



PUBLIC WORKS - ENVIRONMENTAL SERVICES DIVISION
250 FRANK H. OGAWA PLAZA, SUITE 5301 • OAKLAND, CA 94612

Waste Reduction Plan

This form must be completed and uploaded into the City of Oakland Special Event Portal when submitting a Special Event permit request. Depending on your event, some line items may not apply to you. Please fill in N/A if a line item does not apply to your event. Event producers are encouraged to refer to <https://www.oaklandrecycles.com/events/> or contact the Recycling Hotline with questions: recycling@oaklandca.gov or 510-238-7283.

Event Information

- Event name: _____
- Event address: _____ Event date(s): _____

Event Producer Contact Information

- Name: _____
- Company/Organization: _____
- Email: _____
- Phone number: _____

Mandatory Trash, Recycle, and Compost Compliance

- ☐ **Include proof of trash, recycle, and compost event service (debris bins/dumpsters/carts) in your application.** WM (Waste Management) is the only franchised hauler authorized for trash and compost in Oakland. You may choose WM or another hauler for recycle. Self-hauling is not permitted. Proof can include a copy of your invoice or screenshot of your service order.
- ☐ **Include debris bin/dumpster/cart drop off and pick up dates/times for trash, recycle, and compost in your application.** For small events using existing service onsite, provide proof of service for all three streams (compost, recycle, trash), and proof of extra scheduled pickup to handle additional volume. Proof can include a copy of your invoice or screenshot of your service order.

- ☐ **Will you order debris bin/dumpster locks to avoid outside contamination? Or will your debris bins/dumpsters be in a locked or secured enclosure?:** (Note: carts and some bins (open top) are not lockable. Locks or secure enclosures are not required, but highly recommended to prevent illegal dumping.)
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- ☐ Proper separation of compost, recycle, and trash is required by law. To collect and separate waste from attendees throughout the event, waste stations may be [ClearStream](#), "[SlimJims](#)", "[Brutes](#)", cardboard event boxes, or carts ordered from WM. The City of Oakland has a limited number of ClearStream systems available to borrow. If interested, contact recycling@oaklandca.gov or 510-238-7283. **Describe which type of waste station containers will be used during the event to collect and separate attendee waste:**
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- ☐ Waste station containers must be co-located in triplicate throughout the event and in the required color scheme (**green=compost, blue=recycle, black/gray=trash**). **Do you have enough of each color of container to ensure each waste station has one of each?:**
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- ☐ Labels/signage on waste containers is required by law in the required color scheme, and with pictures and/or words showing which materials are accepted. You can print signage (in color) from the [Oakland Recycles website](#). **What signage will you be using and how will you attach it to the containers?:**
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- ☐ Use clear bags for waste stations; materials in opaque bags are landfilled by waste haulers. Alternately, you may use clear bags for compost and recycle and black bags for trash. When disposing of recyclable materials in the recycle debris box, empty the bag contents and throw empty bags in the trash; plastic bags are not recyclable and can break recycling machinery. See "use the right bag" flyer on the [Oakland Recycles website](#). **What bags will you use for waste stations?:**
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- ☐ Contracting with an event greener is recommended but not currently required. These services may include renting or purchasing waste stations, waste station monitoring, public education during event, educating vendors on requirements and best practices, litter pickup, and/or back-end sorting of discards for quality control.

If you are hiring an event greening company/organization, please provide that information here:

- Event Greening Company/Organization: _____
- Contact Name: _____
- Email: _____
- Phone: _____

If you will use volunteers for event greening, please describe:

- ☐ **How will you manage litter on the ground after the event?**

- ☐ **Include your plan to prevent, or agreement to recover, excess edible food post-event in your application.** For events with 2,000 or more attendees, [contracting with a food recovery organization and written estimates on recovered foods is required](#) and is subject to enforcement. For events with fewer than 2,000 attendees/day, this is optional.

- ☐ Foodware made from/with these materials is prohibited:
- Plastic foam ("Styrofoam")
 - "Compostable" plastic or "bioplastics", including cups, bowls, and plates lined with a "compostable" plastic lining
 - High-priority toxic chemicals such as PFAS

For a partial list of acceptable products, you can find a Disposable Foodware Purchasing Guide on [Oakland Recycles website](#). If your event uses single-use disposable foodware, **do you agree to use compliant foodware, or notify your vendors of [the requirements](#)?:**

- ☐ Foodware accessories, such as lids, napkins, utensils, straws, chopsticks, and stir sticks can not automatically be handed out; they must be provided to guests only by request or at a self-serve station. Accessories cannot be bundled/copackaged. **Do you agree to follow [this requirement](#), or notify your food vendors?:**

- ☐ **Describe how food/beverage vendors (if any) will handle their wastewater, such as soapy water, rinse water, leftover beverages, etc.?**

- ☐ Do you agree to notify vendors on how to properly manage [hazardous waste, fats/oils/grease](#) (FOG), and wastewater generated at your event – which cannot be dumped on the ground or in storm drains?:
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- ☐ Events with over 500 attendees/day are [required to serve 25% of unpackaged beverages in reusable cups](#) as part of a Reusable Cup System. This requirement increases to 100% starting Jan 1, 2027. **What is your plan to use a [reusable cup system](#) for serving unpackaged beverages?:**
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- ☐ [Condiments must be provided only by bulk dispensers](#); condiment packets are not allowed. **Do you agree to follow this requirement, or notify your food vendors?:**
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You can find flyers with event and vendor waste reduction requirements in multiple languages at the [Oakland Recycles website](#).

For questions, contact the Recycling Hotline: recycling@oaklandca.gov or 510-238-7283.

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