

Special Event Recycling Program (SERP) Permit

Please print all information clearly

A Special Event Recycling Program Permit is required for all special events when it:

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

Issuing Agency (Insert name of Agency in the appropriate Category and Name of Facility in Facility): SERP Permit #

Sheriff	Municipality	County	State	Federal

Facility:	
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Event Name:	
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Event Date: & Time:	
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Event Organizer: Address: Town: & State: & Zip: Phone Number: Cell Number:	
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Event Trash Collector:	
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Event Recycle Collector:	
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Use Event Location Trash & Recycle Services (attach letter from facility indicating approval):	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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A SERP BOND is required for each event. This bond will be refunded if receipts are submitted for the event to the agency that issued the event permit or to the Solid Waste Division within 30 days of the end of the event. Failure to submit the weight receipts within the 30 days of the end of the event shall result in the SERP BOND being forfeited. No bond is needed if event location has approved use of their trash and recycling services.

SERP Bond:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Check #	Number of Event Days =	\$300 per Event	Total =	
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SERP Weight Receipts Received (Date):	SERP Bond Refunded (Date):
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Event Organizers are responsible for:

1. Providing and placing recycle containers next to each trash container;
2. Ensure recycle containers are marked by color or signage; and
3. Provide labor and equipment to carry out recycling; and
4. Ensure recycle materials are collected for recycling; and
5. Pay any costs associated with recycling.

What has to be recycled?

1. Plastic bottles and jars
2. Metal cans
3. Glass bottles and jars
4. Paper & Cardboard
5. Food residuals (Indicate reason if not provided. No markets or providers, etc.)
6. Event organizer may recycle additional items and shall report them on the reporting form.

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Event Organizers shall:

1. Self-haul recyclables to a recycle facility obtaining a receipt showing date, weight, market name, and generator name; or
2. Self-haul recyclables to the Appeal Landfill and obtain a receipt showing date, weight, and generator name; or
3. Contract with a collector to collect and deliver the materials for recycling by obtaining a receipt show items above; or
4. Receive prior written permission from facility to use their recycling system.
5. Submit a copy of the receipt and permit within 30 days of the end of the event to the Agency issuer and Calvert County Solid Waste Division.

Special Event Recycling Program (SERP) Permit Distribution List

Permits Distributed to:

Original – Retained by Issuer

Copy – To Event Organizer

Copy – Calvert County Solid Waste Division, 401 Sweetwater Rd, Lusby, MD 20657

Questions – Calvert County Solid Waste Division – 410-326-0210