTS GUIDE

STEP 1: Get to know your waste

Create a list of all the materials you expect to be used at the event, including anything you intend to reuse or expect attendees to take home with them. Next, categorize the materials based on their anticipated “end of life” at the end of the event.

Common categories include:

- **REUSE**
- **DONATE**
- **RECYCLE**
- **COMPOST/FOOD WASTE COLLECTION**
- **TRASH/LANDFILL**

LOCAL RECYCLING OVERVIEW

ALWAYS

Accepted in Local Mixed Recycling

- Clean printer paper
- Aluminum and steel cans*
- Plastic bottles, jars, and jugs*
- Clean cardboard (flattened)

**Recyclables that contained liquids must be empty. Recyclables that contained food must be spoon-clean at a minimum.*

***Food waste and glass can be diverted through partnership with specific waste processors or donation partners*

NEVER

Accepted in Local Mixed Recycling

- Polystyren plastic (Styrofoam)
- Plastic signage (foamcore, Coroplast, vinyl, etc.)
- Plastic bags
- Plastic films (cling wrap, Visqueen, etc.)
- Plastic utensils
- Batteries
- Electronics
- Paper cups
- Soiled paper
- Napkins, paper towels, tissues
- Glass (bottles, jars, etc.)**
- Food waste**

STEP 2:

What can you eliminate from your waste?

Reducing waste often results in cost savings from purchasing fewer products and decreased waste hauling fees. Common strategies to reduce event waste, starting with the most impactful, include:

**MOST
IMPACTFUL**



**LEAST
IMPACTFUL**

1. Provide water refill stations
2. Require reusable serviceware from your caterer
3. Provide consumable or donation based giveaways
4. Order food based on expected attendance
6. Minimize single use signs, banners and decorations
7. Serve condiments in bulk dispensers
8. Provide napkins in dispensers
9. Use reusable straps or bungee cords

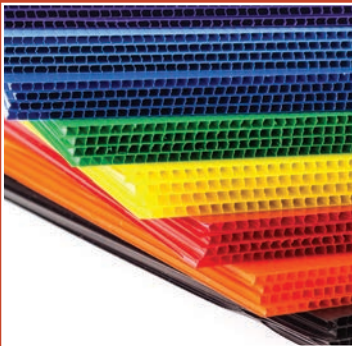


STEP 3:

Purchase divertible materials

The next step is to make sure all disposable materials purchased for your event can be diverted from the landfill within the local infrastructure.

AVOID these common materials



» **PLASTIC SIGNAGE**
(foam-core, coroplast, vinyl, etc.) unless saved for reuse

• **Alternatives include:**
Paper, iPads, TV's



» **STYROFOAM AND WAX-LINED PAPER SERVICEWARE**

• **Alternatives include:**
Paper, compostable and reusable serviceware



» **SINGLE-USE PLASTIC WATER BOTTLES**

• **Alternatives include:**
Aluminum water bottles, reusable water bottles for sale, water refill stations

FOR VENDORS:

At many events, vendors generate as much or more waste as the event organizer through the materials they bring to the event. As early as possible, share your zero waste procurement guidelines with your vendors or include it in the contract and offer incentives for them to comply.

Vendor incentives include:

- **Reduced vendor fees**
- **Recognition of vendors as "green vendors"**
- **Financial assistance from local grants or bulk ordering to help cover costs of compliant materials**

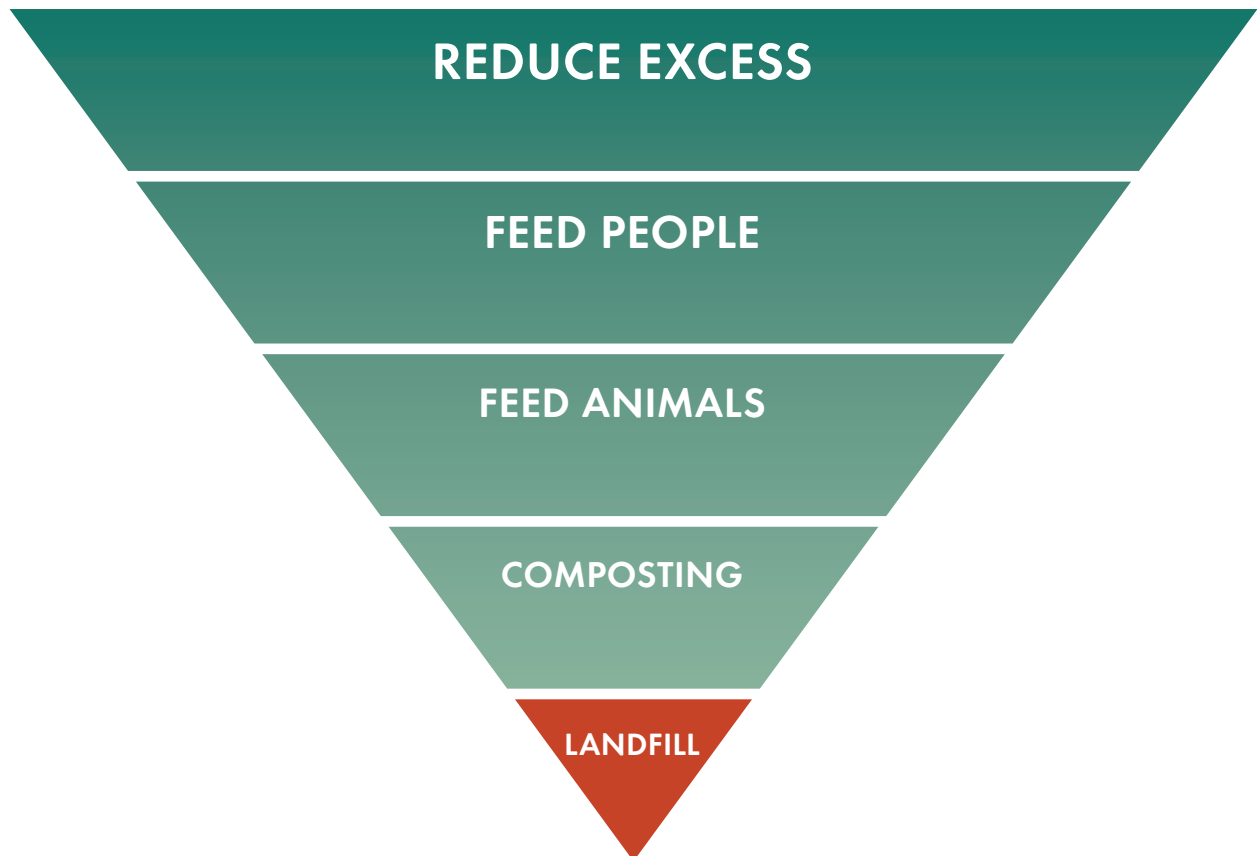
STEP 4:

Create your waste management plan

A Waste Management Plan is required in order to obtain a Special Event permit. It is a good idea to include the following in your waste management plan:

- Waste processor partners for recycling and food waste
- A donation plan for leftover food and materials – edible food should feed people instead of going in the compost
- Details on plan to compile attendance data and waste weight data from waste processors
- Details on Zero Waste stations (for more information on Zero Waste Stations, see pages 7 & 8)

FOOD WASTE HIERARCHY



SELECTING YOUR WASTE PROCESSOR OR RENTAL PARTNERS

The waste processors used for an event are critical partners in achieving zero waste.

Durable Wares Rental Partners

COMPANY NAME	WHAT THEY RENT?	CONTACT INFO
Diamond Rental	Catering + Serveware and more	(385) 474-8187
Allstar Party Rentals	Catering + Serveware and more	(801) 918-4602

Local Waste Processors

PROCESSOR NAME	WHAT CAN THEY ACCEPT?	HAULER OR DROP-OFF?	WEIGHT DATE PROVIDED?	CONTACT INFO
Republic Services	Mixed Recycling / Landfill	Hauler	Yes	(435) 615-8311
Ace Disposal	Mixed Recycling / Landfill Food Waste	Hauler	Yes	(435) 649-5049
Recyclops	Mixed Recycling / Glass*	Hauler	Unknown	(801) 709-1509
Momentum Recycling	Mixed Recycling / Glass* Food Waste	Hauler	Yes	(801) 355-0334
Recycle Utah	Separated recyclables and hard-to-recycle	Drop-off Facility	No	(435) 649-9698

*Glass must be collected and recycled separately in Park City and Summit County

Donation Partners

PROCESSOR NAME	WHAT CAN THEY ACCEPT?	WEIGHT DATA PROVIDED?	CONTACT INFO
WasteLess Solutions	Surplus edible food	Yes	(801) 941-2636
Christian Center of Park City	Surplus edible food Material donations	Unknown	(435) 649-2260
Habitat for Humanity ReStore	Material donations	Unknown	(435) 487-9015
St. Lawrence Thrift Store Donation Center	Material donations	Unknown	(435) 657-0209

Reach out to your donation partner(s) in advance to determine their needs and logistics for donating.

THE GOOD SAMARITAN FOOD DONATION ACT shields organizations that donate food from civil and criminal liability related to those donations.

STEP 5:

Train staff, volunteers and vendors

Zero waste events are a team effort. It is essential to educate the event staff, volunteers, and vendors involved with waste management about your zero waste event plan and what their roles are. These groups may include:

- **HOUSEKEEPING / MAINTENANCE STAFF**
- **FRONT-OF-HOUSE STAFF**
- **KITCHEN STAFF**
- **STAFF, VOLUNTEERS OR VENDORS ASSIGNED TO SORT WASTE**

ZERO WASTE STATIONS

A zero waste station is a grouped set of bins for different waste streams. Grouping bins together into stations makes it fast and easy for attendees or staff to sort waste materials into the appropriate bin.

At a minimum, your zero waste station should include receptacles for:

- **RECYCLABLES**
- **FOOD WASTE**
- **TRASH**
- **BEST PRACTICE: LIQUIDS**
(to be disposed of down a drain, do NOT dump in grass, etc.)





TIPS FOR SUCCESSFUL ZERO WASTE STATIONS:

- Always group waste bins together! Any standalone bin will automatically become mixed trash.
- Cover or remove any waste bins in the event area that are not part of your zero waste stations.
- Post easy-to-understand signs on waste bins, including pictures of waste relevant to your event.
- Assign trained staff or volunteers to monitor bins and help attendees with waste sorting.



To help support Zero Waste events, Cerobins, like the ones pictured above, are available to borrow from Recycle Utah. Custom signage (18"x24"x3/16") can be added to these bins for your event.

STEP 6:

Plan communication strategy

Communicating with attendees both before and during the event is critical for raising awareness of your zero waste goal and encouraging participation in desired waste sorting behaviors.

PRE-EVENT:

- Use your event website, pre-event emails, and social media to announce that your event is aiming for zero waste
- Share some of the efforts the event is taking to reduce and divert waste
- Invite attendees to participate by bringing a refillable water bottle and paying attention to the zero waste stations and instructions at the event

DURING THE EVENT:

- Ensure all zero waste station bins have signage showing the accepted materials
- Include a reminder about the zero waste program in on-site announcements

POST EVENT:

- Celebrate the wins from the event and highlight participation of attendees
- In your post-event survey, ask for feedback about the zero waste program and suggestions for future improvements



STEP 7:

Event day zero waste checklist

SETUP

Responsible Party

- Position dumpsters, roll-offs, and/or other back of house waste receptacles according to the waste management plan. Post a sign on each receptacle to clearly identify its waste stream. _____
- Set up zero waste stations with the appropriate bins, signage, liners, and a drop-off table (if using), according to your waste management plan. _____
- Cover or remove any waste bins not part of zero waste stations. _____
- Set up any additional infrastructure outlined in the waste management plan such as water refill stations. _____
- Conduct on-site training for waste management staff and volunteers and food & beverage staff. _____
- Collect setup waste from vendor booths. _____
- Check vendor materials for compliance and provide reminders about prohibited items as needed. _____
- If there are any waste streams for which you won't be able to get weights from the waste processor or donation partner, set up a weighing station with a bathroom or luggage scale and a logbook to record weights. _____
- If sorting back of house, set up the waste sorting area with tables, lighting (if necessary), waste bins, buckets, gloves, aprons, and tongs. _____

DURING EVENT

- Remind guest about zero waste goal via on-site announcement. _____
- Monitor zero waste stations and sorting efforts. _____
- Ensure recyclables are deposited loose and unbagged in the recycling receptacle. _____
- Track the total number of attendees. _____
- If calculating waste streams, have a system to tally or weigh bags. _____

TEARDOWN

- Ensure reusable event signage and supplies are packed and saved for reuse. _____
- Continue to monitor sorting (and weighing, if applicable) of post-event waste. _____
- Monitor surplus food disposal, ensuring it is packed for donation or composted according to your waste management plan. _____
- Collect post-event waste from vendor booths. _____
- Take down zero waste stations. _____
- Uncover or return waste bins not part of zero waste stations to their positions. _____
- Empty liquids buckets in an appropriate drain. _____

STEP 8:

Post-event reporting

GOOD

- Communicate your wins to those involved in the event!
- Record any lessons learned, areas for improvement, observations from the event, etc.

BETTER

- Collect total number of event attendees
- Collect weight totals per waste stream
- Record baseline for future year comparison

BEST

- Calculate event's diversion rate
 1. Add up the total weight of all diverted waste (all waste and donation streams except trash).
 2. Divide the diverted waste by the total weight of all waste (all waste and donation items including trash).
 3. Multiply that number by 100 to turn it into a percentage. This is your waste diversion rate!

- Calculate total waste generated per attendee

Total Waste Generated Per Attendee = Total Waste Generated / Total Attendees



DEER VALLEY®



QUESTIONS?

Reach out to the Green Business Program at
greenbusiness@summitcountyutah.gov