# Waste Management Plan – Guidance & Template

Waste is defined as any substance or object which the event organizer discards or intends to or is required to discard.

This document is part of the SOEEF Environmental Sustainability Framework guidance to support event organizers to:

* Demonstrate commitments to reducing waste and disposing of remaining waste responsibly for your event to ensure as low an environmental impact as possible from your operations.
* Create a plan by working through the waste hierarchy.
	+ PREVENT – Eliminating unnecessary material needs of the event and working with the venue and suppliers to reduce the amount of materials in products and subsequent waste generation
	+ REUSE – Giving products a second life before they become waste. Checking, cleaning, repairing, refurbishing, repurposing, or donating whole items or spare parts.
	+ RECYCLE – Processing the waste to create the same product (closed-loop recycling, preferred), or to create other products of similar quality, or to create products of lower quality (downcycling, least preferred). Includes composting if it meets quality standards.
	+ RECOVERY – Incineration with energy recovery and anaerobic digestion
	+ DISPOSAL – Landfill, incineration without energy recovery, gasification, pyrolysis and other finalist solutions

## Key Guidance

This plan compliments your sustainable procurement plan and carbon management and reduction plan.

If working with an existing venue, ensure that questions around waste management provision are asked from the start of project planning, for example:

* What waste provider is the venue using? What waste streams do they currently manage? How much of their waste goes to landfill?
* Does the venue have any policies or procedures in place to monitor and manage their waste production?
* Are there any opportunities for collaboration on waste management for the event?
* Who owns and manages the waste production data?

If working with an suppliers and partners ensure that key questions are asked from the outset. For example:

* Can you avoid consumption of a material / product?
* Are there existing materials that can be reused for this event e.g. from other programs and events?
* If not, can the material be collected and reused for another event, or redistributed somewhere else within the community?
* Can materials be made from recycled materials? And are they fully recyclable according to available waste pathways?
* Can the end of life of the material be extended e.g. through re-use or recovery?

This will cross-reference with SOEE Sustainable Procurement Plan.

Further information can be found by contacting Colin Kenny, Senior Manager of Projects and Grants at SOEEF, ckenny@specialolympics.org.

**Waste Management Plan – Template**

Contents

[**Introduction** 4](#_Toc161312641)

[**Anticipated waste sources** 4](#_Toc161312642)

[**Waste routes available** 5](#_Toc161312643)

[**Adherence to the waste hierarchy** 5](#_Toc161312644)

[**Data Collection and Post-event Reporting** 7](#_Toc161312645)

**Key Contacts**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **E-mail Address** |
|  |  |  |
|  |  |  |

# Introduction

[Provide overview of the event – including name and reporting period].

Delivering robust waste management plan will be key to the success of the event. Not only, from an operational and cost-saving perspective, but also a sustainability perspective through reduced pollution and littering, and reduced carbon footprint. Environmental impact can be significantly reduced with a responsibly managed waste plan that is aligned to the waste hierarchy.

This waste management plan, which compliments the sustainable procurement plan and the carbon management and reduction plan, outlines how the event will look to implement the waste hierarchy to minimize environmental impact. This plan is aligned to the waste management provision locally available, as well as the local legislative requirements.

* PREVENT – Eliminating unnecessary material needs of the event and working with the venue and suppliers to reduce the amount of materials in products and subsequent waste generation
* REUSE – Giving products a second life before they become waste. Checking, cleaning, repairing, refurbishing, repurposing or donating whole items or spare parts.
* RECYCLE – Processing the waste to create the same product (closed-loop recycling, preferred), or to create other products of similar quality, or to create products of lower quality (downcycling, least preferred). Includes composting if it meets quality standards.
* RECOVERY – Incineration with energy recovery and anaerobic digestion
* DISPOSAL – Landfill, incineration without energy recovery, gasification, pyrolysis and other finalist solutions

# Anticipated waste sources

The key sources of waste for the event are:

* *Food and beverage packaging – [material types and sources, e.g. plastic sandwich boxes, disposable wooden cutlery, disposable compostable cups, single use plastic bottles]*
* *Food waste (see food management plan for further details on how the event will reduce and manage food waste)*
* *Athlete anti-doping areas – [material types and sources, e.g. single use plastics, medical samples]*
* *[Other identified sources]*

# Waste routes available

The waste management provider is [XXXXX] and is based in [xxxxx] location. The waste streams that [waste provider] can provide are:

* *General waste (non-recyclable)*
* *Dry mixed recyclables*
* *Food waste*
* *Glass*
* *Cooking oil*
* *Medical, sanitary and hazardous waste*
* *Confidential waste*
* *[Other identified waste streams]*

As part of the waste management contract, [waste provider] has committed to [sustainability commitments in contract] for this event. Waste routes available for the event will be:

* General waste: [details on what happens to waste sent down this route, e.g. treatment type, facility, location]
* Dry mixed recyclables: [details on what happens to waste sent down this route, e.g. treatment type, facility, location]
* Food waste: [details on what happens to waste sent down this route, e.g. treatment type, facility, location]
* Glass: [details on what happens to waste sent down this route, e.g. treatment type, facility, location]
* [Etc., cover each waste stream identified by the event]

# Adherence to the waste hierarchy

There are a number of challenges which may limit the event's ability to integrate a really innovative waste management plan. These include:

* *Cost or availability of waste management options*
* *Existing contract / supplier for venue waste*
* *Products from event sponsors/partners not adhering to the available waste routes/facilities of the waste provider*
* *Trade-off between using local smaller suppliers versus large suppliers with responsible waste options*

However, working through procurement, the venue, and the waste management provider we have:

* PREVENT:
	+ [Add initiatives on prevention of material use, e.g. eliminating single use plastic bottles by installing water fountains/refill stations]
	+ [Add initiatives regarding supplier engagement, e.g. providing on-hand support for the redesign of products to help reduce waste]
	+ [Add wider initiatives where relevant]
* REUSE:
	+ [Add initiatives on reusing products, e.g. reusing event assets in future events such as uniforms or medal trays]
	+ [Add initiatives on redistributing products, e.g. equipment from the event being donated to local sports clubs, or surplus food being donated to local food banks]
	+ [Add wider initiatives where relevant]
* RECYCLE:
	+ [Add initiatives on segregated waste streams and how these are communicated to stakeholders during the event, e.g. clearly signposted waste receptacles for the different waste streams]
	+ [Add initiatives on working with suppliers and partners to use products that align to the waste streams identified, e.g. only using products that can be correctly recycled based on the waste providers’ routes]
* DISPOSAL
	+ [Add any zero waste to landfill initiatives]
	+ [Add wider initiatives where relevant]

# Data Collection and Post-event Reporting

Data relating to waste production of the event will be reported to the event organizers by the relevant suppliers, as soon as possible after the event.

The below types of data will be collected:

* Total quantity of waste (tonnes)
* % split across waste stream/type (e.g. general, recycled, glass, food etc.)
* Processing method of each waste stream
* Additional information on the success of waste management initiatives (e.g. staff waste training, reduction in waste against baseline)

The key sources of data may come from:

* Waste management provider
* Venue facilities team

**Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them**