

EVENT RECYCLING GUIDE



iLivehere® is the environmental outreach program of Waste Commission of Scott County and an affiliate of both Keep Iowa Beautiful and Keep America Beautiful. To learn more about iLivehere call 563-468-4218 or visit www.ilivehereqc.org.

The Event Recycling Guide is intended to help organizations reduce the amount of waste and litter generated at community events and to recover recyclable materials from the waste stream.

iLivehere® provides the following event recycling materials for use at Quad City events--free of charge:

- Up to 60 ClearStream™ containers & lids for beverage container recycling
- Up to 5 ClearStream containers & lids for paper recycling
- Up to 30 ClearStream containers for trash
- Clear bags to collect recyclables
- Black bags for trash
- Event Recycling Guide
- Event Recycling Trailer equipped with:
 - Rolling Carts
 - 10 litter tongs
 - Gloves

Materials are loaned out on a first come first serve basis. To make reservations call 563-468-4218.

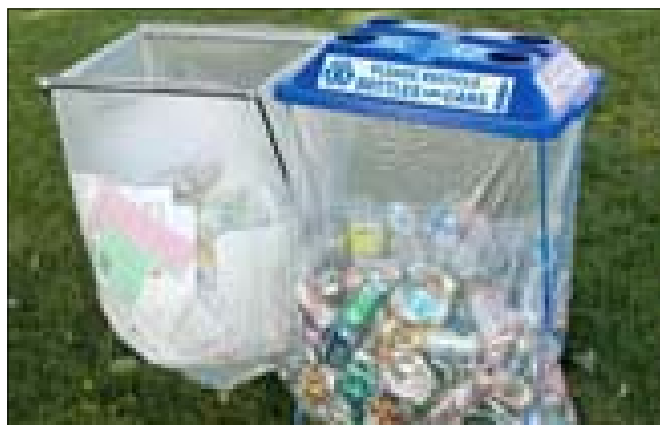



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Select a Recycling Coordinator

Select a recycling coordinator to oversee the entire operation. This individual is responsible for designing the collection program, selecting a hauler or arranging transportation for self-hauling of materials, facilitating education and outreach and tracking progress.

Getting Started

Basic questions to consider while designing the collection program include:

- Where is the event?
- How large is the venue?
- Is it indoors, outdoors or both?
- Is there a paved surface, grass, gravel?
- What is the expected attendance?
- What type of vehicle access is possible before and during the event?
- What type of materials will be sold or be available at the event?
- Will recyclable materials be brought to the event site by attendees?
- Where will recyclables collected from the event be taken for recycling?



PRE-EVENT PLANNING

Select a Service Provider

The first step in transporting recyclables from your program site to a recycling center is to decide if you will contract with a hauler or self-haul recyclables.

If your venue chooses to contract with a hauler rather than self-haul recyclables, ask your current trash hauler if they also offer recycling pickup. Economically, this may be your best option. If your trash hauler does not provide recycling services, contact local recycling companies.

A few venues, typically smaller-scale or one-time special events, haul their own recyclables. In this case, train staff to collect and transport recyclables. Recyclables may be self-hauled to the Scott Area Recycling Center, located at 5640 Carey Avenue in Davenport, Iowa. Call 563-468-4218 for more information.

Because some contractors only accept single stream or multi-stream recycling collection, you need to select a collection method before choosing a contractor.

(Single stream collection uses one bin to collect all of the various types of recyclables. Multi-stream collection separates the various recyclables into different bins. This often is called source separating. Some materials cannot be collected together, such as cardboard and plastics. Plastics, aluminum, and glass, on the other hand, are frequently collected together.)

Some questions to ask when choosing a service provider:

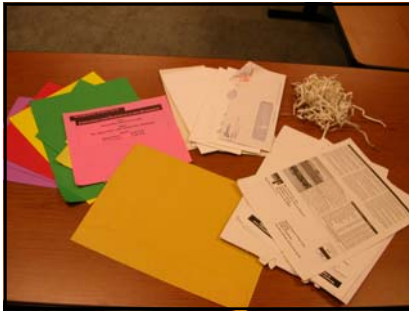
- What materials do you collect?
- Do you provide single stream (all together) or multi-stream (separate) collection?
- Where do you haul the garbage & recyclables?
- Do you charge for collection?
- Do you offer a package that includes both garbage and recycling?
- Will there be a lower price for garbage pickup if I use your recycling services?
- Do you provide collection containers? (If not, iLivehere may be able to provide them).
- What is the pickup schedule? Do you pick up on call?
- Is there a minimum or maximum weight that you will pick up?
- What are your reporting and accounting procedures?

For a list of local waste haulers, check the yellow pages under "Garbage, Rubbish & Trash Removal" or call 563-381-1300.

PRE-EVENT PLANNING

Choosing Which Materials to Recycle

It is essential to know where the material will be taken before choosing which materials to recycle! Be sure you have contacted your waste hauler or the recycling center that will receive the recyclables from your event.



Commonly recycled materials at events include:

- Paper
- Cardboard from vendors
- Water and soda bottles
- Aluminum cans

Number of Containers

Coordinate with maintenance staff to assess the number of garbage and recycling containers needed and identify appropriate locations for each container. Keep in mind that attendees will not walk a long distance to dispose of their garbage or recyclables. Containers should be in sight and within easy walking distance from any location in the event.

To supply an adequate number of recycling bins at your event, it is recommended that:

- 0 - 1,000 attendees use 10 recycling containers
- 1,000 - 5,000 attendees use 20 recycling containers
- 5,000 - 10,000 attendees use 30 recycling containers
- 10,000 - 20,000 attendees use 40 recycling containers
- 20,000 - 30,000 attendees use 50 recycling containers

Location, Location, Location

Ideally, every garbage container should be paired with a recycling container. Lone bins of either type are likely to attract the wrong material. At minimum, garbage and recycling containers should be placed:



- At entrances/exits
- In parking lots
- At transition points between where food/beverage is permitted and where food/beverage is not permitted
- Anywhere lines form
- Near food/beverage stations. (Note: only pair garbage bins with recycling bins if vendors are selling recyclable containers--otherwise, the location will increase contamination of recycling bins with waste)

ADDITIONAL TIPS

Collecting the recyclables and garbage is much easier to handle if there is a vehicle that can drive to each container and collect the bagged materials.

For large fairs/festivals, lining up "clusters" of trash cans and recycling bins is more effective than scattering single pairs of containers around the grounds.

If you do not have enough recycling bins to pair with each trash bin, consider the following strategies:

- Reduce the number of trash containers
- Create clusters of trash containers and pair each cluster with a recycling bin

PRE-EVENT PLANNING

Recruiting Volunteers

Volunteers are vital for successful event recycling. It is wise to have more than enough volunteers available. With too few volunteers, they can feel stressed or overworked and be deterred from your organization/event in the future. To recruit volunteers, utilize all community outlets, including local groups and organizations, such as: area schools and church groups, local clubs (4H, Kiwanis, sports clubs, environmental clubs, Boy and Girl Scout troops). It is a good idea to provide accommodations to your volunteers such as free entry to the event, free or designated parking, food or drink arrangements or a free t-shirt. It is very important to provide volunteers with information about their potential volunteer duties (see Roles for Volunteers below). Make sure volunteers know who to contact if problems arise.

Find out the estimated attendance from the event coordinator. Estimate 15 volunteers per 1,000 attendees, per shift—just to oversee recycling.

Event Promotion

Education is key to any recycling effort. Awareness should begin in the weeks ahead of the event. Integrate recycling messages into all event materials (flyers, posters, e-mail announcements, web site postings, press releases, etc.).

Other Green Event Ideas

- Have a secure place for event goers to check in or park bikes
- Print event promotional materials on recycled content paper using soy ink
- Allow event goers to bring a reusable beverage container that can be refilled from vendors at a reduced cost (check with the Scott County Health Dept).
- Choose an event site near public transportation to decrease traffic and fuel needs
- Minimize hand-outs by using double-sided printing and electronic communication whenever possible
- Laminate signs, posters, etc. for future use
- Utilize sun-lit rooms and areas with natural daylight when hosting indoor events

EVENT DAY

Set-Up

Frames, bags and signs should be placed the day of the event. Arrange a set-up time that works with the other event logistics. During multi-day events, units should be set up and replaced each day in unsecured areas, to deter theft.



The Trailer

The Event Recycling Trailer is loaned out on a first come first serve basis for groups requesting over 20 containers. Rolling carts, containers and bags are included with the trailer. The following are also included in the trailer:

- Broom & dustpan
- Multi-purpose cleaners & rags
- Gloves for volunteers
- Litter Tongs

Rolling Carts

ClearStream™ recycling containers and lids are stacked on rolling carts in the trailer. The carts have a pair of locking wheels. Be sure to unlock the wheels before unloading the cart from the trailer. When fully loaded, these carts weigh in excess of 200 pounds, so be careful wheeling the cart down the trailer ramp. Whenever possible, two people should be used to unload the carts from the trailer. Lock the cart whenever the cart is on a slope or there is any chance the cart may roll. The carts are designed to roll over uneven terrain, but if conditions are muddy or you're operating from a gravel parking lot, you may want to pull the trailer as close to the set-out points as possible. Two people should also be used to load the carts back in the trailer.



Installing Bags



STEP 1: Be sure double end of frame is upward. Insert bag inside of frame and pull approx. 6" of bag through the loop as shown.



STEP 2: Pull the bag 6" over the loop and toward the center, making sure to wrap it around the corners.



STEP 3: Let go of the overlapped end of bag. Grasp bag on sides and pull down and in until bag tightens around corners.

Repeat these steps for other side of frame and snap the lid in place.

Facilitate Outreach and Education

Education is the best way to encourage patrons to recycle. Use signs, displays, loudspeaker announcements, and/or text to teach them:

- WHY** they should recycle.
- WHAT** they should recycle.
- WHERE** they can recycle.
- HOW** they can recycle.

Whenever possible, include signage and/or literature at the site showing how much has been recycled already or goals that you are trying to reach. This will stimulate participation.

Roles for Volunteers

- Before the event starts, post recycling related items (banners, signs, recycling bins) in their designated places.
- During the event, monitor trash cans and recycling bins to help reduce the mix-up of waste streams.
- Educate patrons.
- Pull obvious contamination from recycling bins.
- Pick up any litter. The less litter that is seen on the ground, the less likely people are to litter.
- Ensure extra trash and recycling bags are available for event containers and to use for litter cleanup.
- Remove, tie off and replace full bags of containers.
- Move the full bags to a recycling staging area (if a small vehicle isn't available to move bags).
- Record results on volunteer cards (included in manual).
- Ensure that bins and areas are clean and tidy at all times.
- Pick up cardboard from vendor areas
- Watch as the event progresses to see which containers are being used and which are not. Move the lesser-used containers to area with higher levels of participation.
- Welcome and encourage exhibitors and attendees: "Welcome to our Green Event!"
"Thanks for helping to keep it clean!"
- Take pictures of the event.
- Clean off recycling containers to limit bee/bug attraction.
After the event, help collect signs, banners and recycling bins. Clean the containers before returning to iLivehere®

Post Event

After the Event

- Collect tally sheets from each volunteer
- Ask everyone involved for feedback and suggestions for improvement
- Follow up with the hauler/recycler for final weights on the amount of collected recyclables and garbage
- Publicize your success! Share credit with sponsors
- Return containers and any borrowed items.
- Complete the Event Completion Report

All materials must be returned clean and in their original condition, less plastic liners. When you are finished with the event recycling equipment and everything is loaded back in the trailer, lock the key inside the trailer.

OPTIONAL

Calculate your recycling rate using the following formula:

Recycling rate = Amount recycled / (Amount recycled + Amount Disposed).

For example, if an event recycled 5,000 pounds of material and disposed of 3,000 pounds of material, the recycling rate would be 62.5% ($5,000 / (5,000 + 3,000) = 62.5\%$).



THANK YOU

Thank You for Choosing to Recycle at Your Event

Sources for the guide:

EPA Recycle on the Go: www.epa.gov/epawaste/consERVE/rr/rogo/program/index.htm

Recycle 4 Georgia Special Event Recycling Guide: www.gasolidwaste.org

Metro Waste Authority Event Recycling Guide: http://www.mwatoday.com/support/pdf/Event_Recycling_Guide.pdf

Resourceful Bag and Tag, Inc.: <http://www.resourceful-1.com/>

The mission of Waste Commission of Scott County is to provide environmentally sound and economically feasible solid waste management for Scott County. Formed in 1990, the Commission has planned, sited, built, and operates:



Scott Area Landfill

The synthetically lined Subtitle D landfill includes leachate collection, recirculation and methane recovery.



Scott Area Recycling Center

This serves as the sorting and processing facility for all residential recyclables collected in Scott County.



Scott Area Household Hazardous Material (HHM) Program

This program serves residents in both Scott County, Iowa and Rock Island County, Illinois on an appointment basis. It also serves businesses that generate a limited amount of hazardous material.



Electronic Demanufacturing Facility

The first public facility of its kind in Iowa, this regional center collects computers, televisions and other electronic goods from residents and businesses in eastern Iowa and western Illinois.

iLivehere
myhome ourcommunitySM

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