

# Cupertino Waste Prevention Guide for Outdoor Events



## City Outdoor Event Materials Requirements

To minimize waste going to landfill and maximize material recovery, all events held on City property must offer recycling, composting, and trash collection services. Recology will supply recycling, composting, and trash containers and collection services for all events held on City property (refundable deposit required). All materials generated or provided by vendors and event organizers must meet the guidelines on page 2.

## How to Get Started

- At least two weeks before your event, contact Recology at 408-725-4020 to reserve containers and set-up collection service.
- Recology will help you determine the correct number of containers & will provide appropriate signage.
- Recology will require a \$500 deposit that will be refunded when all containers are returned, undamaged.

## Event Setup and Monitoring

- Set up waste stations to collect trash, recycling, and compost in prime locations (e.g. entrances & exits, high traffic & waste generating areas). Depending on the event size and quantity of vendors, multiple waste stations may be ideal.
- Recycling, composting, & garbage containers must be placed *directly* next to each other in same order for each station, with the same signage (*see examples at right: black, green, blue or trash, recycling, composting*).
- Ensure signage is visible and identifies materials to be placed in trash, composting, and recycling bins.
- Create a map with locations of waste collection area(s) for vendors & attendees.
- Event organizers will designate a materials monitor to oversee each waste station for the event duration, at regular intervals (e.g. large event waste stations should be checked every 20 minutes).
- Monitors & event organizers will educate vendors and attendees on what materials can be placed in each container.
- Empty & replace containers/bags as they become full or heavy.
- Monitor and pickup litter.
- If vendor booths have garbage containers, they must also be equipped with recycling and composting containers.



## NOT RECYCLABLE

Polystyrene (Styrofoam™) is prohibited



Avoid single use items like plastic bags & beverage bottles, recycle these plastics if you must use

## NOT COMPOSTABLE

Cornstarch materials & TaterWare™ are **NOT** accepted in Cupertino's compost collection; put them in the trash or use recyclable or paper products



Cornstarch Ware



Any Plastic-like Compostables



TaterWare™

## ACCEPTED RECYCLABLES



**All Plastics (#1-7 or unnumbered):**  
Cups, Plates, Bowls, Utensils, Straws, Lids, Containers, Bottles, Film Plastic



**Paper:**  
Mixed paper (clean to lightly soiled if used for food), cardboard, aseptic (e.g. juice boxes)



**Aluminum:**  
Cans, foil (clean to lightly soiled), aerosol cans (empty)



**Glass**

## ACCEPTED COMPOSTABLES



**Paper Products (including food soiled):**  
Napkins, Paper Towels, Cups, Plates, Bowls, Liners/Wrappers, Containers



**Cardboard (including food soiled):**  
Wax cardboard, paper cartons, pizza boxes, etc.



**Food Utensils:**  
Toothpicks, chopsticks, skewers, etc.



**All Food Scraps:**  
Bread, Dairy, Meat, Bones, Fruits, Vegetables, Coffee Filters/Grounds, Tea Bags, and Yardwaste

# Growing Greener Events

Tips to amplify & elevate your event's environmental practices

**NOTE: City policy prohibits use of polystyrene (Styrofoam™) on City property, including use for events.**

## REDUCE

Conserve resources & energy by preventing waste in the first place!

- Buy in bulk to reduce the amount of packaging used.
- Send & post flyers & notices electronically, rather than printing lots of copies.
- Print handouts double sided, on recycled content paper or better yet, direct attendees to a website for more info.
- Serve condiments in bulk rather than single packaged servings (e.g. creamers, butter, ketchup, etc.).
- Use napkins instead of disposable plates for "finger foods".
- Post large, easy to read displays rather than printing programs for information.
- Prohibit vendors from providing polystyrene (Styrofoam™).
- Ask vendors not to provide plastic bags, or individually wrapped items.

## REUSE

Conserve landfill space, money, and energy by prolonging the usefulness of products.

- Don't print dates on event materials, so that they can be reused for future events.
- Reuse packaging material.
- Donate unused or reusable items such as decorative materials and craft supplies to schools and non-profits.
- Donate floral arrangements and decorations to hospitals, nursing homes, & shelters.
- Use tablecloths, napkins, plates, and decorations that can be washed & reused.
- Instead of handing out disposable items, provide reusable bags/bottles as gifts.
- Use reusable towels, table cloths, napkins, and plates instead of disposable items.
- Request vendors offer reusable containers first & recyclable & compostable containers second.

## RECYCLE

Conserve raw materials, energy, & resources by returning materials for re-manufacture.

- Ensure all event materials can be recycled/composted in the City where the event is held.
- Buy products made from recycled content.
- Ensure caterers, vendors, and attendees use composting & recycling services.
- Flatten and recycle all cardboard boxes to minimize dumpster space.
- Print signs on paper core instead of foam core. If foam core is used, it can be donated to RAFT for reuse, [www.raft.net](http://www.raft.net).
- Print banners on cloth instead of vinyl. If printing on vinyl save it for later – it can be cleaned and reused!

## City of Cupertino Green Goals:

- Divert 75% of materials from landfill by capturing items as recycling & compost
- Conserve natural resources by minimizing the use of disposable items (i.e. plastic bags, water bottles)
- Eliminate litter & prevent debris from reaching creeks
- Promote and support events that "teach by example"- inspiring attendees to take actions at home



Questions? Contact Cupertino's Environmental Programs Division:  
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