

Event Waste Management Plan

An event waste management plan helps to identify what kinds and how much waste your event will generate and how you plan to collect and remove that waste. Waste should be avoided and reusable materials used where possible. Where waste is unavoidable, it is strongly recommended that recyclable materials should be utilized along with appropriate collection systems and waste services.

An event waste management plan is required when:

- A street closure, traffic plan, noise control or public right-of-way is being reserved for events other than construction related
- Any waste will be generated due to the event
- Food and/or alcohol served

The event waste management plan must be submitted to the EQ Coordinator prior to any permit being issued. The waste management plan will be assessed by the EQ Division, in conjunction with the Project Front Yard Coordinator.

This may result in approval, recommendations to alter the plan, and/or the insertion of conditions into the event permit.

What waste management strategies must be in place for events?

When hosting an event, these are the minimum requirements you must meet:

- Provide highly visible, clearly labeled waste and recycling bins.
- Empty bins before they are full.
- Safely store, use and dispose of potentially polluting substances.
- Store used wastewater in a sealed container and remove for off-site disposal. Wastewater is not permitted to be disposed of via the stormwater drain.
- Arrange bins consistently throughout the site.
- If recycling is available at your event, must have a 1:1 trash/ recycling bin ratio with a recycling bin always next to a waste bin.
- Locate bin stations near where food and drinks will be consumed, at entry/exit points, close to toilets/facilities and at the intersection of pathways. Consider the access needs of children, people with disabilities, service providers and contractors.
- Position trashcans at a maximum of 45 feet apart and make them visible.
- Identify trashcan collection point and bin transfer routes to the collection point.
- Utilize volunteers to encourage appropriate trashcan and recycling use.
- Decide on your contamination management plan for ensuring waste is sorted into the correct bins. Ensure vendors have appropriate waste receptacles.

Waste Management Plan Worksheet

How can I calculate how many trashcans are required?

Event Length:	0-4 hours	4-8 hours	8-12 hours
Liters per person:	1.0	2.0	3.0

Formula

of People X Liters per person (from chart) = Total Estimated Waste

Total Estimated Waste ÷ 50 (standard 13 gallon trash bag) = # of Trashcan Stations Needed

Example 1

220 people / 6 hour event

220 people x 2 liters = 440 liters (total estimated waste)

440 liters ÷ 50 = 8.8 trashcans **Always Round Up** = 9 Trashcan stations or 9 trashcan & 9 recycle stations

Example 2

100 people / 4 hour event

100 people x 1 liters = 100 liters (total estimated waste)

100 liters ÷ 50 = 2 trashcan stations or 2 trashcan & 2 recycle stations

$$\underline{\hspace{2cm}} \quad \mathbf{X} \quad \underline{\hspace{2cm}} \quad \mathbf{=} \quad \underline{\hspace{2cm}}$$

Attending Liters per person (from chart) Total Estimated Waste

$$\underline{\hspace{2cm}} \quad \mathbf{\div} \quad \underline{\hspace{2cm}} \quad \mathbf{=} \quad \underline{\hspace{2cm}}$$

Total Estimated Waste # of Trashcans

Please Note: If providing recycling bins, it must be at a 1: 1 ration of trash containers (as seen in Example 1) and recycling bins must be placed next to the trash containers.

Event Waste Management Plan

The **Waste Management Plan** MUST be completed and submitted with your Permit Application.

Requirements

Your plan details **must** include:

Disposal bin placement (if you are arranging for a dumpster). A site plan showing the dumpster's location(s) and all recycling and waste container locations.

Questions about the Plan?

Contact Public Works Environmental Quality, Solid Waste Recycling Section : 337-291-5625 or 337-291-5637.

Note: A road closure and/ or noise permit will not be issued until a Waste Management Plan is submitted and approved. Should the applicant/permit holder fail to remove any garbage, litter and debris from the public right-of-way, the LCG may deny future permit applications.

Events taking place entirely in public parks are exempt from completion of a waste management plan (provided there is no partial closure or usage of the public right-of-way for event operations).

In addition, if there are vendors at your event, you must make sure they also have recycling and/or waste cans at their booths.

Event Information

Event Name	Event Date (mm-dd-yy) & Time
Event Address/Location	Expected Attendance

Contact Information

Primary Contact

First Name	Last Name	Telephone Number
E-mail Address	Applicant's Signature	

Secondary Contact

First Name	Last Name	Telephone Number
E-mail Address		

Waste Collection, Bins and Dumpster

Solid Waste Provider or indicate if utilizing residential bins only	Number of Hired Staff <small>if applicable</small>	Number of Volunteers <small>if applicable</small>
Who will be supervising waste/ and litter cleanup? Name:	Backup Contact Name:	
Telephone Number	Telephone Number	

Bins supplied by Solid Waste Provider	Trash		Recycling
	Roll-Off dumpster	Toter Bins	Toter Bins
Number of Bins			
Size/Capacity			

Check this box if you would like help getting recycle bins

Event Waste Management Plan

Please draw site plan below. Attach additional sheets if necessary.

Please return the completed application

along with Street Closure Permit Application to: PW Dept of Traffic Engineering & Development
 101 Jefferson Street
 Suite 202
 Lafayette, LA 70501

Office Use Only

Approved By	
Printed Name	Signature
Date Received	Copy of Documents on File: <input type="checkbox"/> Approved Site Plan <input type="checkbox"/>
Comments:	