

# Green Your Event Checklist Requirements

Event organizers can help reduce trash, save water, and prevent runoff pollution to the San Francisco Bay by following this simple checklist. Checking off each item helps meet City and State laws that preserve our community for future generations.

## Recycling and Garbage

- To meet recycling requirements and for dumpsters, eco-stations (recycling, composting, and trash containers) and public litter can covers, complete the Zero Waste Event Application at [sjenvironment.org/events](http://sjenvironment.org/events) at least 45 days prior to your event.

## Use the Right Product

### Merchandise Vendors:

- Use alternatives to plastic bags. Visit Resources for Retailers at [sjenvironment.org/bags](http://sjenvironment.org/bags).



### Food Vendors:

- Use alternatives to foam food containers. Visit [sjenvironment.org/EPS](http://sjenvironment.org/EPS) for more information.
- Use recyclable ♻️ plastic for cups 7 oz. or greater and paper for cups less than 7 oz.

## Recycled Water

- Recycled water for uses such as power washing or spot mopping is required for

events. For more information, call South Bay Water Recycling at (408) 277-3671.

## Only Rain Down the Storm Drain

- The storm drain system is only for collecting rain water, which flows untreated into our local creeks and the Bay. All other sources of water and pollutants are prohibited, including, but not limited to ice, ice water, clean and dirty water, food waste, grease, oil, confetti, chalk/powder, soap/bubbles, and litter.
- Control your water use and don't allow water to flow into gutters, streets, or storm drains. Water use causing runoff or large puddles is not allowed.



## Litter

- Ensure that all litter is picked up and disposed of properly during and after the event. The event location and perimeter must be clear of litter.



## Resources

- Request dumpsters, eco-stations, public litter can covers, and waste diversion staffing through the Zero Waste Event Application at [sjenvironment.org/events](http://sjenvironment.org/events).
- Contact the Household Hazardous Waste Program at [www.hhw.org](http://www.hhw.org) or (408) 299-7300 to inquire about disposal of fats, oil, and grease, batteries, vehicle fluids, and cleaners.



*Request eco-stations to increase event recycling and composting.*

### Recommendations

- Dispose of used grease in a tallow bin; wash and ice water in a grey water container. Food and drink vendors with drainage tubes should use containers to capture liquid waste. See “Special Event Permit”.
- Place portable toilets, dumpsters, and recycling containers away from storm drains to avoid accidental spills.
- Order a portable toilet(s) with a spill tray to avoid accidental spills.
- Have a spill kit on hand. It’s easy to make; use an absorbent such as kitty litter to soak up the spill. Sweep the absorbent, place/scoop it into a double garbage bag, and dispose of it in the trash dumpster.
- Sweep or clean up spills with rags or absorbent materials like kitty litter, rich hull ash, or sawdust.

- Follow Best Management Practices (BMPs) for surface cleaning. Do not allow contaminated runoff to enter any storm drain(s). Runoff entering storm drains is not treated or filtered, and flows directly to the Bay. For more information, visit [mywatershedwatch.org](http://mywatershedwatch.org) to obtain BMPs for “Mobile Businesses.”
- Food and beverage servers are to provide water to customers only when requested.

### More Information

Need assistance with recycling requirements? Visit Zero Waste Event Program at [sjenvironment.org/events](http://sjenvironment.org/events) or call (408) 535-8550.

Need to report illegal dumping in or near a storm drain? Visit [sjenvironment.org/stormwater](http://sjenvironment.org/stormwater) to complete a “Storm Drain Dumping Complaint Form” or call (408) 945-3000.

Need information about San José water use rules or water conservation? Visit [sjenvironment.org/waterconservation](http://sjenvironment.org/waterconservation).



*Dispose of used grease in a tallow bin. Do not pour used grease or other pollutants down the sanitary sewer or storm drain.*

*In accordance with the Americans with Disabilities Act, City of San José Environmental Services Department materials can be made available upon request in alternative formats, such as Braille, large print, audiotape, or computer disk. Requests may be made by calling (408) 535-8550 (Voice) or (800) 735-2929 (California Relay Service).*