

## Special Event Recycling Requirements



### Recycling is Required at:

- Events that charge an admission fee\* or are run by the City
- Events that attract 2,000 or more people per day
- Event that subscribe to 4 cubic yards or more of additional garbage service

### Requirements for These Events:

- Develop a written waste reduction plan with your solid waste collector to divert recyclables
- Potential recycling methods include:
  - Collect, separate and redeem recyclables at a certified recycling center (Recyclables can be redeemed at the Glendale Recycling Center located at 540 W Chevy Chase Drive)
  - Separate recyclables onsite and place them out for collection by your hauler or the City
  - Use a permitted hauler that separates recyclables from the trash for diversion

### Documentation:

Venues and/or event operators that fit the criteria above must submit the Mandatory Event Recycling Form within 30 days of the event/venue conclusion date.

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### Event Guidelines

#### *Reduce Waste – Maximize Recycling!*

To receive a special event permit, the event must comply with State legislation. To fulfill this requirement, speak with the selected waste hauler to determine how to educate event vendors and attendees regarding the event's recycling practices. Each hauler collects different recyclables and some haulers remove recyclables from the trash. Any permitted hauler can be used for special event waste collection. A list of all permitted haulers can be found at the City of Glendale website at [www.GlendaleRecycle.com](http://www.GlendaleRecycle.com) or by calling the Integrated Waste Management Division at (818) 548-3916.

Common Recyclables Include: Beverage cartons, cans (aluminum, steel, tin & bi-metal), cardboard, glass bottles & jars, mixed paper, plastic bottles & containers, and scrap metal.

#### Tips to increase diversion:

- Create waste stations at the event (put a recycling container next to each garbage container).
- Have event staff pick up flattened cardboard and pallets from vendors.
- Encourage vendors to serve food on napkins, avoid plastic utensils, cups and plates.

Return this form within 30 days of event completion to Dean Hartwell at [DHartwell@GlendaleCA.gov](mailto:DHartwell@GlendaleCA.gov), fax (818) 507-6128 or mail to Integrated Waste Management Division, 548 W. Chevy Chase Drive, Glendale, CA 91204

\*If a donation is required to enter an event, then it charges an admission fee.

## Mandatory Event Reporting

Name of Event:	Date(s) of Event:
Event Location:	Solid Waste Hauler Used:
Number of Participants (Vendors & Attendees):	
Description of Event:	
Description of Solid Waste Plan (how garbage and recycling will be managed):	
Event Manager:	Event Manager:
Manager Email:	Manager Phone Number:
Description of Waste Stream Materials:	
If event does not recycle, explain why:	

Please complete the information below to document the amounts and types of waste generated and recycled by the event. A sample data set is included for your reference.

Material Recycled or Donated (in Pounds): *Sample*

	Glass	Plastic	Aluminum	Cardboard/Paper	Organics	Other	Total Recycled	Total Landfilled
Total			250 lbs.	300 lbs.	500 lbs. (leftover food donated)		1,050 lbs.	2,300 lbs.

Generation = Total Pounds Recycled + Total Pounds Landfilled

$$\text{Event Diversion Rate} = \frac{\text{Recycled}}{\text{Generated}} = \frac{1,050 \text{ lbs.}}{3,350 \text{ lbs.}} = \boxed{31\%}$$

Event Specific Diversion Data:

	Glass	Plastic	Aluminum	Cardboard/Paper	Organics	Other	Total Recycled	Total Landfilled
Total								

Generation = Total Pounds Recycled + Total Pounds Landfilled

$$\text{Event Diversion Rate} = \frac{\text{Recycled}}{\text{Generated (Recycled and Landfilled)}} = \boxed{\%}$$