



**APPENDIX D
ZERO WASTE EVENTS**

**Zero Waste Incentive Form
For Special Events in the City of Boulder**

(\$250 incentive is only available for events with a special event permit within the City of Boulder)

Event name: _____

Event Location: _____ Contact name: _____

Contact phone: _____ Contact email address: _____

Mailing Address (for sending rebate): _____

Intended Audience for Event: _____

What will be served at the event? (Zero-Waste incentive is only applicable if food will be served)

Incentive Objective: The City of Boulder is committed to helping special event organizers create zero waste events. For events that serve food and/or drinks, the incentive is designed to assist event organizers get compostable and recyclable containers, collection services or educational materials that facilitate zero waste. This \$250 incentive is designed to help event organizers go above and beyond the City’s recycling requirements for special events.

The City of Boulder will refund up to a **maximum \$250 per event** for the purchase of eligible compostable products or collection and/or education services to be used at a permitted special event located in the City of Boulder.

For reimbursement, you must submit the following: (*Receipts can add up to any amount, but your reimbursement from the City of Boulder cannot exceed \$250.*)

- Incentive form and W-9 form (included)
- Receipts for each compostable product purchased for event showing date of purchase
- Proof of zero waste services and/or compostable materials collection from hauler if service was used (e.g. copy of hauler invoice)
- Signed Zero Waste agreements from all vendors (suggested & included)
 - Although this agreement is optional, we strongly recommend it. This helps your vendors understand what they need to bring and supply in order to comply with your Zero Waste event.



Zero Waste Incentive Form

For Special Events in the City of Boulder

(\$250 incentive is only available for events with event permit within the City of Boulder)

For reimbursement, you must submit the following: (Receipts can add up to any amount, but your reimbursement from the City of Boulder cannot exceed \$250.)

- Incentive form and W-9 form (included)
- Receipts for each compostable product purchased for event showing date of purchase
- Proof of zero waste services and/or compostable materials collection from hauler services were used (e.g. copy of invoice)
- Signed Zero Waste agreements from all vendors (suggested & included)

REIMBURSABLE COMPOSTABLE PRODUCT	COST
Compostable Plates	
Compostable Bowls	
Compostable Cups	
Compostable Utensils	
Compostable To-Go Containers	
Collection Bins/Zero Waste Stations	
Compostable Bags	
REIMBURSABLE ZERO-WASTE SERVICES	COST
Compostable Collection Service	
Zero Waste Education Staff for Event	
TOTAL COST	\$

Incentive does not apply to sales tax.

Please send the completed information to Kelle Boumansour at boumansourk@bouldercolorado.gov or mail to:

City of Boulder, Local Environmental Action Division
 Attn: Kelle Boumansour
 P.O. Box 791
 Boulder, CO 80306



Special Event Zero Waste Materials Agreement

Dear Vendor:

Thank you for your interest in participating at _____! We are proud to announce that this will be a **Zero Waste Event!**

The goal at a Zero Waste Event is to plan ahead and **distribute only materials that are recyclable or compostable** (not any materials that will be sent to the landfill). There will be Zero Waste Stations available for recycling and composting at several locations. **As a vendor handing out products at this event, you are key to the success of our Zero Waste initiative.**

Vendors attending _____ are required to hand out only recyclable or compostable materials to the public. We have included local recycling and composting guidelines with this agreement so you know what types of containers and packaging will be acceptable to distribute.

Also provided is a distributor list that you can use to locate acceptable materials. Remember, if an item cannot be recycled **locally**, we cannot accept it, even if your supplier has told you it can be recycled. If you have any questions as to whether your items are considered recyclable or compostable, visit ecocycle.org or contact Kelle Boumansour at 303-441-1940 or boumansourk@bouldercolorado.gov.

Our Zero Waste goal is simple to attain if you plan the materials you will be providing to the public ahead of time.



Zero Waste Materials Agreement Guidelines to Containers and Service Ware

Acceptable	Not Acceptable*
All paper containers including plates, bowls, cups, etc. Waxed paper products are acceptable, as long as you can scratch the wax coating off with your fingernail. Nothing can have a plastic lining.	Styrofoam® (polystyrene). It is not recyclable, regardless of what your suppliers may tell you and despite any recycling symbols on the product. Plastic coated paper products, where the coating won't scratch off, are not acceptable.
#2 and #5 plastic tubs and cups (compostable paper, potato starch or corn starch preferred)	All other numbers of plastic cups (even small deli cups)
Narrow-neck plastic containers (#s 1, 2 & 5 only)	All other numbers of narrow-neck plastic containers
Potato or cornstarch lids	Plastic lids
Potato starch or corn starch cutlery (spoons, forks, knives, straws)	Plastic cutlery
Wooden stir-sticks, chopsticks, toothpicks and skewers	Plastic straws
Waxed paper products	Plastic-coated products
Aluminum foil and cans	Individual condiment packets
Glass bottles and jars	Prepackaged and frozen food containers
Paper milk cartons and drink boxes	Foil drink pouches
Paper napkins and paper towels	Plastic lids of any kind

*** Please note that you will be asked to remove any non-recyclable or non-compostable items from your site for the duration of the event.**



Zero Waste Materials Agreement

Vendors are required to hand out only recyclable or compostable products.

Here are some ideas that can help you achieve this goal:

- Offer finger foods to use fewer utensils.
- Consider replacing plastic bowls (for serving chili and soups) with bread bowls and using cones for ice cream.
- Paper napkins are compostable and can replace bulkier plates.
- **Do not use Styrofoam® or plastic (recyclable plastic bottles are OK).** Please use the recyclable or compostable alternatives listed above.
- Compostable materials can be purchased easily and locally (see below.)

Sources for Compostable Serviceware:

Eco-Products (Boulder, CO) www.ecoproducts.com 303-449-1876	Green Logic (Ft. Collins, CO) www.green-logic.net/compostable-tableware.html 970-484-1740
Hard Copy Solutions (Longmont, CO) www.hardcopyonline.com 303-772-2902	World Centric (Palo Alto, CA) www.worldcentric.org/bio/index.htm 650-739-0699
All Things Renewable (Denver, CO) www.allthingsrenewable.com 303-307-1317	Nature Friendly Products (Beachwood, OH) www.nfpc.com/products.html 1-800-321-4804 x 105

We look forward to working with you to make this a successful Zero Waste Event. If you have questions regarding Zero Waste, contact Kelle Boumansour at 303-441-1940 or boumansourk@bouldercolorado.gov.



Zero Waste Materials Agreement Signature Page

As a vendor participating in (event) _____ on (date) _____, I agree to distribute only reusable, recyclable or compostable materials per the City of Boulder's guidelines. I will purchase appropriate serviceware for the event. I also agree to sort any discards.

Please send signed contract no later than _____ to:

Business Name

Employee (print name)

Signature

Date

APPENDIX E
NOTICE TO SPECIAL EVENT FOOD VENDORS

The following guidelines are established to create a safe environment for food vendors and the public during outdoor events in the City of Boulder. **These guidelines are intended to substantially reduce the potential for fire, flammable gas vapor incidents and personal injury to all participants in the outdoor events.**

- All tents and canopies must be constructed of flame retardant material and be properly anchored to prevent collapse under inclement weather conditions.
- Vendors must maintain at least 3 feet of vertical and horizontal clearance from open flames and/or cooking grills to combustible materials (especially the canopy itself) at all times.
- Portable LPG (propane) tanks must be located at least 10 feet from the tent or canopy and be secured in an upright position to prevent tipping over. Tanks must also be stored in an area inaccessible to the public to prevent tampering or accidental contact with tanks, piping, hoses, etc.
- Non-commercial charcoal grills (especially kettle-type grills) must be well stabilized, of suitable construction and be located or shielded in a manner to prevent the device being blown or tipped-over and to preclude accidental contact by the public.
- Cooking and/or heating equipment must not be located within 10 feet of required exits or decorative materials.
- Each food vendor using heat-producing cooking equipment must provide an ABC-type portable fire extinguisher with a minimum 40-B rating. A “K-class” extinguisher is acceptable.
- Cooking equipment, including charcoal or gas grills, open flame burners and other heat-producing equipment must be arranged so as to preclude close contact by the public, especially the need to reach over cooking equipment for any reason.

The Fire Department reserves the right to evaluate food preparation safety issues on a case-by-case basis, and to require necessary adjustments in the interest of public safety. Representatives of the Fire Department may be present during the set-up period prior to the event, and will make occasional tours of food preparation areas to assure that these guidelines are being observed.

You may contact our office in advance if you have any questions as to the applicability of these guidelines to your operation. Please direct any particular questions or concerns to Assistant Fire Marshal Mike Rangel at 303-441-3348.

Regards,

David Lowrey
Chief Fire Marshal

APPENDIX F SPECIAL EVENT BEST MANAGEMENT PRACTICES: STORMWATER PROTECTION

Stormwater Best Management Practices (BMPs)



Special Event BMPs

STORMWATER PROTECTION

Water can flow from your event site, through storm drains, directly to creeks without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. As an event coordinator, your organization can be liable for any stormwater violations. These violations could result in fines of up to \$25,000 per violation. To help your event comply with the federal, state, and local stormwater regulations, we have outlined some Best Management Practices (BMPs) for you and your vendors to follow. It is your responsibility to inform all vendors and participants at your event of proper stormwater management practices.

BEST MANAGEMENT PRACTICES (BMPs)

The objective in stormwater protection is that ***only rainwater and snow melt go down the storm drain.*** Best management practices (BMPs) are specific steps taken to prevent stormwater pollution at your event. All employees and vendors shall review this information sheet as a training tool, and make every effort to keep pollutants from going down the storm drain by putting the following BMPs into practice.

General

- Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal.

Contracts & Leases

- If you have contracts with vendors participating in your event or companies hired to help with cleanup, include language requiring them to be educated and responsible for proper stormwater management.
- Put this language in any contract you enter into.

Waste Management & Disposal

- Be sure adequate receptacles are provided for use by vendors and guests to prevent litter.
- All waste receptacles (dumpsters) must be sturdy, leak-tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes.
- Do not wash out any receptacles outdoors unless wastewater is collected or discharged to sanitary sewer.
- Be sure containers are emptied as needed to prevent overflow. It is also important they are emptied at the end of each day.
- Never place liquids or liquid containing wastes in an outdoor waste receptacle.

Portable Toilets

- Be sure they are serviced frequently to prevent any overflows or leaks.
- Require your vendor to stake down the portable toilets to prevent them from blowing over in high winds or from being tipped over.

Grease Management

- Have spill cleanup material on hand at all times. Clean up spills immediately.
- Protect the ground under and around your deep fryer using cardboard or a tarp.
- Properly dispose of all grease into an approved tallow bin.

Pressure Washing

- Use dry cleanup methods to collect litter and absorb any liquid wastes prior to any pressure washing. These include using absorbents (e.g. kitty litter, rags, sand, etc.), sweeping, and scrapping off dried debris.
- If you are not using any detergents or chemicals and are only cleaning surfaces of ambient dirt or dust, then this wastewater can be directed to landscape or contained onsite and allowed to evaporate. However, if there is any food residue or oils on areas that are going to be washed, this method is NOT acceptable.
- Prior to pressure washing, identify where all storm drains are located. Storm drains may be located in the gutter at the end of a block or in landscaping hidden from view. Wash water must not be allowed to flow down gutters or to enter storm drains.
- Determine where water will pool for collection.
- Use the following types of equipment to protect storm drains and to contain and collect wash water: vacuum pumps, booms / berms, portable containment areas, weighted storm drain covers, inflatable plumber's plugs, oil/water separators, holding tanks, portable sump pumps, hoses, and absorbents. Using wet vacs in areas near creeks, storm drains, and ditches is the recommended BMP.
- Once water is collected, dispose of it properly. Collected wash water may be disposed of into a sanitary sewer drain at the job site or at the contractor's place of business. (FIRST ask for permission from property owner and the wastewater treatment plant. DO NOT dispose of wastewater to a septic system.)
- A permit may be required prior to disposal to the sanitary sewer. Check first with your local wastewater treatment plant for authorization. Ensure that contracted pressure washers follow these BMPs.

Waste Water Management

- Provide disposal containers for your vendors to prevent having this water discharged to the environment.
- Keep these disposal containers out of sight of the guests to prevent them from using containers as trashcans.

Illicit Discharge Reporting

- Stay alert for any signs of illegal discharges. Only rainwater and snowmelt are allowed to flow into any storm drain inlet or drainage ditch.

- Report any suspicious discharges to your supervisor or storm water coordinator promptly. Never place liquids or liquid containing wastes in an outdoor waste receptacle.

CONTACT INFORMATION:

For more information on stormwater protection contact the Partners for a Clean Environment (PACE) Program at (303) 786-PACE. PACE offers free, non-regulatory assessments for compliance, energy and water efficiency, pollution prevention, and public recognition for environmental achievement to businesses and municipal operations in Boulder County and portions of Weld County.

www.keepitcleanpartnership.org
www.pacepartners.com