

Community Event Planning Waste Diversion Guide



We encourage event organizers to incorporate effective resource management practices. By reducing, reusing, and recycling the materials generated by your event, you can:

- Help maintain a sustainable community by conserving natural resources
- Save cost by reducing the volume of materials sent to landfill

Proper 3 Bin Sorting and Set Up

Proper diversion of recycling and composting materials will help you reduce waste and benefit the planet.

RECYCLE

Recycling should always be clean and dry – empty containers of liquids and food before placing in the blue bin. Cardboard needs to be broken down.

Plastic Containers, Bottles & Jugs



Glass Bottles & Jars



Metal Cans & Aluminum



Clean & Dry Paper and Cardboard



COMPOST

Compostable bioplastics (PLA) are not accepted in the compost program. Choose natural fiber-based products like paper plates, cups and wooden utensils.

Food Scraps (includes meat, bones & dairy)



Food & Beverage Soiled Paper Products



LANDFILL

Reduce single-use plastics such as plastic cutlery and straws by choosing reusables or compostable items.

Snack Wrappers, Chip Bags, Juice/Soup Boxes



Foam Packaging & Bubble Wrap



Plastic Wrap & Bags, Plastic Cutlery & Black Plastic, PLA & Bioplastics



Pet Waste & Diapers



Set Up Tips

- Place all three waste streams (recycling, compost, landfill) next to each other.
- Attach sample images of accepted items to each waste stream.
- Use volunteers or staff to help monitor waste streams.
- Ensure food vendors know:
 - Where compost containers are located
 - How to utilize fiber-based foodware products that align with San Mateo County's Disposable Foodware Ordinance
 - Where to donate unused food items



Collection Containers

Events in the RethinkWaste service area* are required to set up external recycle, compost and landfill services with Recology San Mateo County.

To set up collection services, contact Recology San Mateo County by calling 650.595.3900 or at [Recology.com/SanMateoCounty](https://www.recolgy.com/SanMateoCounty)

Large Event Waste Diversion

Operators and organizers of large events and venues (attracts at least 2,000 participants) are required to develop and implement waste reduction plans that include recycling strategies.

If your event falls under the above description, California state law AB 2176 reporting is required to the designated local agency/city. For more information about the requirements or to see if your event qualifies visit: [RethinkWaste.org/EventPlanning](https://www.RethinkWaste.org/EventPlanning)

Edible Food Recovery & Donation

Large events that either provide or allow for food to be provided must comply with the local jurisdiction's edible food recovery requirements.

Edible Food Recovery helps eradicate food insecurity and waste and limits the effects of climate change by reducing methane gas emissions. Throughout the State of California, edible food recovery is now a mandatory program under SB 1383 for many food generators.

Donate any leftover edible food to local food banks. For more information on edible food recovery requirements or lists of local food banks visit: [smcsustainability.org/ediblefoodrecovery](https://www.smcsustainability.org/ediblefoodrecovery)



More information at: [RethinkWaste.org/EventPlanning](https://www.RethinkWaste.org/EventPlanning)

*RethinkWaste service area includes Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, parts of unincorporated San Mateo County and West Bay Sanitary District.

