



CITY COMMISSION POLICY MANUAL

Single-Use Plastics Policy

Department:
Sustainability & Resilience

Date Adopted:
June 2, 2021

Last Revised Date:
n/a

170.01 AUTHORITY

City Commission

170.02 PURPOSE

Throughout a typical year, the City hosts meetings and events where food and beverages are distributed. Organizations and individuals also conduct business or host events on City property as permittees, during which they may serve food and beverages. For practical reasons, this food service often incorporates the use of single-use plastics, which can have negative impacts on the environment. Alternatives to these single-use plastics are now more readily available in the marketplace. Through a policy that restricts the distribution and use of single-use plastics during these activities, the City has an opportunity to demonstrate leadership in sustainability while reducing environmental impacts associated with the manufacturing and disposal of these products. The policy is not intended to restrict an individual from bringing their own plastic product for their own individual use while on City property.

170.03 STATEMENT OF POLICY

It is the policy of the City of Tallahassee to advance environmental sustainability by restricting the use of single-use plastic products for food- and beverage-related service for City operations and on City property. This policy identifies applicable restrictions and exceptions regarding the distribution and use of single-use plastic products for food- and beverage-related service for City operations and on City property.

170.04 DEFINITIONS:

- A. **Biodegradable or Compostable** – Manufactured products made entirely from natural materials, such as uncoated paper or plant fibers, that can undergo a natural process of deterioration.
- B. **City Property** – Land or facilities owned, operated, or managed by the City of Tallahassee, and public rights-of-way within the jurisdictional boundaries of the City.
- C. **Permittee** – An individual or entity, and their vendors, issued a temporary use or special event permit by the City of Tallahassee for the temporary use or a special event to be held or conducted on City property; or an individual or entity reserving the use of City property for a private event; or an individual or entity otherwise conducting an activity on City property regardless of whether a permit is required.
- D. **Plastic** – Cups, plates, bowls, lids, to-go food containers, eating utensils, straws, beverage stirrers, and all similar articles made from a synthetic material derived from petroleum or a biologically based polymer.

- E. **Reusable** – Manufactured products that are durable and washable items designed for multiple use and not discarded after a single use.
- F. **Single-use** – Food and beverage service-related products that are designed to be used only once in the same form and then disposed of or destroyed.
- G. **Vendor** – A food or beverage service-related contractor or concessionaire of the City of Tallahassee, and their subcontractors or affiliates. The term includes but is not limited to caterers, food trucks, or food carts; and applies to food and beverages sold or provided free of charge and consumed on or off City property.

170.05 EXECEPTIONS:

- A. Contracts solicited or entered into and permits granted before the effective date of this policy.
- B. Intergovernmental agencies for which the City of Tallahassee is a party. Such agencies are encouraged but not required to eliminate usage.
- C. Constitutional Offices that are tenants within City facilities.
- D. Single-use Plastic utensils or containers used in pre-packaged food or beverages that have been filled and sealed before receipt by the Vendor or Permittee.
- E. Packaging food items such as raw meat, poultry, or fish for safe storage. This exception does not apply to individual food and beverage servings to be consumed on City property.
- F. Reusable or Single-use biodegradable/compostable food-service utensils and containers.
- G. A Permittee using City property for an event attended by 50 people or less. This exception is not applicable to Vendors.
- H. A Plastic straw expressly requested by an individual for personal use.
- I. Plastics used during a declared state of emergency.
- J. Other exemptions authorized by the City Manager on a case-by-case basis, and which expressly specifies the food-related plastic product exempted and the circumstances under which it is exempted.

170.06 ACTION SECTIONS:

SCOPE AND APPLICABILITY

This policy applies to City of Tallahassee’s operations and events, vendors conducting operations on behalf of the City or at City events, and permittees operating on City property.

REQUIREMENTS

Single-use Plastic food service utensils or containers may not be distributed at City events or on City property by City employees, Vendors, or Permittees. The restrictions apply to:

- A. Daily City operations when performing City business, including citizen committee meetings, board meetings, and the gathering of City employees for trainings and celebrations.
- B. All City-owned, -managed or -operated facilities, including meeting rooms, breakrooms, kitchens, and outdoor spaces.
- C. Activities or events conducted by Vendors or Permittees on City property or on behalf of the City.

170.07 PROCEDURES:

The following actions will be included as part of the policy's implementation:

- A. An internal protocol to implement this policy is to be developed, distributed, and overseen by the Environmental Services and Facilities Management Department.
- B. Any food or beverage service solicitation, contract, or permit must include a provision that Single-use Plastic food-service utensils or containers may not be distributed at City events or on City property as provided in this policy.
- C. Where applicable under the terms of a contract, the City may pursue appropriate remedies for noncompliance with this policy. The City may revoke or cancel a permit for noncompliance with this policy. The City may use past noncompliance as grounds for not renewing or re-issuing a contract or permit or to prohibit the continued operation of a vendor or permittee on City property.

170.08 ADMINISTRATION:

Environmental Services & Facilities Management and Parks, Recreation & Neighborhood Affairs will oversee the administration of this policy.

170.09 SUNSET PROVISION:

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

170.10 EFFECTIVE DATE:

June 2, 2021

REVISIONS: