

Special Events Waste Diversion Handbook



Solid Waste Management Services
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INTRODUCTION

The City of Toronto's Solid Waste Management Services Division developed the *Special Events Waste Diversion Handbook* to help event organizers:

- Understand the importance and benefits of diverting event waste
- Complete a Solid Waste Management Plan
- Comply with Solid Waste Management Services' policies and guidelines on maintaining the street closure and right-of-way
- Develop a waste diversion plan
- Manage their waste management costs by:
 - Participating in the City's waste diversion programs
 - Recognizing opportunities to reduce the amount of waste generated and to divert waste from landfill
 - Implementing event waste diversion best practices

For more information about information in this handbook or how we can help you divert more waste, contact Special Events at 416-392-7171.

Thank you for your participation.

Solid Waste Management Services, Special Events
toronto.ca/garbage/special_events

Note: The information in this handbook is specific to street events and runs/walks involving street closures and does not apply to parades or events in parks.

SECTION 1: Waste Diversion and the 3Rs

Waste Diversion at Special Events

Solid Waste Management Services (SWMS) is committed to assisting event organizers and recognizes the opportunity to divert waste at events. Event attendees are accustomed to recycling at home and should continue to practise good waste diversion behaviour at events. Events and event attendees are strongly encouraged to participate in the City of Toronto's waste diversion programs: Blue Bin Program and Green Bin Program. By providing event attendees with the opportunity to properly dispose or recycle their waste, you are already taking the first step to better managing event waste.

The 3Rs

Managing the large amount of solid waste generated by the event can represent a significant challenge to the event organizer. Keep the *3Rs: Reduce, Reuse and Recycle* in mind and incorporate these into your waste management plan to help you better control your solid waste costs. The 3Rs, listed in order of importance, can help manage the amount of waste generated by your event:

REDUCE

- Limit the amount of printed handouts and one-time use materials
- Purchase products in bulk to cut down on unnecessary packaging

REUSE

- Choose reusable signs, posters, and other equipment that can be stored and used again for future events
- Encourage the use of reusable water bottles
- Book the *HTO to Go* (a mobile water trailer dispensing Toronto tap water). Call **311** or visit toronto.ca/water/htotogo

RECYCLE

- Encourage vendors to use serveware and food containers that can be recycled in the City's Blue Bin and Green Bin Programs
Go to page 3 to see a list of accepted items
- Ask vendors to break down clean and unwaxed cardboard boxes for recycling

Benefits to diverting waste

There are many benefits to maintaining a clean event closure and diverting event waste. Benefits include:

- Saves resources, time and energy
- Reduces solid waste costs by diverting recyclables and organic waste
 - *Blue Bin and Green Bin services are provided by the City at no cost*
- Reduces the environmental impact of your event
- Giving your event a positive “eco” or “green” image boost
- Promotes environmental stewardship and encourages attendees to respect the property

Typical event-generated waste

Events typically generate a large portion of waste that can go in the Blue Bin or Green Bin. The amount of waste diverted can be substantial; reduced waste will help decrease your solid waste costs.

BLUE BIN (Recycling)

- Plastic and glass beverage bottles
- Aluminum cans
- Foam takeout food containers, plates and cups
- Clear plastic takeout food containers
- Disposable plastic plates and cups (clear or coloured)
- Cardboard boxes and boxboard*
- Aluminum food containers*

GARBAGE

- Plastic packaging film*
- Plastic over-wrap*
- Plastic utensils
- Drinking straws
- Paper cups
- Black plastic takeout containers
- Aluminum foil
- Wooden skewers

GREEN BIN (Organics)

- Food waste
- Soiled paper napkins
- Soiled paper plates

*Typical waste generated by vendors

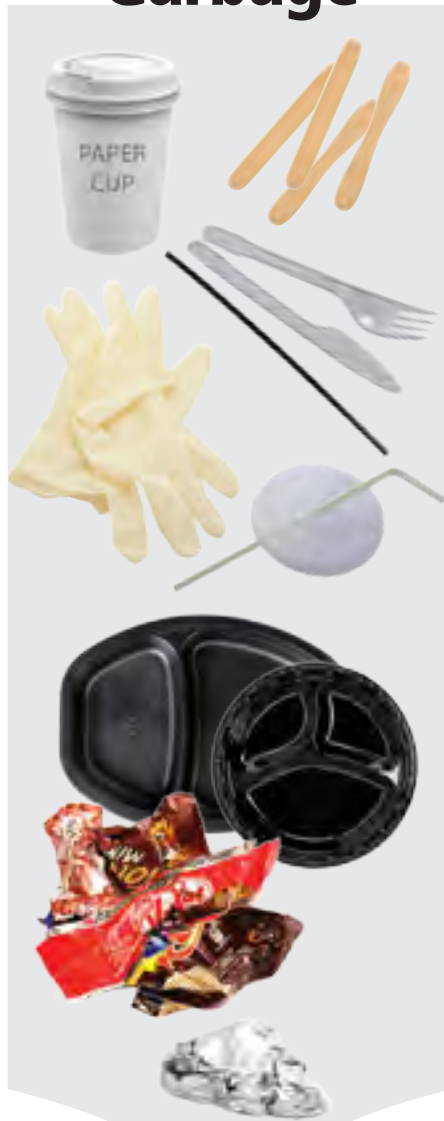
Download poster on page 4 for your event

Put Waste in its Place

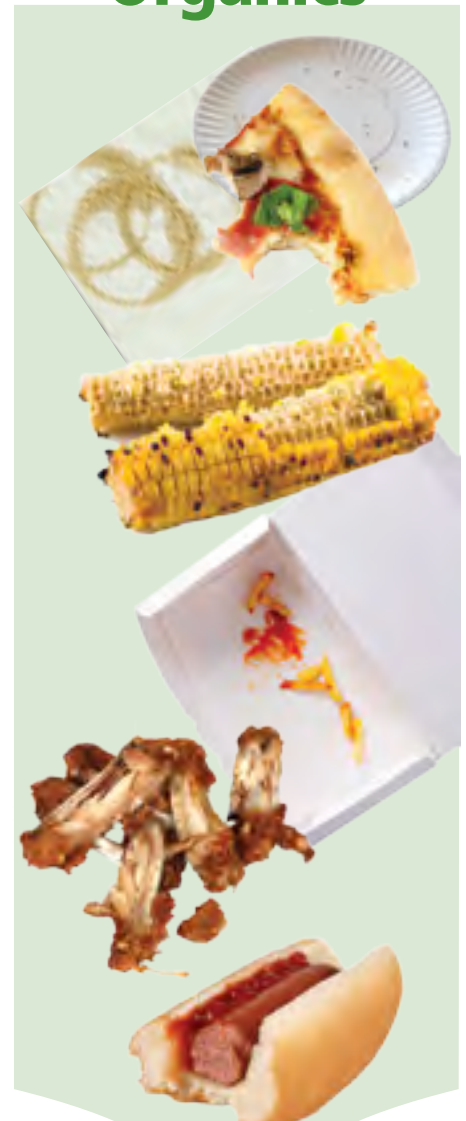
Recycling



Garbage



Organics



Tips for proper disposal:

- Flatten cardboard boxes
- Empty liquid, wipe or rinse containers before recycling
- Plastic over-wrap is garbage (from flats of soft drinks, bottled water, paper towels, serviettes, etc.)

SECTION 2: Managing Event Waste

Litter and garbage is the responsibility of the event organizer. SWMS provides Blue Bin and Green Bin services at no cost.

SWMS provides the following:

- Pre-event meeting to determine event waste management needs
- Blue Bin and Green Bin services
- Recycling and organic toters, and recycle roll-off bin
- Recommendations to your event waste diversion plan
- Nightly curbside collection of properly packaged cardboard boxes, recycling and organic waste
- Post-event follow-up meeting to discuss how to make improvements for next year's event
- Information handouts are available online, under Solid Waste Management toronto.ca/garbage/special_events

Failure to remove any garbage, litter and debris in a timely manner as a result of the street closure will cause the City to remove these items at the applicant's expense.

Waste Management Plan

Event organizers are required to submit a *Waste Management Plan* that demonstrates to SWMS that the following have been taken into consideration:

- **Waste system**
 - Do you have enough waste receptacles to properly handle the amount of waste and prevent overflow?
 - If you are planning to arrange for a garbage roll-off bin, where will it be placed?
 - Do you have enough garbage bins to match the number of Green Bin and Blue Bin toters to create waste stations?
- **Garbage collection and closure maintenance**
 - Have you hired a garbage removal company to collect, remove and dispose the garbage?
 - Have you arranged for a third party contractor to handle litter operations?
 - Will you use the bag and broom method to maintain a clean and litter-free closure?
 - Have you communicated to your vendors about proper disposal procedures?

- **Recycling and organics**

- Have you considered the types of waste that will be generated by the different user-groups (event attendees, vendors, businesses)?
- Are you encouraging vendors to use serveware that is accepted in the Blue Bin or Green Bin Programs?

Waste Management Plans:
- for Special Events is on page 13
- for Runs/Walks is on page 15

Forms are online at: toronto.ca/garbage/special_events

Waste Management Procedures

Managing event waste can be challenging given the large amount that is generated over the duration of the event. This section will outline the procedures and guidelines to help you to better understand the City's expectations of events to maintain a clean closure /right-of-way and how to manage waste.

Recycling and organic toters

SWMS will provide the event with:

- Blue toters and clear plastic liner bags for recycling
- Green toters and clear plastic liner bags for organic waste

The number of toters will be determined by SWMS in a pre-event meeting with the event organizer.

Organizers are expected to create waste stations by pairing a garbage container, of their choice, with recycling and organic toters. Line toters after each time they have been emptied.



Waste Station

Night collection services

Organic waste

Bring full organic totes to the curb each night of the event. SWMS will only service totes that have been brought to the curb. Re-line empty totes and return them back to their place in the closure.

Cardboard recycling

Clean and unwaxed cardboard boxes are recyclable. Cardboard boxes must be broken down and bundled up neatly. Place bundles at the curb for nightly collection.

Excess recycling

If there is not enough room in the recycling totes for excess or large recyclable items, put these items in clear plastic bags and place bags in the recycle roll-off bin.

Litter baskets

The event organizer/permit holder is responsible for all event waste related issues. It is their responsibility to ensure litter baskets along the sidewalks within the event closure area are emptied before they are returned at the end of the event. If the permit holder fails to comply, City staff will service the litter baskets at the applicant's expense, as indicated in the *Waste Management Plan*.

Holding vendors accountable for illegal dumping

It is important that vendors understand and comply with the requirements of the *Waste Management Plan*. Failure to comply may result in charge backs to the event organizer/permit holder. It is up to the event organizer/permit holder's discretion to hold vendors accountable for illegal dumping in the event closure area and to consider methods of cost recovery. Methods of cost recovery may be in the form of security deposits or vendor agreements.

General maintenance of litter within the closure

It is the responsibility of the event organizer to make appropriate arrangements to maintain the event closure, which includes litter, for the duration of the event. Hiring a third party contractor to manage litter is recommended.

Recycle roll-off bin

The recycle roll-off bin is to accommodate additional bags of recycling that are emptied from the recycling totes. Only clear bags of recycling should be in the recycle roll-off bin, no black bags or bags of organics.



Recycle roll-off

Vendors and clean-up staff

A successful event requires involvement and cooperation from everyone. Communicate your waste diversion plan to vendors and the cleaning staff, so that everyone is doing their part to manage and divert waste.

Vendors (food vendors, other vendors and exhibitors)

In most cases, vendors will greatly contribute towards the total amount of waste generated by your event. Vendors will bring everything that they will need for the event and will leave most of their items behind for disposal. With advance planning and guidance from event organizers, vendors can facilitate recycling by:

- Procurement of serveware that is accepted in the City's diversion programs
Go to page 3 to see a list of accepted items
- Placing food waste in the organic totes provided by the City
- Breaking down and bundling cardboard boxes for recycling
- Using clear bags for excess recyclables and placing in the recycle roll-off

Clean-up staff (bag and broom, hired or volunteer)

Here are a few things that they can do to greatly assist your event:

- Use bag and broom method to manage litter
- Monitor waste stations and service as needed
- Line recycling and organic totes with clear plastic bags
- Empty litter bins
- Monitor recycle roll-off bin for contamination (e.g. black bags)

Discuss the *Waste Management Plan* with each group before the event. Familiarize them with the proper waste management procedures and distribute copies of the *Vendor Information Sheet* or *Clean-up Staff Information Sheet*.

Vendor Information Sheet and
Clean-up Staff Information Sheet are found on pages 19 & 20 and online at
toronto.ca/garbage/special_events

SECTION 3: Waste Diversion Planning

Best Practices

Keep the 3Rs (*Reduce, Reuse, Recycle*) in mind when planning and running your event. There are many opportunities for events to divert their waste. Putting into practise a combination of these “best practices” should help you to better manage the waste that is generated by your event and thereby control your waste management costs.

Pre-event meeting

Schedule a pre-event meeting with SWMS to review and make any necessary changes to the *Waste Management Plan*. This is an excellent opportunity to ask for further clarification and to receive feedback about how to improve your event’s waste diversion plan.

Waste stations

A proper waste station is probably one of the most important tools in the event organizer’s plan. A waste station should have a bin for each waste stream: garbage, recycling and organics. The idea is to make recycling accessible and convenient as possible. By placing all three waste bins in a group you are giving the person an equal opportunity to throw waste in the correct bin.

An effective waste station includes:

- Properly colour-coded bin for each waste stream:
 - black** = garbage
 - blue** = recycling
 - green** = organics
- Garbage bin lined with black bags
- Recycling and organic toters lined with clear bags
- Clearly labelled bins
- Placed in busy areas
- Appropriately situated by food vendors
- Waste station flags to promote its location



For more information about borrowing waste station flags, read the FAQ section on page 22.

Promotion and education of event attendees

It is important to let event attendees know that they can and should recycle at the event, much like they do in their own homes. Encourage participation in waste diversion programs with:

- On-stage announcer-read reminders to recycle
- Put Waste in its Place posters to show where each waste item goes

Information session (event staff, vendors, clean-up staff)

Organize an information session with event staff, vendors and clean-up staff before the event. This will provide them with an opportunity to learn about the event's waste diversion plan and the proper waste management procedures. If an information session is not possible, distribute information to them electronically. SWMS has detailed information sheets for vendors and clean-up staff, found on page 19 and available online: toronto.ca/garbage/special_events

Signage

Use posters and signs to promote your waste diversion program. Distribute information posters to vendors to display at their booth. Post signs near waste stations to direct event attendees to place their waste in the correct bin. Create material specific signs to correct commonly misplaced items (e.g. Recycle foam takeout containers here!).

Tracking garbage weights

SWMS is dedicated to diverting event waste and strongly encourages keeping track of the amount of waste generated. Ask the third party contractor for garbage weights to find out how much garbage was generated by the event. With this information you and SWMS can keep track of your event's progress from year-to-year.

More waste diversion ideas

Volunteers

Consider recruiting volunteers to help you promote your event's waste diversion plan. Volunteers can monitor waste stations and assist event attendees to sort their waste into the appropriate bins.

Promote recyclable serveware

Inform vendors ahead of time about items accepted in the City's waste diversion programs and encourage them to use recyclable serveware. Being proactive about controlling what types of waste your event will generate will further help you manage your waste costs.

Vendors should also be made aware that biodegradable plastic packaging and products are not compatible with the City's diversion programs and should be placed in the garbage bin. Vendors may pay more for biodegradable plastic products to be eco-conscious but it is unknown for certain how plastics claiming to be "biodegradable" or "compostable" react in landfill conditions, therefore the environmental benefit cannot be confirmed.

For more information about the City of Toronto's position on biodegradable plastics, visit: toronto.ca/garbage/biodegradable_plastic.htm

Creative signage

Proper signage and posters that communicate waste diversion information to event attendees is important. In order to make your message stand out, be creative with your signs and displays. Use actual examples of items and stick them on a large board to create a custom and creative information display board.

Waste diversion education and outreach

Recruit volunteers to staff an information booth to speak to attendees about waste diversion. Using recycling and Green Bin guides from the City of Toronto, volunteers can direct attendees to use the correct bin for their waste.

See page 24 for information about where to get guides and posters.

SECTION 4: Putting It All Together



Waste Management Plan for Street Events

The **Waste Management Plan** MUST be completed and submitted with your Permit Application.

Requirements

Your plan details **must** include:

- Disposal bin placement (if you are arranging for a disposal bin). A site plan showing the disposal bin's location(s) and all recycling and waste container locations.
- Information about private company hired to clean up. Your plan must list the company name, contact person and phone number. In addition, include the time you have hired them to do the clean up. A copy of the contract is required.

Questions about the Plan?

Contact Solid Waste Management Services, Special Events: 416-392-7171 or 416-392-7745.

Note: A road closure permit will not be issued until a Waste Management Plan is submitted and approved by Solid Waste Management Services. Should the applicant/permit holder fail to remove any garbage, litter and debris from the public right-of-way then the City will remove it at the applicant's expense.

Events taking place entirely in public parks are exempt from completion of a waste management plan (provided there is no partial closure or usage of the public right-of-way for event operations).

Event Information

Event Name	Event Date (yyyy-mm-dd)
Event Address/Location	Expected Attendance

Contact Information

Primary Contact		
First Name	Last Name	Telephone Number
E-mail Address	Applicant's Signature	
Secondary Contact		
First Name	Last Name	Telephone Number
E-mail Address		

Waste Collection, Bins and Materials

Private Company Name		Number of Hired Staff	Number of Volunteers		
Contact First Name		Contact Last Name			
Telephone Number		Mobile Number			
Bins supplied by Solid Waste Management Services.	Recycling (Office use only)		Organics	Garbage	
	Roll-Off Bins	Toter Bins	Toter Bins	Roll-Off Bins	Toter Bins
Number of Bins					
Size/Capacity					
<input type="checkbox"/> Check this box if you are managing your own waste (e.g., using residential bins, managing litter with volunteers, etc.)					

Waste Management Plan for Street Events

Typical Waste by Material Type (List types of waste that will be generated by your event)

Serveware (e.g. foam polystyrene, paper, plastic, etc.):

Packaging materials (e.g. cardboard, plastic film):

Other (e.g. food waste):

Litter Operations (bag and broom)

Private Company Name	Number of Hired Staff	Number of Volunteers
Contact First Name	Contact Last Name	
Telephone Number	Mobile Number	

Please forward the completed application by mail: City of Toronto
Solid Waste Management Services
1008 Yonge Street
Toronto, ON M4W 2K1

or Fax*: 416-392-0882

*Applicants may fax in applications; however, sending personal information by fax is not a secure means of transmission. It is suggested you return the application by mail or in person.

Office Use Only

Approved By		
First Name	Last Name	
File Number	Copy of Documents on File: <input type="checkbox"/> Approved Site Plan <input type="checkbox"/> Contracts(s)	

Toronto's Solid Waste Management Division collects personal information on this form under authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c) and the City of Toronto Municipal Code, Chapter 743 (Use of Streets and Sidewalks Use), s. 743-7C.(3)(j). The information is used to confirm your Waste Management Plan as a required condition of your Street Event Permit application. Questions about this collection can be directed to the Project Lead, Special Events, Collections Operations at the Yonge Street Yard, 1008 Yonge Street, Toronto, ON M4W 2K1 or by telephone at 416-392-7772.

Waste Management Plan for Runs/Walks

The **Waste Management Plan** MUST be completed and submitted with your Permit Application.

Requirements

The following information is required for a road occupancy permit in connection with your event:

- Detailed site plan indicating the location of all containers/bins and location of all watering stations.

Questions about the Plan?

Contact Solid Waste Management Services, Special Events: 416-392-7171 or 416-392-7745.

Note: A road closure permit will not be issued until a Waste Management Plan is submitted and approved by Solid Waste Management Services. Should the applicant/permit holder fail to remove any garbage, litter and debris from the public right-of-way then the City will remove it at the applicant's expense.

Events taking place entirely in public parks are exempt from completion of a waste management plan (provided there is no partial closure or usage of the public right-of-way for event operations).

Event Information

Event Name	Event Date (yyyy-mm-dd)
Event Address/Location	

Contact Information

Primary Contact		
First Name	Last Name	Telephone Number
E-mail Address	Applicant's Signature	
Secondary Contact		
First Name	Last Name	Telephone Number
E-mail Address		

Waste Collection, Bins and Materials

Private Company Name		Number of Hired Staff	Number of Volunteers		
Contact First Name		Contact Last Name			
Telephone Number		Mobile Number			
Bins supplied by Solid Waste Management Services.	Recycling (Office use only)		Organics	Garbage	
	Roll-Off Bins	Toter Bins	Toter Bins	Roll-Off Bins	Toter Bins
Number of Bins					
Size/Capacity					

Waste Management Plan for Runs/Walks

Typical Waste by Material Type (List types of waste that will be generated by your event)

Serveware (e.g. foam polystyrene, paper, plastic, etc.):

Packaging materials (e.g. cardboard, plastic film):

Other (e.g. food waste):

- Check box if you are using the same service provider for Waste Collection and litter removal (bag and broom).
If not, please complete the Litter Operations (bag and broom) section on page 2.

Failure to remove any garbage, litter and debris in a timely manner as a result of the street closure will cause the City to remove the above at the applicant's expense.

Litter Operations (bag and broom)

Private Company Name	Number of Hired Staff	Number of Volunteers
Contact First Name	Contact Last Name	
Telephone Number	Mobile Number	

Please forward the completed application by mail: City of Toronto
Solid Waste Management Services
1008 Yonge Street
Toronto, ON M4W 2K1

or Fax*: 416-392-0882

*Applicants may fax in applications; however, sending personal information by fax is not a secure means of transmission. It is suggested you return the application by mail or in person.

Office Use Only

Approved By		
First Name	Last Name	
File Number	Copy of Documents on File: <input type="checkbox"/> Approved Site Plan <input type="checkbox"/> Contracts(s)	

Toronto's Solid Waste Management Division collects personal information on this form under authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c) and the City of Toronto Municipal Code, Chapter 743 (Use of Streets and Sidewalks Use), s. 743-7C.(3)(j). The information is used to confirm your Waste Management Plan as a required condition of your Street Event Permit application. Questions about this collection can be directed to the Project Lead, Special Events, Collections Operations at the Yonge Street Yard, 1008 Yonge Street, Toronto, ON M4W 2K1 or by telephone at 416-392-7772.

Event Planning Checklist

This checklist will help you organize your event's waste diversion plan and put it into action.

Pre-event

- Complete and submit *Waste Management Plan*.
(See page 13 or 15 or online: toronto.ca/garbage/special_events)
- Hire third party contractor to manage event garbage.
- Hire (paid or volunteer) bag and broomers to maintain litter within the closure during event times.
- Organize waste diversion information session for vendors and local businesses.
- Distribute waste diversion information to vendors/event staff (recycling and Green Bin guides, information handouts are available at: toronto.ca/garbage/special_events).
- Obtain free clear plastic liner bags from SWMS to line the recycling and green bin totes.

During the event

- Arrange recycling, organic, and garbage bins into waste stations. Place in high-traffic areas and near vendors, where appropriate.
- Recycling and organic bins must be lined with clear plastic bags.
- Garbage bins must be lined with black bags.
- Mark waste station locations with flags and place additional signage on bins.
- Maintain litter and garbage within the closure, including emptying the City's litter baskets.
- Monitor recycle roll-off bin for black bags or bags of organic waste. Any black bags found in the recycle roll-off bin should be promptly removed and placed in the garbage bin. Bags of organic waste should be placed in an empty organics toter.
- Flatten and bundle clean and unwaxed cardboard boxes and pile neatly on the curb for night collections services from the City.
- Roll organic totes to the curb for collection on each night of the event.
- Promote your waste system and encourage event attendees to sort their waste with periodic on-stage announcer read reminders.

Post-event

- Timely removal of litter and garbage generated by the event before re-opening the closure.*
- Return the closure in the same manner as it was received, clean and free of litter and garbage.
- Obtain garbage weight from private garbage company.
- Meet with Solid Waste Management Services to note areas of improvement for future event.

* Failure to remove any garbage, litter and debris in a timely manner as a result of the street closure will cause the City to remove these items at the applicant's expense.

INFORMATION SHEET for Food Vendors & Restaurants

Why divert waste?

- Diverting recyclable and organic materials helps extend the lifespan of the City's landfill.
- Reduces the negative impacts of waste on the environment.
- Lowers costs for garbage disposal by diverting more.
- Attracts more event attendees by striving to be an "eco" or "green" event.

Services provided by Solid Waste Management Services during the event

- Provision of commercial-sized organic totes and recycling totes to accommodate additional waste generated by the event.
- Nightly recycling and organics collection services, provided totes are rolled to curbside for collection.
- Additional organics or recycling generated can be placed in restaurant totes and it will be collected on each night of the event if placed at curbside.

Checklist of things to be aware of/look for during and after the event

- Make sure there is a complete waste station (offering disposal for garbage, recycling, organics) by your tent or area.
- Know the location of the nearest waste station. Point it out to your customers and ask them to place their waste in the appropriate bin.
- Signs to show what goes in recycling/organics.
- Scrape or wipe off any excess food from foam polystyrene plates or aluminium food trays before putting these in the recycling toter.
- Do not place recycling or organics in black bags. Place these materials in clear bags only.
- Flatten cardboard boxes and place them at curbside for night collection by Solid Waste Management Services.
- Plastic over-wrap for pop cans, water bottles, etc. is garbage.

**Vendor and Restaurants information sheet can be found at:
toronto.ca/garbage/special_events**

INFORMATION SHEET for Event Clean-up Staff

Why divert waste?

- Diverting recyclable and organic materials helps extend the lifespan of the City's landfill.
- Reduces the negative impacts of waste on the environment.
- Lowers costs for garbage disposal by diverting more.
- Attracts more event attendees by striving to be an "eco" or "green" event.

Services provided by Solid Waste Management Services

- Litter baskets within the closure will be emptied prior to the event.
- Sidewalks and curb lanes will be cleaned prior to the event.
- Area outside of the closure will be maintained during the event.
- Drop-off and pick-up of recycling and organic totes, and recycle roll-off bin prior to and after the event.
- Curbside collection of recycling and organic materials on each night of the event.
- Service the recycling roll-off bin as necessary throughout the event.
- Collect any extra recycling and organic waste generated by restaurants and vendors within the closure area.
- Any extra recycling and organic waste must be properly packaged and put out for collection at curbside.

Responsibilities/expectations of the event organizer and event clean-up staff

- For the duration of the event, the litter and garbage is the responsibility of the event organizer and clean-up staff.
- Solid Waste Management Services will only handle recycling and organic materials generated by the event.
- It is expected that the litter and litter baskets within the closure will be fully maintained throughout the duration of the event.
- It is also expected that the area within the **closure will be returned in the same manner as it was received, clean and free of litter and garbage.**

Checklist of things to do BEFORE the event

- Obtain clear bags and keys for the litter baskets from Solid Waste Management Services.
- Match the number of garbage bins to the number of recycling and organic toters.
- Create waste stations. Place one of each together in a group: garbage bin, recycling toter, and organic toter. **No bins should be placed alone or without all three disposal options (garbage, recycling, organics).**
- Place extra organic toters by food vendors and ask them to use these to dispose of their food waste.

Checklist of things to do DURING the event

- Make sure toters are lined with clear bags.
- Maintain clean-up of litter within the closure with bag and broom staff.
- Ensure that there are no black bags in the toters or in the recycle roll-off bin (black bags found in the recycle roll-off should be promptly removed and placed in the garbage).
- Empty litter baskets as required throughout the event.
- If a waste station is not being used, move it to a more appropriate location where there is heavy traffic.
- Make sure toter lids are closed after they have been emptied and relined. **Open lids invite contamination.**
- Roll toters to curbside for night collection by Solid Waste Management Services.
- Flatten and properly package any extra cardboard and place them at curbside for night collection by Solid Waste Management Services.

Checklist of things to do AFTER the event

- Make sure all litter baskets within the closure area have been emptied.
- Empty all recycling toters into recycle roll-off bin. Return empty recycling toters to drop-off location.
- Place organic toters in clusters at curbside for night collection.

Event Staff Clean-Up information sheet can be found at:
toronto.ca/garbage/special_events

Frequently Asked Questions

General

How can I keep my garbage costs down?

Events can manage their garbage costs by diverting more of their waste into the recycling and organic streams. Recycling and organics services are provided by the City at no cost so take every opportunity to use these services.

Is it necessary to complete and submit a *Waste Management Plan*?

YES. Completing a *Waste Management Plan* is beneficial to both the event organizer and SWMS to better understand the amount and type of waste that the event will generate. Having this information will allow event organizers to develop a waste diversion plan ahead of time.

Recycling, organics and garbage

What are the typical items that go in recycling?

- Clear plastic takeout food containers
- Disposable plastic cups, plates and bowls (clear or coloured)
- Plastic and glass beverage bottles
- Aluminum cans
- Foam polystyrene takeout food containers (no food scraps)
- *For a complete list of acceptable items go to page 3*

What are the typical items that go in organics?

- Food waste
- Soiled paper napkins and paper plates
- *For a complete list of acceptable items go to page 3*

What are the typical items that go in the garbage bin?

- Plastic or foil wrappers
- Hot drink cups, lids and sleeves
- Paper beverage cups
- Plastic utensils and straws

What type of serveware should I recommend to vendors to use?

Encourage serveware that is accepted in the Blue Bin or Green Bin such as paper plates (Green Bin) and foam polystyrene (Blue Bin).

Does the City accept biodegradable plastic packaging and products?

NO. The City does not want biodegradable plastics packaging and products in their recycling or organics programs. These plastic products are different from the plastics that we recycle and threaten recycling markets.

Proper waste management and disposal procedures

What can I do to minimize contamination of the recycling or organic toters?

- Announcer-read notices to remind people to recycle properly
- Place additional or material specific signage on toters (e.g. Recycle foam cups here!)
- Regularly monitor waste stations to direct people to use the correct bin

What if the waste stations are not being well used?

- Relocate waste stations to high-traffic areas.
- Remind vendors to use bins for their waste.

What should I do if I find contamination in the recycle roll-off bin?

- Remove contaminants (black or opaque bags and clear bags of organics) from roll-off bin. Place black bags in the garbage. Place organics in organics toter.
- Remind clean-up staff about proper waste disposal procedures.
- Close bin doors after each use. Monitor regularly; once contamination starts, it often continues.



Garbage and organics contaminate recycle roll-off

What should I do with excess recyclables that won't fit in the recycling toter?

Put excess recyclables in a clear plastic bag and place the bag in the recycle roll-off bin.

What should I do with cardboard boxes?

- The City collects clean unwaxed cardboard boxes provided they are properly flattened and bundled.
- Place bundles at curbside for night collection.

Can I use black or green bags for the recycling and green bins?

NO. Use only clear plastic bags to line the recycling and organic toters.



Waste station: clear bags for organics and recycling; black bags for garbage

Will the City provide the event with clear plastic bags for the recycling and green toters?

YES. The City provides clear plastic bags to line the recycling and organic toters.

Will the City provide the event with black bags for the garbage bins?

NO. The event organizer is responsible for providing black bags to line the garbage bins.

Will the City empty the litter baskets within the closure during the event?

NO. It is the event organizer's responsibility to hire a waste management company to empty all litter baskets within the closure area.

Will the City maintain the litter on the right-of-way during the event?

NO. The City is not responsible for the maintenance of the right-of-way during the event. Event organizers are responsible for all the garbage generated by the event during the event times. Maintenance, collection and removal of all waste are the organizer's responsibility. Organizers should consider a third party contractor to deal with all waste generated by the event.

Will there be charges incurred if the City resumes the responsibility to clean litter or debris on right-of-way or for emptying litter baskets?

YES. Failure to remove any recyclable items, garbage, litter and debris in a timely manner as a result of a street closure will cause the City to remove the above at the event applicant's expense.

What additional services does Solid Waste Management Services (SWMS) provide?

SWMS will do a thorough pre-clean of the event area prior to the event taking possession of the road. They will also maintain the cleanliness of the perimeters during the event. It is expected that the right-of-way will be returned in the same condition prior to the event taking place.

Promotion and education

Who do I contact to borrow waste station flags?

Contact Special Events at **416-392-7171**.

What education resources are available?

Paper copies

Green Bin Guide - Contact 311

Toronto Recycling Guide - Contact 311

Download only

Organics Yes/No

Recycling Yes/No

Put Waste in its Place

Download at:

toronto.ca/garbage/special_events



Green Bin Guide



Put Waste in its Place



Toronto Recycling Guide



Organics - Yes/No



Recycling - Yes/No

Glossary of Terms

Special event waste: Waste that is generated by the event, event attendees and the vendors/restaurants inside the event closure during event times.

Waste diversion: Process of keeping materials from landfill through recycling or composting.

Organics (Green Bin materials): Waste that can be turned into compost. Waste that is accepted in Toronto's Green Bin Program such as fruit and vegetable scraps, paper towels and coffee grinds.

Recycling (Blue Bin materials): Processing used materials into new products to reduce disposal of potentially useful waste. Waste that is accepted in Toronto's Blue Bin program such as cardboard, aluminum cans and plastic beverage bottles.

Garbage (litter): Materials that are not accepted in any of Toronto's waste diversion programs (Blue Bin and Green Bin Programs).

Right-of-way: Common and public road or avenue under the jurisdiction of the City of Toronto, any part of which is intended for or used by the general public for the passage of vehicles and pedestrians, and includes all of the area, which may comprise pavements, sidewalks, boulevards, shoulders, landscaped space, etc., between the lateral property lines thereof.

Closure: Temporary full or partial closing of a street for a period of no more than four consecutive days.

Toters: Large plastic bins on wheels with a lid, blue ones for recycling and green ones for organic waste. Typical container size is 95 gallon.

Waste station: One bin for each waste stream (organics, recycling and garbage) organized into a group.

Recycle roll-off bin: Metal open top dumpster with a rectangular footprint. Container size is 40 cubic yards.

Litter baskets: City of Toronto push pedal operated litter baskets permanently affixed to City sidewalks.



Waste station



Recycle roll-off bin



Litter baskets