

# CITY OF OAKLAND

## Art & Soul Festival Zero Waste Event Plan

### **Pre-Event Planning**

Executing this Zero Waste Plan for the Art & Soul Festival will require the Contractor to coordinate with the City of Oakland Recycling Program, City of Oakland Marketing Division, and Shasta Productions, LLC on behalf of The Art & Soul Festival Association. From this point forward “Festival” means Shasta Productions, LLC and The Art & Soul Festival Association. The “City” means the Recycling Program and/or the Marketing Division.

There are at least four (4) meetings of the City, Contractor, and Festival beginning in spring each year to plan the recycling and waste reduction for the event. The Contractor will identify lead staff to attend these meetings and should expect the meetings to last no more than 1.5 hours each.

The Contractor must develop a detailed training plan for volunteers, to be approved by the Festival. A detailed training plan should include a description of simple methods for the volunteers to engage with the general public and to minimize food scraps and recycling contamination. City staff will provide a sample training plan.

Deliverables:

1. Schedule/attend meetings with event recycling planners/organizers.
2. Prepare and submit a list of contractors' staff who will perform the work under this plan.
3. Schedule a site survey with event planners.
4. Finalize and submit map of event footprint indicating where Zero Waste Zones (ZWZs) will be located.
5. Coordinate with the solid waste hauler and recycling service providers (if other than hauler) and develop a plan to ensure maximum diversion of recyclables and food scraps, and proper disposal of solid waste.

### **Zero Waste Zone Monitoring**

Contractor is responsible for ensuring Zero Waste Zones are monitored to minimize contamination.

### **Contractor's Paid Staff Plan & Training**

Contractor will identify its paid staff who will implement the Zero Waste Event Plan. The Contractor will coordinate training for its own staff, Festival staff, and City staff. It is important that the Contractor thoroughly communicate the roles and responsibilities of the Zero Waste Event Plan to Festival staff, including where Festival staff must deposit materials they deliver to the consolidation area.

Contractor's paid staff must be trained in their roles, whether monitoring consolidation areas or behind-the-scenes recycling. In addition to understanding the importance of their contributions to the diversion of waste from landfill, paid staff must know how to

communicate directly to festival vendors the importance of the Festival Zero Waste Plan and engage festival vendors in implementation of the Zero Waste Plan.

Deliverables:

1. Set training schedule for all Contractor’s staff.
2. Present staff training plan to City staff or Festival staff for review and approval.

## **Waste Collection System (Public, Food Booths & Behind the Scenes)**

### **Waste Material Generated**

The materials listed below comprise all contributing categories of waste generated during the Festival. Materials are listed with the corresponding hauler and planned destinations.

***The Contractor may not propose alternative destinations for garbage or food scraps; these items are hauled under City franchise by Waste Management of Alameda County (WMAC) at no cost to the City. The Contractor may propose alternative destinations for cardboard, bottles and cans, and scrap metal but the City will not pay for removal of recyclables as these materials may be hauled at no cost by WMAC.***

<b>Material</b>	<b>Destination</b>	<b>Who is Responsible</b>
<b>Food Scraps &amp; Compostable Service Ware</b> (Plates, Forks, Knife, Spoons and Napkins)	Waste Management of Alameda County (WMAC) Food scraps Bin	Contractor
<b>Aluminum Cans, Plastic Bottles, Glass Bottles, Sorted Paper</b>	WMAC - Recycling Bin	Contractor
<b>Scrap Metal</b>	Drop off at a recycler or arrange recycling collection	Contractor
<b>Cardboard</b>	WMAC - Recycling Bin	Contractor
<b>Non Recycleable Landfill Waste</b>	WMAC - Landfill Bin	Contractor
<b>Cooking Oil &amp; Other Liquids</b>	Private renderer	The Festival
<b>Wood Pallets</b>	WMAC - Food scraps Bin or Separate Collection for Reuse/Recycling	The Festival
<b>Shrink Wrap</b>	WMAC - Landfill Bin	The Festival

### **Public Area Recycling**

The Festival uses a three-stream sort to accomplish a Zero Waste program at the event. The system employs separation and diversion of Recyclable, Food Scraps and Landfill Waste to minimize the waste that will go to the landfill.

The program uses 55 sets of Clear Stream recyclers called Zero Waste Zones (ZWZ)<sup>†</sup>, throughout the Festival, for use by the public. ZWZs consist of three Clear Stream frames: black for trash, green for food scraps and blue for recyclables. Each frame is lined with a plastic bag: clear for trash and for bottles & cans, and green compostable liners for food scraps. The Festival provides bags for this activity.

Festival setup begins the Friday before the first morning of the Festival. Festival staff will decommission permanent street litter containers. Contractor’s staff will setup ZWZs for

public use, setup a Volunteer Check-in area, and provide staff training. Festival breakdown begins at the close of the festival on Sunday evening and includes at minimum:

- Clean & remove all Zero Waste Zones and signage.
- Return Zero Waste Zones to storage.
- Return all borrowed/rented equipment to the Festival.
- Clean up around consolidation areas.

The Festival will decommission all street litter containers by covering them with plastic trash liners to prevent public use throughout the Festival weekend. Contractor must check periodically both days of the Festival to ensure the street litter containers remain out of use, and notify Festival staff if problems occur. The Festival will re-commission (uncover) the litter cans during Festival break-down.

Contractor will collect or arrange delivery of the ZWZs to the Festival site before the start of the Festival and return or arrange collection on the final day of the festival. Contractor will setup the ZWZs with signage and place instructional signs at eye-level for each setup. The signs illustrate what material goes into each container.

Deliverables:

- Provide day-of-event detailed training to contractors' staff on monitoring ZWZs.
- Set up all ZWZ stations with signage prior to the official public opening.
- Ensure the public is engaged in proper sorting of discards.

These deliverables may be adjusted based upon alternative plans submitted by the Contractor and approved by the City.

### **Food Booths/Vendors**

To facilitate food scrap recycling, food vendors are required by Festival contract to use compostable food service ware. Contractor must minimize contamination from food vendors. Curbside style cart clusters (gray for recycling, green for food scraps and brown for trash) are available for placement behind the food-vendors to collect properly sorted discards, and an emphasis shall be placed on food scrap recycling. Contractor will set up these Zero Waste Zones.

### **Behind-the-Scenes**

Contractor will place curbside style carts behind the stages for bottles & cans recycling only.

***Signage may be provided by the City for the contractor to place in all collection areas of the Festival.***

### **Required Container Quantities**

Below is the number of ZWZs normally required for the public areas, and 3-stream cart systems for behind the food vendors' booths. The ZWZs are provided by the City, and curbside carts are provided by WMAC as requested by the City. The Contractor may use these resources or recommend other resources to implement the recycling plan. All Zero Waste Zones and curbside cart clusters require signage.

### **Festival Grounds (Public Areas)**

Type of Containers: Zero Waste Zone System

Number of ZWZ Stations: 55

Total numbers:

- Food Scraps: 55
- Recyclable: 55
- Landfill (trash): 55

Type of Signage: Custom Signage provided by the City

Total Number of Signs:

- Way Finders: 108
- Eye-level Information: 108

### **Behind Food Vendor Areas**

Type of Containers: Curbside carts

Number of ZWZ Areas: 9

Total number of carts:

- Food Scraps: 9
- Recyclable: 9
- Landfill: 9

Type of Signage: Front of cart

### **Behind Beverage Vendor Areas**

Type of Containers: Curbside Carts

Number of ZWZ Areas: 6

Total numbers:

- Food Scraps: 6
- Recyclable: 6
- Landfill: 6

Type of Signage: Front of cart

***Note:** Heavy glass bottles from wine sales may be replaced into their original cases and set beside the recycling carts for collection.*

### **Back Stage Areas**

Type of Containers: Curbside Carts

Number of ZWZ Areas: 4

Total numbers:

- Food Scraps: 4
- Recyclable: 4
- Landfill: 4

Type of Signage: Front of cart

### **Dressing Rooms**

Type of Containers: Curbside Carts

Number of ZWZ Areas: 4

Total numbers:

- Food Scraps: 4

- Recyclable: 4
- Landfill: 4

Type of Signage: Front of cart

The City will order additional 64-gallon carts to transport full bags of material from ZWZs to consolidation areas. The actual collection, hauling and disposal will be provided by the Festival. ***The Contractor must monitor and manage the consolidation area to ensure optimal diversion and minimal contamination.***

The Contractor must report to the City all food scraps, recycling and solid waste materials collected, quantified in tons. ***The Contractor is responsible for communicating with the hauler during all phases of the event to ensure best diversion possible. Additionally, the Contractor must obtain weight tickets from the hauler or other recycling service provider, and ensure the materials are delivered to the appropriate recycling and disposal facilities.***

## **Consolidation Area**

The Festival will provide three (3) debris boxes, one bin for each material (recycling, food scraps, and landfill) at two (2) consolidation areas, for a total of six (6) 30-yard debris boxes on the festival grounds.

Contractor must manage the consolidation area, and confer as necessary with the hauler and/or selected recycling contractor, to ensure that the material meets the quality requirements and is recycled or disposed of as intended.

***The Contractor must develop and implement a program to minimize contamination at the consolidation areas.***

### **Deliverables**

1. Develop and submit plan to prevent or minimize contamination.
2. Obtain & report to City staff instructions from the hauler regarding acceptable contamination & any other information needed to ensure proper diversion.
3. Arrange with hauler and/or other recycler to provide weight tickets for all materials.
4. Identify and submit alternative material destinations, if necessary.

## **Post-Event Report**

Contractor must provide a post-event report no later than thirty (30) business days following the Festival. The report need be no longer than two pages, but must include the following information:

- a. Disposal and diversion weight for all materials by type (see table below).
- b. Description of contamination/quality issues, and corrective measures taken.
- c. Description and estimate of food vendor compliance (Contractor observation).

- d. Description and estimate of attendee understanding of ZWZ (staff observations or other Contractor methods).
- e. Description of volunteer effectiveness (Contractor observation).
- f. Findings and recommendations for policies or practices to implement at future events.

Disposal/Diversion Reporting Table

Material	Tons Recycled	Tons Land-filled
Food Scraps		
Recycling (Cardboard, Cans & Bottles)		
Mixed Waste (Garbage)		
<b>TOTAL TONS RECYCLED</b>		
<b>TOTAL TONS ALL MATERIALS</b>		
<b>DIVERSION RATE*</b>		

**\*Tons Recycled ÷ Total Tons All Materials = Diversion Rate**

†Zero Waste Zone System:

