

ACC Event Recycling & Composting Requirements

LANDFILL



RECYCLE



COMPOST



Per Solid Waste Policy SW-021(F), all events sponsored or held by the Unified Government or permitted by the Unified Government through a special events permit must provide or arrange for recycling collection services. In addition, all events with two or more food and/or beverage vendors must use reusable, recyclable, or compostable materials for any single-use items and compost collection must also be provided.

Will food or drink be sold at this event?

NO

YES

If yes, how many food/beverage vendors?

One food vendor

Two or more food vendors
(below policy applies to your event)

Policy for Events with 2 or more Food Vendors

- Applicant is responsible for notifying all food/beverage vendors of this policy and ensuring that all requirements are followed. The Vendor Guide must be shared with all vendors.
- Applicant must send a list of all food/beverage vendors with their contact information to the Solid Waste Department at recycle@accgov.com no later than 30 days prior to the event date.
- Applicant must inform food/beverage vendors that they are required to submit a Special Event Food Vendor Application to ACC Solid Waste and pay a \$25 application fee at least 3 weeks prior to the event. This is to ensure that their service ware products meet the requirements of the policy.
- Vendors that repeatedly use non-recyclable or non-compostable materials may be denied and barred from participation in future events.
- Failure to follow the policy will result in fees and future events may not be approved.
- The Recycling Division is available to help food/beverage vendors select appropriate service ware products to meet all requirements.

Waste Removal and Clean-Up Services

- Applicant is responsible for all waste removal and must ensure that materials collected are delivered to the appropriate disposal site for trash, recycling, or composting.
- The ACC Solid Waste Department can provide waste removal services for a fee.
- The Recycling Division offers event trash, recycling and composting containers for no charge.
 - Event containers should be requested through our Zero Waste Kit online at <https://accgov.com/ZeroWaste>.
 - Applicant is responsible for the pickup and delivery of all equipment borrowed from the Recycling Division. Delivery of collection containers may be arranged for a \$35 flat fee.
 - Recycling bags are included at no charge, but composting bags require a fee of \$5 per bag.
- Applicant is responsible for ensuring that all requirements of the Collector Guide are followed by the waste collector.

Waste collection and removal services to be provided by:

ACC Solid Waste Department

Event Volunteers

Private Contractor (outside downtown only)

Name of Private Contractor: _____

Contact Information: _____

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Applicant Guide

Use the following checklists to follow SW-021(F) Policy for public events:

To-Do while Planning the Event

- Review the **Collector Guide** and the **Vendor Guide** to ensure you understand the requirements, as it is your responsibility as the applicant.
- Determine who is providing compost, recycling, and trash collection services and ensure they follow the **Collector Guide**.
- Connect with your food/beverage vendors and make sure they understand and follow the **Vendor Guide**.
- Add the **Vendor Guide** to your website and vendor application to ensure vendors understand the expectations for this event at registration.
- Send a list of all food/beverage vendors with contact information to the Solid Waste Department at recycle@accgov.com no later than 30 days prior to your event date.
- Make sure all food/beverage vendors complete a **Special Events Food Vendor Permit** no later than 3 weeks prior to the event.
 - Collaborate with vendors to design and produce messaging that depicts the materials being served to attendees and which bin to dispose of them in.
 - Customized signage can be obtained from ACC Recycling or created [online](#).
- Promote your event as a "green" event, including your waste sort messaging on your website and using social media to educate people before they arrive.

To-Do During the Event

- Verify that your food/beverage vendors have the necessary recycling or composting materials.
 - If they do not have the correct materials connect with the Recycling Division as soon as possible so we may assist with replacement materials.
 - Notify the Recycling Division of any vendors that do not follow the requirements.
- Confirm that your waste collector has placed the correct bins with proper bags and signage and that there is a plan for collection and disposal.
- Continue promoting your event as a "green" event.
 - Display signs at vendor check-in and welcome booth sharing that this is a zero waste event and to compost and recycle properly.
 - Make stage announcements reminding people how to compost and recycle to minimize contamination.
 - Use social media to remind people that this is a zero-waste event and to compost and recycle properly.