



It starts with Scouts.

EVENT WASTE MANAGEMENT TEMPLATE

This is a sample of a simple waste management plan that provides basic information. A more comprehensive waste management plan may be required depending on the type, size, and location of your event.

Event Information

Event name: _____ Event date: _____

Event address/location: _____ Expected attendance: _____

Contact Information

Primary contact (name): _____

Contact phone: _____ Cell phone: _____

Email address: _____ Applicant signature: _____

Secondary contact (name): _____ Contact phone (during event): _____

Email address: _____

Waste Management Contracted Services

Garbage dumpsters/Totes/Bins: _____ Company: _____

Contact: _____ Phone: _____

Porta potties: Check box if same contractor as above

Company: _____ Contact: _____ Phone: _____

Waste management plan

Waste management commitment

- Every effort will be made to encourage waste diversion through the provision of an adequate number of clearly labeled receptacles for garbage, recyclables, and compost waste on each event day. Furthermore, the event will ensure that all requirements outlined in the provincial and municipal bylaws are adhered to including ensuring all receptacles are emptied into wildlife-resistant containers by midnight on each day of the event or removed same-day by the contracted provider.
- All event vendors (e.g. food trucks) will be notified of our waste management plan, specifically that they are expected to support the waste diversion efforts including the safe disposal of grey water and cooking oils.
- All waste brought on-site will be removed following the event (on the last day of the event), including a thorough site clean to ensure all waste is removed from the event grounds as well as the immediate surrounding area (e.g. approx. 100 feet radius surrounding the event site).
- There will be a sufficient number of washrooms to ensure there is a minimum of one washroom (e.g. porta potty) for every 100 people attending the event.
- The event will ensure safe potable and/or bottled drinking water is provided at the event, that water is not drawn from un-permitted water receptacles (e.g. public taps located on-site or near-by), and ensure all provincial and municipal health and safety requirements are met for water and food services.

Waste management goals

- Achieve 100% diversion of recyclables.
- Reduce general waste by 50%.
- Return the event site to its original (or better) condition within 12 hours of the event.

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.
- How your waste management plan will be communicated to vendors, volunteers and attendees.

Waste collection, bins and materials

Private company name: _____ Contact name: _____

Contact phone: _____ Cell phone: _____ Number of hired staff: _____ Number of volunteers: _____

Waste receptacles provided for the event are as follows:

Garbage Dumpsters	Garbage Totes	Garbage Bins	Recycling Dumpsters
Recycling Totes	Recycling Bins	Compost Totes	Compost Bins

Check this box if you are managing your own waste (e.g., using residential bins, managing litter with volunteers, etc.)

Typical waste by material type

List types of waste that will be generated by your event. All food services will provide compostable and/or recyclable plates, drinking vessels, and eating utensils.

Serve ware:

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

Containers (e.g. water bottles, juice boxes, pop cans):

Other (e.g. food waste):

Washrooms

The following number of washrooms will be provided at the event:

Washrooms (washroom facilities located on-site at event, e.g. public washrooms in park)

Washrooms (washroom facilities located within one city block of the event site, e.g. public washrooms at nearby park or commercial building)

Porta Potties (located on-site)

Water

(Water required for drinking, food safety service, and event installations (e.g. pools) will be provided by the event and/or event vendors per the local health and safety requirements that will be approved prior to the event.):

Event site map (Refer to the attached site map for the placement of all waste receptacles and washrooms at the event.)

Approvals

This Event Waste Management Plan will be implemented by:

Name: _____ **Date Received:** _____

Signature: _____ **Approved By:** _____

Copy of Documents on File: Approved Site Plan Contract(s)