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Event Recycling Guidelines

Please be respectful when handling all of the equipment. The Event Recycling Lending Library is possible if everyone maintains the good condition of the ClearStream equipment.

Recycling Equipment Set Up

ClearStream Bins

- Set up instructions are located on the bin lids, on the back of this form, and in your Event Recycling Resource Kit.

Bags

- If you run out of bags for recyclables during the event use clear, 40-inch wide bags in their place. Clear bags ensure recyclables and contaminants can be seen.

Recycling Signs

- Billboard signs, that hang above the ClearStream containers, are available upon request. These signs promote recycling and clarify what materials may be placed in the bins.

Bin Placement

- ALWAYS place recycling bins next to trash receptacles.
- Place paired receptacles (recycling and trash) at primary entrances, exits, and in high traffic areas where drinks and food are purchased or consumed, and where people gather.
- Before the event, place a few examples of acceptable recyclables in the bin bags.
- Make sure you know where bins are placed. Maps are useful when it's time to collect equipment.

Collected Material

- Ask food vendors what types of serviceware will be used, i.e. recyclable cups, compostable plates, etc.
- Check with your hauler or recycling facility on what they accept as recyclable and compostable.
- Find out if recyclables may be co-mingled or if materials need to be sorted by type.

Other variables to consider

- Wind** - Place rocks or sandbags on the bottom of the frames or zip tie them to a fence, pole or garbage can.
- Heat** - Hot weather means more beverages will be consumed, and bags will fill up faster.

Training Recycling Crew

- Provide these guidelines and instructions to the Recycling Team before and during the event.
- Provide gloves for Recycling Team members so they can remove contaminants from the recyclables.
- ClearStream recycling bags should be replaced when the bags are $\frac{3}{4}$ full. Compostable bags may need to be emptied when $\frac{1}{2}$ full, particularly if bags contain heavy food scraps. Bag capacity is 50 pounds.

After the Event

- Recyclables can be sorted and taken to one of the three Transfer Stations or placed co-mingled in your Big Blue Single Stream cart. For larger events, you can make arrangements with your hauler.
- Compostables can be taken to the Transfer Station as Clean Green or placed in your Clean Green curbside cart. With either choice, you will need to empty the bags out. For larger events, make arrangement with your hauler.
- Make sure all ClearStream bins are collected, cleaned, counted, and checked for damage.
- Return the **Event Evaluation Form** with the ClearStream equipment and unused bags. Security deposits will be returned after the Evaluation Form, and the clean and undamaged equipment are returned.

ClearStream Bin Set Up



Step 1:

Stand facing one of the frame's Secure Bag Locks (the loops). Place one foot on the bottom rung to stabilize the frame. Insert empty bag inside of the frame. Using two hands pull approximately 6" of bag through the loop as shown. For best chance of visibility, be sure the printed side is completely facing one of the open ends of the frame



Step 2:

Still using two hands, 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 end of the bag and grasp the bag as shown. Pull down and in until it tightens around the corners. The bag will tighten around the Secure-Lock so it cannot slip off.



Step 4:

Press down on frame to extend to full opening width. This will make the lid fit snugly.



To Remove Bag:

Raise bag slightly, unwrap the bag from the Secure-Lock loops and slide it through the opening of the frame.