



CITY OF HAYWARD

# SUSTAINABILITY GUIDE

FOR SPECIAL EVENTS



## SOLID WASTE

### Required

- Divert Waste
  - Obtain approval of a waste and recycling plan from the City's Solid Waste Program Manager.
  - Contact Waste Management at least ten business days prior to the event to arrange for trash, recyclables, and organics containers.
    - WM can be contacted at 510.613.8740
  - Place trash, recyclables, and organics containers per the approved waste and recycling plan. The event organizer is responsible for providing sufficient staff or volunteers to place the containers.
  - Place effective signage on the waste bins. This is essential for clarifying which materials can be recycled and where to put them. Make sure signage is easy to read and informs visitors of recycling procedures. Place signs high so that event attendees can see them from a distance. Signs may be borrowed from the City's Solid Waste Program Manager.
  - Within ten working days after the event, prepare and submit the estimated pounds, tons, or gallons of separately collected trash, recyclables, and organics.
- Purchasing and Reuse
  - Ensure that all food vendors comply with the City's ordinance regarding the use of polystyrene foam. Food containers such as cups, plates, bowls, and trays made of polystyrene foam are prohibited from use at any event. Non-compliance may result in citations, as described in the ordinance.

### Suggested

- Divert Waste
  - Recycle and compost all materials accepted in your area.
  - For the most effective waste sorting stations utilize color-coded recycling and organics bins, placed next to trash cans. Recycling or organics bins set alone without a garbage bin may be used as trash bins, and trash bins alone without the other streams will often contain large amounts of recyclable and organic materials. Ideally, place a recycling and organics bin next to every trash bin so that sorting waste becomes convenient, with recycling and organics clearly distinct from the trash container (e.g. color, shape, top opening, etc.).
  - Have staff or volunteers next to sorting stations to help event attendees sort their waste properly.
  - Set up cardboard recycling for vendors.

- Purchasing and Reuse
  - Purchase bathroom and kitchen papers with a minimum of 30% post-consumer waste.
  - Use reusable containers or totes instead of cardboard boxes.
  - For retail use or shipping, purchase boxes or bags with recycled content. Minimum 30% post-consumer recycled content.
  - Purchase garbage bags with the minimum amount of recycled content specified by your program. (30%)
  - Order/print marketing materials and business cards on paper that is either: 100% recycled \*or\* FSC Certified with at least 30% post-consumer waste recycled content.
  - Reuse garbage bag liners.
  - Use only reusable dishware.
    - Consider renting. Local companies include:
      - Celebration Party Equipment Rentals
      - Prime Party Rentals
  - Encourage attendees to bring their own reusable water bottles and/or cups if you know your event will have filling stations.
  - If you can't go reusable, use paper-based compostable food and dishware. Using compostable food ware makes it easy for food vendors and event attendees to divert their leftovers away from the landfills into compost. By having both food waste and food ware going into the same organics receptacle there will be significant decrease in user error, as attendees will not need to sort their food waste.
  - Buy in bulk to reduce the quantity of single-use items and pre-packaged foods, including cream, sugar, ketchup, mustard, etc.
  
- Reduce Waste
  - Eliminate individual, single-use bottles of water for employees and guests. Switch to alternatives such as using tap water, providing water coolers, or water bottle fill stations.
  - Donation of left-over food to a local food bank.
    - Contact in advance to see if they will be able to accept your donation:
      - South Hayward Parish
      - Alameda County Community Food Bank
      - All In to End Hunger
      - Salvation Army
    - If surplus food cannot be safely donated for human consumption, consider partnering with a local farmer or rancher who can accept surplus food as animal feed.

## POLLUTION PREVENTION

### Required

- Clean-up & Safe Disposal
  - Dispose of all unneeded chemicals and toxic products at the local household hazardous waste facility.
  - Pursuant to Chapter 11, Article 5 of the Hayward Municipal Code (all non-stormwater discharges to the City's storm drain system are prohibited). Any knowledge of a confirmed or non-confirmed release of non-stormwater materials must be reported to the City and subsequently the spill must be abated. Violators of the Chapter 11, Article 5 of the Hayward Municipal Code are subject to sanctions of the federal Clean Water Act and state law, including the Porter-Cologne Act, and municipal law, and may be subject to the sanctions of those laws including civil and criminal penalty. Please contact Elisa Wilfong, the City's Water Pollution Control Administrator, at 510.881.7960 for more information.
  - Pursuant to Chapter 11, Article 3 of the Hayward Municipal Code (wastewater discharge regulations) all wastewater is subject to the city's Water Pollution Source Control (WPSC) department's review and must abide by sampling and pretreatment requirements prior to discharge to the city's sanitary sewer. No wastewater generated from a temporary event can be discharged into the sanitary system (manholes, cleanouts or a similar access point to the city's sanitary sewer). All wastewater must be collected and off-hauled to be treated and disposed of properly. Please contact Elisa Wilfong, the City's Water Pollution Control Administrator, at 510-881-7960 for more information.

### Suggested

- Reduce Toxics use
  - Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.
  - Use low toxic cleaning and building maintenance products in non-aerosol containers such as Green Seal certified ([greenseal.org](http://greenseal.org)), Environmental Working Group ([ewg.org/guides/cleaners](http://ewg.org/guides/cleaners)), Safer Choice ([epa.gov/saferchoice](http://epa.gov/saferchoice)), SF Approved ([sfapproved.org](http://sfapproved.org)), EcoLogo ([tinyurl.com/ULEco](http://tinyurl.com/ULEco)), or those with a GoodGuide rating of 8.1 or higher ([goodguide.com](http://goodguide.com)).
  - Print promotional materials with vegetable or other low-VOC inks.
  - Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).

## ENERGY

### Suggested

- Awareness & Maintenance
  - Buy renewable energy credits or green tags to offset the CO2 emissions from your special event's use of electricity and natural gas, find them at <https://www.green-e.org/certified-resources/carbon-offsets>
- Lighting
  - Use energy efficient lighting.

## TRANSPORTATION

### Required

- Include public transportation access to the special event on any collateral that provides driving and/or parking instructions the event.

### Suggested

- Choose a venue that reduces transportation need.
- Encourage carpooling, biking, and walking.
- Use hybrid or alternative fuel-powered buses for tours or airport shuttles.

## MISCELLANEOUS

### Suggested

- Announce three environmental messages daily during the event.
  - Messages can be simple and in announcement format.
    - Ex. Remember to sort your waste into recyclables and organics. Waste stations can be found throughout the park.
    - Ex. We have water refilling stations. Fill up your water bottle at \_\_\_\_\_.
    - Ex. Help keep Hayward clean! Please don't litter and if you see litter, pick it up and put it in the trash.
- Train event volunteers on which common materials at the event can be put into the waste, recyclable, and organics containers. This training enables volunteers to direct event attendees to recycling stations and how to properly sort their waste.