

Town of Truckee Special Events Waste Resource Guide

Updated May 2025



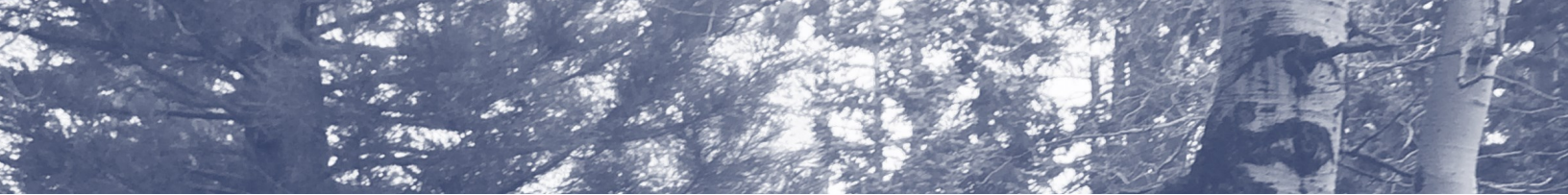


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Waste Stations

Requirements

All Special Events must provide, at a minimum, enough appropriate receptacles with signage, for two-bin waste stream diversion into recyclables and landfill waste (trash). Receptacles should always be co-located so that a container for recyclables is provided in each location with a trash container, with the exception of public trash and/or recycling receptacles that are affixed in place within the special event area.

Special Events that include food service and have an anticipated attendance of more than 2,000 individuals must provide a third type of receptacle to capture food waste in addition to the standard two-bin waste stream diversion. Applicants must also provide waste stream monitors for these large events to prevent contamination of waste streams.

All waste sorting receptacles provided for use by attendees shall include labels or other signage with language or graphic images or both that indicate the primary materials accepted and the primary materials prohibited in that container.

Applicants are encouraged to provide receptacles with a body and/or lid in the following colors:

- Gray or black for trash/landfill waste
- Blue for recyclables
- Green for food scraps

Resources

- Waste stations and signage can be rented from the Town of Truckee in 3-bin and 2-bin formats for free. Make a reservation [HERE](#).
- Print station sorting signage on pages 11-14.
- Contact Tahoe Truckee Sierra Disposal (TTSD) to request waste collection services at (530) 583-7800.



1 Waste stations with signage available for rent



Waste Stations Monitors

Requirements

Events with more than 2,000 attendees must provide a waste station monitor for each waste station in order to prevent contamination in food waste and recycling containers. Monitors can be paid or volunteer staff. Monitors should stand next to waste stations and support attendees properly sort waste into trash, recycle, and food waste.

Resources

- **Educate monitors** on proper waste sorting using the [Special Event Waste Station Sorting Guide](#)
- **Need volunteers?** Reach out to the local Truckee high school “[Envirolution Club](#)” president for eager student volunteers!

What material goes where?

Waste at your event can be classified into 3 types of materials:

Recyclables

Recycling at events is very similar to recycling at home. Place paper, aluminum cans, aluminum foil, glass bottles, and plastics numbers 1 and 2 in recycling receptacles.

Food Waste

Place food scraps in composting receptacles. Note that plastics or paper marked as compostable must be sent to the landfill.

Garbage

Only place items in garbage bins if they cannot be composted or recycled. This includes plastics numbers 3 through 7 and paper products with plastic film.

For a complete recycling guide, visit keeptruckeegreen.org

Single-Use Plastic Water Bottle and Paper Carton Ordinance

Requirements

Starting April 22nd, 2025, the sale and commercial distribution of unflavored, non-carbonated water in single-use plastic bottles and paper cartons under a gallon in size will be prohibited in the Town of Truckee.



Water in **single-use plastic bottles** and **paper cartons under one gallon** in size will be **prohibited**.

Water filling stations FREE for rent [HERE](#)

Sparkling water, juice, and/or soda in a plastic bottle? **ALLOWED**

Make sure to encourage attendees to bring their reusable bottles **ahead of the event!**



Single-Use Plastic Water Bottle and Paper Carton Ordinance

Resources

- [Special Events Bottle Ordinance Fact Sheet](#)
- [Special Events Bottle Ordinance FAQs](#)
- Water filling stations FREE for rent [HERE](#)
- Make sure to encourage attendees to bring their reusable bottles *ahead of the event!*
- Town of Truckee single-use bottles informational print-outs (recommend posting at water stations)
 - [Formal Ordinance Notice](#)
 - [Stylized Ordinance Notice](#)
- What Can You Do? – Flyer to educate customers on how they can support the ordinance
 - [English](#)
 - [Spanish](#)



EFFECTIVE APRIL 22ND, 2025:

The sale and commercial distribution of unflavored, non-carbonated water in single-use plastic bottles and paper cartons under a gallon in size is prohibited.

WHAT CAN YOU DO?

- Show off your reusable water bottle and encourage others to do the same!
- Stay updated on the ordinance by following @keeptruckeegreen on Instagram or Keep Truckee Green on Facebook
- Got a bottle but no water? Find a water filling station at TakeCareTahoe.org/water-stations/



Learn more at KeepTruckeeGreen.org/Bottles



REQUIRED BY TOWN OF TRUCKEE ORDINANCE Requerimiento de la Ordenanza del Ayuntamiento de Truckee

Starting April 22nd 2025, the sale and commercial distribution of unflavored, non-carbonated water in single-use plastic bottles and paper cartons under a gallon in size is prohibited in Truckee.

A partir del 22 de Abril de 2025, queda prohibida la venta y distribución comercial de agua no-sabonizada y sin gas en botellas de plástico descartable y cartones de papel de menos de un galón en Truckee.



Scan the QR code to learn more.
Para más información escanee el código QR.
KeepTruckeeGreen.org/Bottles



Town of Truckee Mobile Water Station Reservation Program

Free program to
provide high
quality tap water
for special events

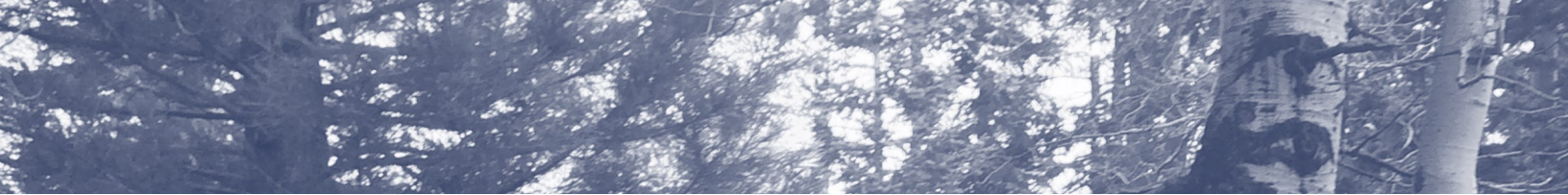


Items Available:

- Two mobile water filling stations + 25 foot hoses
- Two 5-gallon water dispensers

For more information
please go to
**[KeepTruckeeGreen.org/
Bottles](https://www.KeepTruckeeGreen.org/Bottles)**





Communicating Food & Drink Requirements to Vendors

Event operators are responsible for communicating to food vendors about food and drink requirements. Use [this email template](#) to send information to vendors regarding food waste recycling and water bottle requirements.

Vendor Email Template

Below is a template for event organizers to use to reach out to vendors about waste reduction at the event. Please note the underlined sentences; certain information on behalf of you, the event organizer, is required.

Dear Vendor,

Thank you for participating in _____ on _____. We are excited to be taking steps towards reducing waste at our event and demonstrating our commitment to the environment. As a vendor, you are essential to the success of our waste reduction goals and we want to inform you about the steps we will be taking.

NEW VENDOR REQUIREMENT: Starting April 22nd, 2025 (Earth Day), the sale and commercial distribution of **unflavored, non-carbonated water in single-use plastic bottles and paper cartons** under a gallon in size will be prohibited in the Town of Truckee. If you are selling sparkling water, juice, and/or soda in a plastic bottle; these are *still permitted*. For more information, see [here](#). [Provide a brief explanation of where your event will be offering water so vendors can redirect attendees].

NEW VENDOR REQUIREMENT [Large Events]: All food vendors must arrange to collect and donate leftover food to event organizers for transport to a community partner to ensure recovery and distribution of edible food for human consumption. We will be partnering with _____ to donate leftover food. [Provide a brief explanation of the food requirements from your partnered community organization (e.g., packaging/food type restrictions) and describe where food should be brought at end of event].

[For Small Events:] We will have waste stations for [recycling](#) and trash. We ask that you do not put out trash receptacles *without* recycling containers. Additionally, if you plan to offer giveaways to attendees, we encourage you to use items that are reusable, recyclable, or edible.

[For Large Events:] We will have waste stations for [food waste](#), [recycling](#), and trash. There will be monitors at each station to help attendees correctly sort their waste. We encourage you to also sort your waste and direct attendees to waste stations to minimize the amount of trash produced at the event. Additionally, if you plan to offer giveaways to attendees, we encourage you to use items that are reusable, recyclable, or edible.

[If applicable:] Food vendors are encouraged to hand out materials of plastic type 1 or 2 to the public, as these are recyclable; we cannot recycle other plastics (types 3-7) even if they have a recycling symbol. Additionally, the sale and distribution of Styrofoam products is not permitted, and Truckee's



Edible Food Recovery

Requirements

All operators of Large Events must comply with edible food recovery requirements as regulated by SB 1383 and the Town of Truckee Municipal Code Section 6.01.080. Applicants are responsible for ensuring compliance by all vendors and other entities providing food at the Special Event. Requirements include:

- Arrange to recover the maximum amount of edible food that would otherwise be disposed
- Contract with or enter into a written agreement with food recovery organizations for the collection or self-haul of edible food for food recovery (see list of local organizations below).
- Event operators and vendors must not intentionally spoil edible food that is capable of being recovered by a food recovery organization.
- Allow the Town's designated enforcement entity or designated third party enforcement entity to access the premises and review records.
- Keep [records](#) and submit to the Town the following information within 30 days after the conclusion of the event:
 1. A copy of all contracts or written agreements for edible food recovery services established under 14 CCR Section 18991.3(b).
 2. The quantity of food measured in pounds recovered by a food recovery service or food recovery organization.
 3. The name, address, and contact information of the food recovery service or food recovery organization.
- **Please submit records using [this PDF](#).**

Edible Food Recovery

Requirements

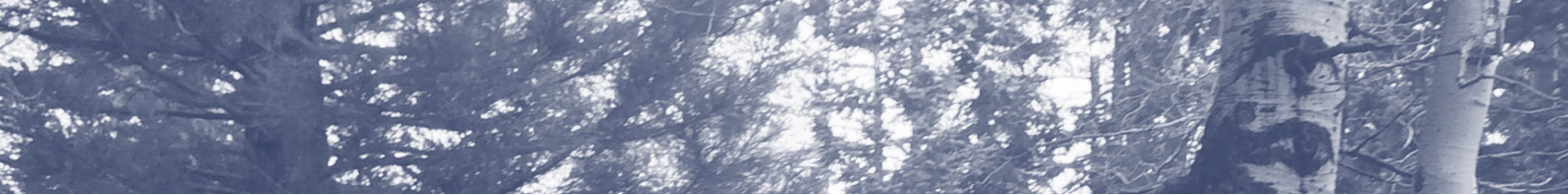
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Resources

Food Recovery Organizations

Local organizations that may be able to accept donations from your event:

Organization Name	Contact	Notes
Sierra Community House	Contact general food number +1 (775) 430-1020. Will then arrange the best time to drop off food items.	Do not have a food processing or commercial kitchen space. All foods would have to be <i>unprepared food items</i> . Do accept drinks. Can accept expired items, but all food should be edible. See guidelines HERE . General receiving hours are Monday-Friday @ 9am-12pm.
North Tahoe-Truckee Homeless Services	Danielle Segal dsegal@amihousing.org	Must be delivered during business hours: Monday-Friday @ 9am-5:30pm Limited storage, can only take a small amount of refrigerated/frozen foods
Tahoe Food Hub	Maddie Rohner maddie@tahoefoodhub.org	Can only accept fruits and vegetables



Suggested Actions for a Zero Waste Event

Here are some additional actions event organizers can take to work towards a zero waste event.

Before an Event

- ❑ Train staff/volunteers to sort materials.
- ❑ Contact vendors about sustainable practices. (See Vendor Email Template)
- ❑ Purchase food/supplies close to Truckee to reduce the shipping distance.
- ❑ Use only reusable decorations. No balloons, crepe paper, etc.
- ❑ Print all materials on 100% post-consumer recycled paper.
- ❑ Instruct vendors to direct attendees to public waste stations.
- ❑ Reuse signs whenever possible. Create reusable signs without dates. Print signs on paper/paper core rather than vinyl/foam core.
- ❑ Set a waste diversion goal.

During an Event

- ❑ Avoid give away items that are not reusable, recyclable, or edible.
- ❑ Provide a vegetarian meal option .
- ❑ Buy and serve all condiments, sauces, and chips in bulk.
- ❑ Do not provide straws.
- ❑ Serve food/beverages in reusable and washable containers.
- ❑ Track fuel consumption.
- ❑ Avoid light displays and outdoor heaters.



FOOD WASTE ONLY

SOLO RESTOS DE COMIDA



Be the difference.
KeepTruckeeGreen.org

RECYCLING

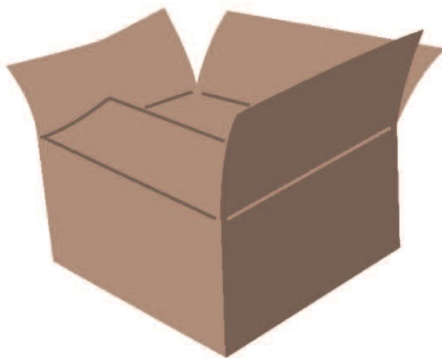
RECICLAJE



Plastics / Plásticos  & 



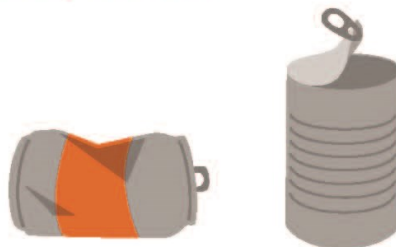
Paper / Papel



Cardboard / Cartón



Glass / Vidrio



Cans / Latas

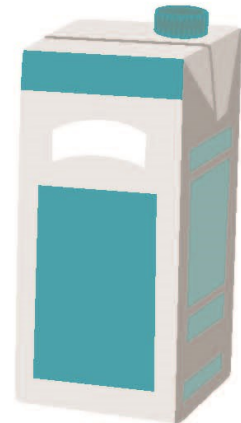
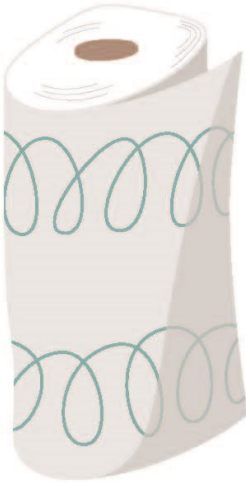
For more information visit:
KeepTruckeeGreen.org

LANDFILL

BASURA



Plastics / Plásticos

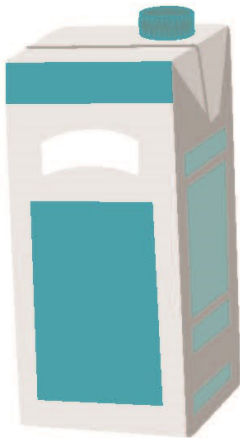


Be the difference.
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* Landfill sign for special events with composting.

LANDFILL

BASURA



Plastics / Plásticos



Be the difference.
KeepTruckeeGreen.org

* Landfill sign for special events without composting.