



DIVISION OF  
ENVIRONMENTAL MANAGEMENT  
WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

## Fact Sheet for Organizers of Special Events

### What are My Responsibilities Under the Special Events Recycling Program (SERP)?

Under Maryland Law, special event organizers are responsible for providing recycling at special events that meet the following three criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance.

You are responsible for providing and placing recycling receptacles adjacent to each trash receptacle at the event (except if already existing on site). Recycling receptacles must be clearly distinguished from trash receptacles by color or signage. You must ensure that the recyclables are collected and delivered for recycling. Finally, you are responsible for any costs and labor to carry out the recycling program at your event.

### Which Materials Must be Recycled?

You must provide for recycling of at least plastic containers, metal containers, glass containers, and paper. If you will be serving food at the event, you must assess the availability of recycling service for food scraps, and if available, provide it. Note that you must provide separate collection bins for food scraps and other recyclables if food scraps collection will be provided. Some edible surplus food may be donated. Check with Food Bank agencies below for rules on making any donations.

### What Steps Should I Take Before the Event?

1. Obtain any required permits, licenses, and/or reservations required for the event.
2. Think about the waste stream that will be generated at the event. Can the quantity of waste generated at the event be reduced? For example, water and condiments may be served from bulk containers rather than in packets or plastic bottles; printed handouts and other materials may be double-sided.
3. Determine which materials will be accepted for recycling and assess availability of food recycling.
4. Contract with a recycling hauler for recycling. Be sure to ask about accepted and prohibited materials and the pickup timing and locations.
5. Visit the event venue and determine the number and location of trash receptacles. Purchase or rent recycling receptacles for placement adjacent to all trash receptacles. Free, printable images for signage are available here: <http://www.recycleminnesota.org/resources/free-signs-images>
6. Train staff that will be involved in the recycling program. Establish who is responsible for emptying recycling bins and when.

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## **Where Can I Find More Information?**

For more information and assistance in setting up the recycling program, please contact the Washington County Recycling Office at 240-313-2796 and the manager of the event venue.

### **Other helpful links:**

- Maryland Food Bank: <https://www.mdfoodbank.org/>
- EPA's "Recycle on the Go" Website: <http://www.epa.gov/wastes/conservation/tools/rogo/index.htm>