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EVENT WASTE MANAGEMENT GUIDELINE

GUIDELINE FOR EVENT WASTE MANAGEMENT

Today visitors at events, such as sports, festivals, fairs and markets, are keen to recycle. They will appreciate efforts by organisers to help them do the right thing. However, smart waste management and recycling at events can be challenging. The Saldanha Bay Municipality supports events which reduce waste to landfill and increase recycling. These guidelines will make it easier for organisers to hold efficient waste management events.

By following this guideline, proper waste management at your event will be ensured.

The responsibility of managing waste responsibly at your event lies with the event organiser. In order for this to be done, you will need the following;

1. Waste receptacles such as skips or bins: These may be hired from Saldanha Bay Municipality or from a private waste management service provider.
2. Cleaning staff: You may use your own cleaners, or request this service to be conducted by a private waste management service provider.

If you make use of a private waste management service provider, request them to assist you in completing the "Application for Event Waste Management" form required by the municipality so that they are up to date as to the level of service required of them. On the "Application for Event Waste Management" form you will also be required to clearly indicate the number of bins you will have at the event as well as the recycling practices you, or your service provider, will undertake.

Event organisers are required to submit the "Application for Event Waste Management" form at least 15 days prior to your event to the Solid Waste Department. This can be done by emailing Mr Abubaker Nackerdien at Abubaker.Nackerdien@sbm.gov.za.

Bins supplied by the Solid Waste Department

Should organisers make use of municipal bins, the municipality will provide 6m³ skips for Recyclables and Wet/Non-recyclable waste, at the applicable financial tariff.

The municipality will also provide ten (10) yellow 240 L wheelie bins for recyclable and non-recyclable waste per skip ordered at no charge. A minimum of 2 skips are required to ensure recyclables and wet/non-recyclables are kept separate. Additional wheelie bins are charged extra, at the approved municipal tariff for the current financial year.

Placement of skips and signage for bins

- Skips must be placed at the back of the services and/or food preparation area. Clear signage should be used on the skips stating the different types of waste material allowed to be disposed of in that particular skip (refer to page 5 for examples).

- Of the 10 wheelie bins supplied free of charge, 6 bins must have clear signage for Recyclable waste and remaining 4 bins clear signage for Wet/Non-recyclable waste. Event organisers to ensure signage is implemented and bear the cost thereof. (refer to page 5 for examples).
- Wheelie bins for recyclable and wet /non-recyclable waste should be placed together where possible, while ensuring that their separate signage is clear.
- 240L –sized plastic bag bin-liners shall be put into each 240L wheelie bin first for ease of transferring its contents into the correct skips when full. The plastic bags will be for the cost of the event organisers.
- The Solid Waste Department will monitor compliance to the Event Waste Management Guideline. Any non-compliance will be noted and if this results in financial impact on the municipality, the event organisers will bear the cost to comply.

Municipal Event Waste Service Fees:

For the current cost of the following services, visit the SBM website for Refuse Removal Tariffs (see page 3) at: https://sbm.gov.za/tariffs/

- Rental of skips (two or more x 6m^3), including ten yellow recycling 240 L wheelie bins per skip ordered
- Additional yellow recycling wheelie bins (per bin)
- Removal of skips

- Buy black liner bags for food/non-recyclable waste and clear or blue bags for recyclables waste. These are available at supermarkets and hardware shops. This makes it clear to staff which bag goes into which skip.
- When the bins are full, tie the bags securely and deposit in the correct skips: black bags in the wet/non-recyclable waste skip, clear/blue bags in the recycling skip.
- The waste contractor or the municipality (depending on the organiser's arrangements) will take the skips to the Vredenburg landfill site. Wet/non-recyclable waste goes into the landfill. The skips with recyclable waste go to the materials recovery facility at the site. Here they are sorted into the different materials – plastic, paper, cans and glass – and then baled and sold off to recycling reprocessing companies.

What can and can't be recycled?

- What can be recycled**:** All plastic, paper, cardboard, tins and glass containers can be recycled. Flatten cardboard boxes and put into the recycling skip.

- What can't be recycled: All food leftovers, nappies, and heavily soiled packaging goes into the general waste bins. There are no facilities yet for composting event waste, so these must go to the landfill. Watch this space as organic waste recycling will be added to the requirements soon. If the events organiser is aware of any organic waste facility, such as a composting heap at a community garden, it would be much appreciated if organic waste can be kept separate and delivered to these gardens for compost making.

Planning tips for a successful recycling event

Plan early

Thorough planning and preparations for a recycling event will pay off**.** Appoint a waste and recycling supervisor (ideally someone who is passionate about waste management and sustainability). In your pre-event meetings, decide on where bins and skips are best located for ease of use. Make sure staff know the location of bins and can assist with basic questions.

Set up waste stations in convenient and easily visible locations. Place recycling bins next to wet/non-recyclable waste bins, with more bins in locations with higher visitor flow. Check on bins frequently and empty them to prevent overflows, spoilage and litter.

Recruit volunteers

Volunteers are very useful with the extra work a recycling event requires. Put the word out on social media and contact local environmental groups, colleges, churches and school clubs. Provide volunteers with incentives like free tickets to the event, T-shirts, selfie opportunities, meet-and-greets with VIPS or performers.

At waste recycling stations, they can change bags when full, pick up litter and assist visitors with what to separate. They can also wander in and around during the event and at breaks, collecting empty containers directly from visitors.

Make vendors your partners

Let your food and beverage vendors know early that it's a recycling event and that you want them to join in. Explain the locations and usage of recycling facilities.

Suggest they serve food as wraps, sandwiches, or rolls on paper napkins rather than plastic containers. Avoid or reduce using single-use and non-reusable containers and cutlery.

Ask them to set up recycling signage and posters at the stalls and have bins where the food and beverages are sold.

Educate for recycling action

- It's key to communicate effectively and early with visitors about how, what and where to recycle, and encourage them to participate.
- Prominent signage and posters at the entrance, in and around the venue, on screen messages as well as through regular announcements all help to raise awareness and action.
- Encourage the use of reusable water bottles and have water refilling stations where visitors can fill up their own bottles.
- Remind event visitors to avoid putting food waste or unfinished beverage containers into the bins for recycling, so as not to contaminate and spoil them.
- Signage on bins is essential to make clear which are for recyclables and which for general waste. Signage on skips in the waste holding area also prevents confusion about which bags goes where.
- Sample templates for bin signage can be found in the Appendix below.

Clean up afterwards

Make announcements near the end of the event to remind visitors and vendors to properly dispose of recyclable and waste materials on their way out. Then tidy up and leave the area as clean and litter-free as you found it.

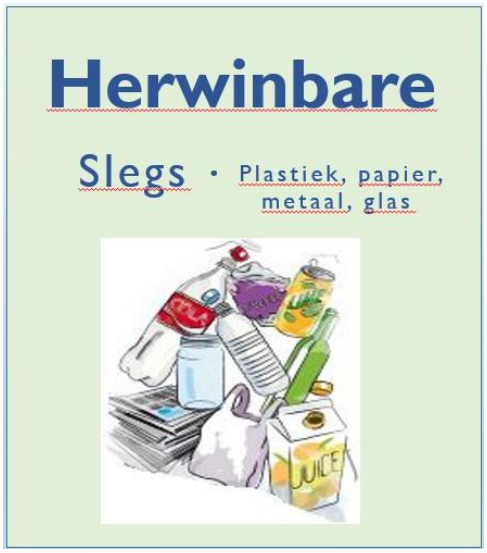
Measure how much was recycled

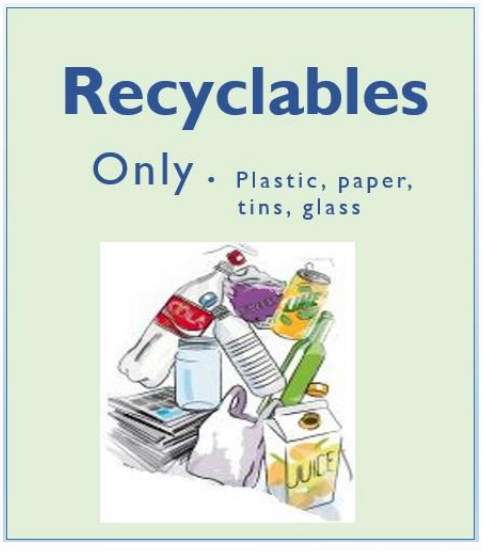
Count the number of bags that were recycled and diverted from landfill back into remanufacturing. Communicate this to your staff, on your website and to your event visitors.

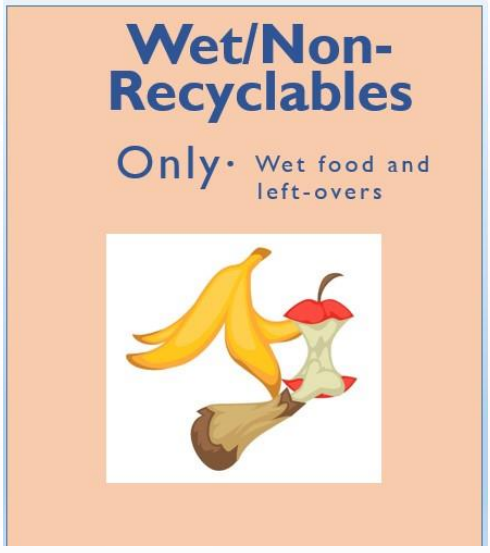
Document your efforts with photographs and put these out on your social media as well. Responsible waste management in our beautiful West Coast is not just the smart thing to do, it will also increase loyalty, reputation and repeat visitors for your company and its events.

Signage samples

These are simple ideas – make yours up using your own images or from the web.







ENQUIRIES

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