

Town of Erie

Zero Waste Special Events Policy



Effective Date: 2/4/2022 7:30 AM PST	Revision Date: January 12, 2022	Prepared By: Tyler Kesler, Sustainability Manager
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Policy Purpose: To divert valuable recyclable and compostable materials from being wasted in the landfill. To lead by example and encourage town-wide adoption of waste reduction, recycling, and composting. To demonstrate that waste reduction, recycling, and composting can be successful solutions for the Town of Erie and the state of Colorado to reduce climate emissions, create green jobs, and conserve natural resources.

Definitions:

- **Bin:** a detachable refuse container used in connection with a special event with a 1 to 8 cubic yard capacity, equipped with a lid, and designed for mechanical pick-up by collection vehicles.
- **Cart:** a wheeled receptacle equipped with a lid, and designed for mechanical pick-up by collection vehicles.
- **Collection agreement:** a contract with a waste, recycling, or compost hauler licensed to operate in the Town of Erie, Boulder County, or Weld County.
- **Compostable materials:** organic materials designated by its processing facility as approved for collection and processing, including, without limitation, yard trimmings, food scraps, unbleached soiled paper and compostable plastics, but excluding animal manure, sewage sludge below Class A as designated by the U.S. EPA, and human biological wastes.
- **Container:** any bin, box, cart, compactor, drop box, roll-off box, or receptacle, used to store solid waste, recyclable materials, compostable materials, or other materials designated by the Town for collection by the collector.
- **Disposal or processing facility:** a landfill facility, a recycling facility, a composting facility, or a solid waste transfer or processing station.
- **Dumpster:** a wheeled or sledded container or compactor, generally 7 to 50 cubic yards in size, suitable for the storage and collection of commercial solid waste, recyclable, compostable materials.
- **Event organizer:** the point of contact listed on the Town of Erie Special Event Permit Application.
- **Food service establishment:** any establishment, located or providing food within the Town of Erie, which provides prepared and ready-to-consumer food or beverages, for public consumption, including, but not limited to, any retail service establishment, eating and drinking service, takeout service, supermarket, delicatessen, restaurant, food vendor, sales outlet, shop, cafeteria, catering truck or vehicle, cart or other sidewalk or outdoor vendor or caterer which provides prepared and ready-to-consumer food or beverages, for public consumption.
- **Hauler:** a waste, recycling, or compost collector that hauls away refuse.
- **Organic wastes:** see compostable materials definition.
- **Public solid waste or recycling receptacles:** any container for the collection of solid waste, recyclable materials, or compostable materials that are both located on public property and intended for use by the general public.

- **Recycling:** the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
- **Recyclable material:** materials designated by its processing facility as approved for collection and processing, including, without limitation, newspaper, paper, cans, corrugated cardboard, glass, certain types of plastic, and metals.
- **Solid waste:** solid and semisolid wastes, generated in or upon, related to the occupancy of, remaining in or emanating from residential premises or commercial premises, including garbage, trash, rubbish, ashes, industrial wastes, manure, animal carcasses, solid or semisolid wastes, and other solid and semisolid wastes. "Solid waste" shall not include liquid wastes or sewage, abandoned vehicles, hazardous waste, recyclable materials, or compostable materials.
- **Source separated single-stream recyclables:** recyclable materials that are separated from other recyclable materials or solid waste and placed in separate containers according to type or category of materials and directly marketed as a single commodity.
- **Town:** the government of the Town of Erie.
- **Yard trimmings:** plant trimmings generated from the maintenance or alteration of public, commercial premises', or residential premises' landscapes, without limitation, grass cuttings, yard clippings, leaves, tree trimmings, pruning, brush, and weeds.

Background: The Town of Erie (the "Town") wants to visibly demonstrate our organization's commitment to zero waste by requiring Special Events include a Zero Waste Management Plan submitted with the application. This Zero Waste Management Plan will ensure appropriate infrastructure and resources are planned and all recyclable and compostable waste created by the event is diverted from the landfill by the Event Organizer. Town staff and Zero Waste Champions are available to help the Town and its Special Events achieve zero waste and increase overall waste diversion rates. The less waste created and the more diversion the Town can achieve, climate emissions will be reduced, green jobs created, and more natural resources will be conserved.

Erie's [Sustainability Plan](#) identifies waste, recycling, and composting as one of its three areas of focus. High priorities adopted in the Sustainability Plan state it is important that the Town:

- "Provide options to make diverting waste through reuse, recycling, and composting easy, accessible, and a viable option for all residents and business owners;" and
- "Reduce waste at Town events and facilities by improving access to recycling and composting and implementing sustainable purchasing policies."

Policy:

Special Event applications must include a Zero Waste Management Plan that demonstrates how overall waste is eliminated or reduced and ensures that all recyclable and compostable solid waste created by a Special Event is diverted from the landfill in accordance with the following Zero Waste Guidelines.

Zero Waste Guidelines:

- The Event Organizer of a special event permitted by the Town must provide a solid waste service sufficient to contain the solid waste generated at the special event.
- The Event Organizer shall provide containers at the appropriate locations at the special event to facilitate the source separation of solid waste landfill, recyclable materials, and compostable materials by event employees, vendors, and attendees.

- All three bins must be located together – no standalone containers are permitted. The three types of containers shall:
 - Be appropriate in number and size with respect to the quantity of solid waste landfill, compostable materials, and recyclable materials anticipated to be generated at the special event;
 - Bear appropriate signage and be color-coded consistent with all other containers at the special event to identify the type of solid waste to be contained;
 - Meet any additional signage design criteria established by the Town;
 - Be placed together as a waste station to provide users equally convenient access and education.
- The event organizer must determine if vendor booths, specifically any food service establishment, at the special event will require their own solid waste containers. In that case, the Event Organizer shall supply the vendor a set of containers that also bear appropriate signage and are labeled to show solid waste landfill, recyclable, and compostable acceptance and education.
- Public solid waste containers throughout the event should not be used during the special event. The Event Organizer shall remove or cover all public solid waste, recycling, or composting receptacles to prevent use during the special event.
- Reusable, recyclable, or compostable containers and utensils must be used by the Event Organizer and all vendors at the special event.
- The Event Organizer must limit or eliminate single-use water bottles.
- Plastic bags, expanded polystyrene, plastic utensils, stir sticks, straws, disposable decorations, balloons, pre-packaged goodie bags, or individually wrapped promotional items are not permitted.
- The Event Organizer must submit a contract with an appropriate hauler that agrees to remove all solid waste created by the special event to an appropriate disposal or processing facility that includes, but is not limited to, landfill, recycling, and composting materials.
- In limited cases, the Event Organizer may submit a Special Event Zero Waste Waiver if reasonable efforts have been made to replace single-use and non-recyclable/non-compostable items with recyclable and compostable and in coordination with Town staff and local vendors. The Special Event Zero Waste Waiver is not considered excusable until approved by appropriate Town staff.

Additional Information:

Helpful information about Town of Erie Zero Waste Events can be found on the Town's [Zero Waste Events website](#).

Contact SustainableErie@erieco.gov with any additional questions and for more information on how to access Zero Waste Events resources.

2/4/2022 | 7:30 AM PST

This policy is hereby approved and adopted on this ___ day of February, 2022.

DocuSigned by:



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Malcolm Fleming, Town Administrator

Certificate Of Completion

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Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kris McDaniel
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	645 Holbrook Street
	P.O. Box 750
	Erie, CO 80516
	krismc@erieco.gov
	IP Address: 24.9.75.86

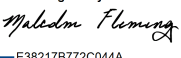
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Status: Original	Holder: Kris McDaniel	Location: DocuSign
2/3/2022 3:29:58 PM	krismc@erieco.gov	

Signer Events

Malcolm Fleming
 mfleming@erieco.gov
 Town Administrator
 Town of Erie
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 E38217B772C044A...
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 Signed: 2/4/2022 8:30:11 AM

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In Person Signer Events

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Town Clerk
 Townclerk@erieco.gov
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Electronic Record and Signature Disclosure:
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Tyler Kesler
 tkesler@erieco.gov
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Sent: 2/4/2022 8:30:13 AM
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Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	2/4/2022 8:30:11 AM
Completed	Security Checked	2/4/2022 8:30:13 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Town of Erie:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@erieco.gov

To advise Town of Erie of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@erieco.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Town of Erie

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to townclerk@erieco.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Town of Erie

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@erieco.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Town of Erie as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Town of Erie during the course of your relationship with Town of Erie.