

## Clean-Up and Zero Waste

All public property, including streets, sidewalks, parks and plazas within the area for which such permission is granted, shall be kept clean and free from trash and debris at all times during the period of such temporary use or occupancy.

All materials and equipment used in connection with temporary use and occupancy shall be removed there from within 24 hours of the termination of the period of such use or occupancy.

Further conditions as may be imposed by the Relevant Land Authority or SF Public Works (for streets, sidewalks) after inspection of the area involved. In addition, these agencies may charge the Event Sponsor clean-up costs if any materials and equipment from the event are left behind more than 24 hours after the event.

You are required to develop and implement plans that ensure the proper separation of compostables, recyclables and trash generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. Refer to Zero Waste Plan in this section.

At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities. Leave No Trace!

### EVENTS IN PARKS AND PLAZAS

For events on SF Recreation and Park Department property, [click here](#) and refer to “Recycling and Composting Requirements.”

### EVENTS ON CITY STREETS

SF Public Works offers street clean-up services for a fee – see contact info below. You may also use a private vendor, including an [Event Greener](#), to provide clean-up and sorting services.

SF Public Works - Bureau of Street Environmental Services  
 2323 Cesar Chavez Street, San Francisco, CA 94124  
 (415) 695-2130  
 Alison Mickels | [alison.mickels@sfdpw.org](mailto:alison.mickels@sfdpw.org)  
 Linda Lee-Robbins | [linda.lee-robbins@sfdpw.org](mailto:linda.lee-robbins@sfdpw.org)

SF Public Works requests that a Street Clean-Up plan include:

**Who:** The contact person, company name, phone and email of any vendor or group you are using for clean-up and hauling away (e.g., Recology, event greener, volunteers, etc.). Specify their roles.

**What:** The types and quantities of materials that will be disposed, sorted, stored and hauled away. The equipment and signage that will facilitate the clean-up and recycling.

**How:** The ways and means that the area will be cleaned and that

compostables, recyclables and trash will be disposed and recycled.

**When:** The dates and times of the clean-up, sorting, storage, and hauling away.

**Where:** The locations of streets and sidewalks to be cleaned and monitored; recycling, compost, and landfill bins; sorting areas; storage and hauling away.

### COLLECTION AND DISPOSAL SERVICES

Recology provides collection and disposal services for compostables, recyclables, and trash.

#### Recology

(415) 330-8422 | [sfevents@recology.com](mailto:sfevents@recology.com) | [www.recology.com](http://www.recology.com)

Recology provides services Monday – Friday with limited availability on Saturdays.

Note: there are additional charges for improperly sorted materials.

### ZERO WASTE

Every event held in San Francisco is required to offer recycling and composting at the event. In addition, San Francisco event producers are required to attend a free [zero waste event training](#) from the SF Department of the Environment.

If event producers cannot attend a training with SF Department of Environment prior to the start of the event, an Event Greener must be hired off the [Registered Event Greener](#) list.

Zero Waste means waste prevention, reducing consumption, reusing, recycling, and composting with nothing going to landfill or incineration. A Zero Waste plan means pre-planning methods to prevent waste before your event, as well as planning for proper separation of compostables, recyclables and trash generated at your event. It is essential to communicate the importance of the Zero Waste plan to everyone involved in the management of your event and to the people who attend or participate in your event. By developing guidelines for your attendees, participants, vendors, and service providers, your event may generate less waste and save money on collection and disposal costs.

### REQUIREMENTS FOR A ZERO WASTE PLAN

A plan should include:

- » Sufficient Service: Events must subscribe to sufficient recycle, compost



and landfill service from Recology ([www.recology.com](http://www.recology.com))

- » Containers: You must provide one recycling container and one compost container for every trash (landfill) container at your event. Recology also offers recycle, compost and landfill event containers with pre-printed labels to facilitate the event's Zero Waste program.

For events on SF Recreation and Park Department property, [click here](#) and refer to "Recycling and Composting Requirements."

For more info, [visit the Zero Waste Resources for Event Producers page](#).

### **BOTTLED AND PACKAGED WATER BAN**

Per the SF Environment Code, no person may sell or distribute bottled water at an indoor or outdoor event held on City property, City streets or parks.

Starting March 1, 2017, this rule includes all "packaged water," which is defined as "drinking water in a sealed box, bag, can, glass bottle, rigid plastic bottle or other container."

Exception to the ban includes:

- » Sale or distribution of bottled/packaged water to participants in a participant athletic event.

The SF Department of the Environment is the agency that reviews and processes waiver requests. For more information, including alternative water sources, [click here](#).

Questions about the ban? Contact SF Department of the Environment at [environment@sfgov.org](mailto:environment@sfgov.org).

### **SINGLE USE PLASTIC RESTRICTIONS FOR EVENTS**

Effective July 1, 2019, the [Single-Use Foodware Plastics, Toxics and Litter Reduction Ordinance](#) will reduce plastic pollution by prohibiting the distribution of plastic straws, among other foodware accessories, and providing allowed accessories only upon request. The ordinance will also eliminate toxic fluorinated chemicals from foodware products.

### **FIRE HYDRANT ACCESS FOR DRINKING WATER**

Contact the SF Public Utilities Commission to request access to water mains and renting water meters. [Click here](#) to learn more about the Bottled and Packaged Water Ban and alternative water sources for events. The SFPUC requires at least 7 days advance notice to flush fire hydrants.

SFPUC Customer Service Center  
525 Golden Gate Avenue, Main Floor, San Francisco, CA 94102  
(415) 551-3000

### **FREE CONSULTATIONS**

SF Department of the Environment offers free consultations to reduce refuse costs. Call (415) 355-3700.

### **TIPS FOR A GREENER EVENT**

#### **Identify Waste Reduction Opportunities:**

Require cooperation and coordination among all vendors, service providers, and organizers to ensure the successful separation and collection of materials at your event.

Make sure there is adequate signage around the event and on the actual recycling and trash containers so all attendees are educated and know where to throw their materials.

#### **Identify Recyclables:**

Identify recyclable materials that are anticipated to be generated at your event.

Determine the number and types of vendors or service providers who will be involved in the management of your event and the types of materials they will generate, either during event set-up, dismantle, or through products/materials available to attendees that could result in disposal in the landfill.

#### **Identify Collection Strategies:**

For every trash container at your event, you must provide one recycling container and one composting container. Recycling and composting containers for your event should be distinct from trash containers and be clearly labeled for recycling and composting.

Determine if you will self-haul your own recyclables, compostables and trash from your event and deliver to Recycle Central at 501 Tunnel Rd, or if you will hire Recology to haul your compostables, recyclables and trash from your event. If you hire an Event Greener, they can also help you determine the number of containers necessary depending on the estimated attendance of your event. Most events are required to have a separate recycling, composting and trash dumpster where materials can be consolidated during the course of the event.

If your event generates significant recyclables, a separate recycling dumpster should be located where recyclables can be consolidated during the course of the event.

#### **Educate Vendors and Service Providers:**

Vendors and service providers play critical roles in the success of your event's zero waste efforts.

Develop a waste reduction, recycling and composting policy that each vendor and service provider must sign acknowledging their agreement to comply with the program.

Include expectations, such as how recyclables and compostables should be separated, if cardboard must be flattened, how wood pallets are collected, etc. You may want to require a deposit or to charge a waste management fee as part of booth rentals to cover the costs of recycling collection and trash disposal.