



## **SOP for zero-waste events Events (Official functions/ Weddings/ Social or religious functions)**

The vision of SBM-U 2.0 is to make all cities “Garbage Free”. A key requirement for this would be to adopt 3R principles and principles of circular economy for reducing, reusing and recycling of waste to ensure maximum resource recovery. Parallely, in alignment with Government of India’s focus, SBM-U 2.0 also aims at phased elimination of single-use plastics.

Given that public events pose a challenge for cities in terms of generating substantial quantities of waste and their subsequent disposal, there is a need to ensure that going forward, all public events be conducted on “zero-waste” principles, to minimize the amount of waste generation and need for their safe disposal. This would be possible through use of environment friendly products/ items, easy access to toilets and waste disposal facilities by all attendees at such events, with all COVID appropriate measures as mandated by Government of India in place.

To this end, an indicative SOP with suitable **Do’s/ Don’ts** is being proposed as per suggestive guidelines given below, for ULBs to ensure that any public event in their jurisdiction is a “zero-waste” or Swachh event.

### **1. Entrance**

- No plastic/ flex posters/ signages to be used for displaying information regarding the event. All posters/ signages to be printed on eco-friendly materials such as cloth, jute, paper etc.
- The welcome board at the gate should clearly mention that this is a Swachh or “zero-waste” event.
- No flowers/ decorations made of plastic to be used.
- Foot operated sanitizer machines to be placed at the entrance. A cut-out of the city’s Swachhata mascot, if relevant, may be placed next to the machine.
- Clear signages are put directing participants to the various areas of the event.
- Access to the venue to be *Divyang*-friendly.

### **2. Registration area (if applicable, for official events)**

- Appropriate physical distancing to be maintained at the registration point
- Registration of guests to be carried out by organisers using handheld tablets
- Name tags to be printed on cardboards, with jute/ cloth lanyards
- Participant kit (if provided) may consist of the following items:
  - Cloth/ jute bag made by SHGs from waste cloth

- Notepad made of recycled paper
- Eco-friendly plantable pens
- Mementos, if any, may be made out of recycled materials. Use of *papier mache* boxes, steel lapel pins, stainless steel water bottle, etc may be encouraged.
- Participants to scan a QR code to receive the agenda/ papers/ publications related to the event

### 3. Inside the venue

- No plastic water bottles of any size, plastic cups/ glasses to be used anywhere in the venue. Only bio-degradable environment friendly drinking cups to be used.
- Drinking water tap dispensing machines/ 20 litre potable water dispensers with paper cups/ steel cups/ glasses to be placed at accessible distances throughout the venue.
- In case of official functions and workshops, for panel discussions, etc, glass water bottles and drinking glasses to be placed on the dais for use by panelists.
- Hand sanitisers to be placed at accessible distances throughout the venue.
- Use of multi-layered wrapping paper, ribbons etc. to be kept to a minimum.
- Presentations made during the event (if applicable) to be posted on a website or emailed to all participants post event instead of providing printed, physical handouts.
- No outside food/ beverages to be allowed inside the venue
- Green, Blue litter bins with prominent signages printed on them to be placed at easily accessible locations throughout the venue, for disposal of bio-degradable (e.g. food, kitchen, floral wastes, bio-degradable cutlery, etc.) and non-bio degradable wastes (e.g wrapping paper, paper cups, ribbons, etc.).
- All litter bins to be emptied frequently (depending on duration of event) and the waste transported out in segregated collection vans of ULB.

### 4. Dinning- area

- Use of only bio-degradable cutlery/ reusable plates and cutlery (e.g. steel, bone-china etc.) to be used.
- To ensure that no food is wasted, organisers may tie up with local NGOs for distribution of leftovers at shelters OR have in-situ mobile composting at site.
- All litter bins to display key messages such as '*humara kachara humari zimadari*', '*har din do bin*' etc.
- Signage for saving water to be prominently displayed above wash basins.

### 5. Washrooms

- Toilets/ washrooms for all gender groups to be available within the premises, fulfilling the following minimum conditions:
  - a. All **toilet seats and urinals** clean and usable at all times
  - b. **Wash basin(s)** clean and usable at all times
  - c. Availability of **water at all times**
  - d. Adequate **ventilation** facility (vents, slanted glass slats and/or exhaust fan), are **well lit** at all times, both **within and outside**, with each seat having its own light point, and all light points functional
  - e. Functional **bolting arrangements** on all doors of all toilet seats

*f. Proper disposal facility for the toilet effluents*

- All washrooms to be cleaned multiple times in a day, to maintain the above conditions
- All wash basins to have suitable signages (e.g. “Dhoya Kya”) for handwashing, water saving etc.
- Ramps to be in place for *Divyang* attendees
- Ladies’ toilets to have:
  - g. sanitary pad vending machines*
  - h. Wastepaper for wrapping sanitary pads*
  - i. Separate bins to be in place for disposing sanitary pads*
- Soap dispenser machines in each toilet
- SHE toilets (mobile toilets for women), and mobile toilets for men, transgenders, etc. (if required), with all the functionalities of point (1) to be placed at accessible locations around the venue.