County of San Diego
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(858) 694-3614

FORM E – WASTE MANAGEMENT PLAN - Fill out this form if your event has over 2,000 attendees per day.

The Regional Water Quality Control Board, Section D.3.a(2)(f), advises:

Events expected to generate significant trash and litter shall consider controls such as:

i. Temporary screens on catch basins and storm drain inlets
ii. Temporary fencing to prevent windblown trash from entering adjacent water bodies and MS4 channels
iii. Proper management of trash and litter
iv. Catch basin cleaning following the special event and prior to an anticipated rain event
v. Other equivalent controls

As required under AB 2176, **special event organizers are required to develop a Waste Management Plan for their events**. The County of San Diego is committed to minimizing the amount of waste going to landfills, therefore staff are available to help event organizers develop their Waste Management Plans and offer free resources as available. **Waste Management Reports are due within 30 days after the event**.

For questions or assistance, please contact **Recycle@sdcounty.ca.gov** or **(858) 694-2456**.

Event Name: _____

Event Date(s): _____

Event Attendance (per day): _____

If this is a recurring event, please provide last event's waste, recycling, and donation amounts. List the organization(s) that collected your waste, recycling, and donations at the last event. Weight information can be found on receipts or by contacting the organization directly.

	Waste	Recycling	Organics	Donation
Company Name				
Weight of Materials				

Last Event's Diversion Rate (%): ***Include donations and organics quantities into the Amount Recycled category.**

(_____) / (_____+_____) *100 =_____%

Amount Recycled* **Amount Recycled* + Amount Disposed** **Diversion Rate (%)**

Estimate This Year's Target Diversion Rate

Use previous event's waste and recycling figures to estimate this year's diversion rate. Consult with your waste management crew to estimate the quantity of recyclables and donations that will be collected this year. Use the formula below to create an estimate:

(_____) / (_____+_____) *100 =_____%

Est. Amount Recycled* **Est. Amount Recycled* + Est. Amount Disposed** **Est. Diversion Rate (%)**

Example: 5,000 lbs of trash were taken to landfill and 2,500 lbs of recycling were hauled during last year's event. 50 lbs of t-shirts and 250 lbs of edible food were donated to charities. (2,500 lbs recycling + 300 lbs donated) / (5,000 lbs trash + 2,800 lbs recycling and donations) = 36%

Additional Questions	Y	N
I understand that the following materials are required to be recycled by attendees and vendors: aluminum, tin & bi-metal cans; glass bottles & jars; cardboard, newspaper & mixed paper; rigid plastics & plastic beverage bottles.		
I understand that if collection of organic waste is available in the area where the event is being held, organic waste (such as food scraps and food-soiled paper) is required to be recycled by attendees and vendors and will be collected separately in appropriate bins.		
I understand that recycling and organics bins must be co-located with all trash bins, and bins must be clearly marked with educational signage indicating what is appropriate to place in them.		
I will be contracting with a food recovery organization and educating food vendors in order to recover the maximum amount of surplus edible food after the event.		
I would like to receive free technical assistance and/or recycling resources for my event (recycling bins, signage, stickers, etc.).		
I understand that a Waste Diversion Report is due within 30 days of the last day of the event.		

Provide a brief description in the field below of how you plan to implement a waste reduction and recycling program, including waste and recycling hauler names and food recovery organizations: