



# ALLEGANY COUNTY EVENT RECYCLING GUIDE



Reduce the amount of waste and litter and recover recyclable materials at your event!

## MINIMIZE EVENT WASTE FROM THE START

Food & drink, plates & cups, and bottles & cans, are the biggest contributors to the waste produced at special events. Cut down on the amount of waste at your event by providing fewer disposable items to guests.

### Coordinate with food vendors and/or caterers

- Ask vendors to serve beverages in recyclable containers.
- For to-go food, ask vendors to skip the plastic bag.
- Ask vendors to refill guests' personal water bottles and travel mugs.
- Request that condiments be served in bulk dispensers to cut down on small pieces of trash that are easily littered.

### Educate Guests

- Remind guests to bring their water bottles and travel mugs to your event. Post the suggestion on your website, social media, and in registration emails.
- Use durable cups for beer/wine festivals.
- Provide a donation collection bin for commemorative cups in case guests do not take them home.
- Provide fresh fruits and fresh baked goods for volunteer snacks to help reduce packaging waste.



## DIY EVENT RECYCLING

Allegheny County can supply recycling bins for events held in Allegheny County, for just a deposit per bin.

- ClearStream™ recycling bins with lids for beverage container recycling provided.
- Clear bags to collect recyclables provided.
- Materials are loaned out on a first come first serve basis.
- To make reservations, complete the loan registration form and email to [recycling@alleganygov.org](mailto:recycling@alleganygov.org).
- Check-out appointments will take approximately 20 minutes.
- Staff will help load/unload your vehicle and give a demonstration of the equipment.
- Plan to bring a vehicle with enough space for the equipment.



ClearStream Recycling Bin

10 ClearStreams fit in the empty trunk of a car.

20 ClearStreams fit in an SUV with the seats folded down.

30 ClearStreams fit in the bed of a truck, but tie downs or a cargo cover are required.

## Choose Materials to Recycle

Items to recycle in ClearStream™ Recycling Bins:



#1 Plastic Bottles & Cups

OR



Aluminum Cans

- It is **NOT** recommended to mix recyclable materials, unless you are willing to separate by hand before taking them to be recycled.
- Items such as cardboard, glass, and paper can be recycled but must not be placed in the ClearStream™ bags due to weight constraints.

*If you wish to collect these materials, place them separately in recyclable cardboard boxes and take them to the respective recycling drop-off sites.*

## Recycling Bins

Use the table below to determine an adequate number of recycling bins to provide at the event.

Number of Recycling Bins	Guests	Type of Event
1-2	< 150	graduation parties, family reunions
3-4	< 300	weddings
5-6	< 600	school/church picnics
7-8	<1,500	park festivals

## SPECIAL EVENTS RECYCLING LAW

Events held at publicly-owned facilities, serving food and drink, with expected attendance of over 200 people, are subject MD Annotated Code, Environment Section 9-1712, requiring organizers to providing recycling at the event. For more information visit [alleganygov.org/311/Special-Events-Recycling](http://alleganygov.org/311/Special-Events-Recycling)



## EVENT DAY SET-UP SUCCESS

- Place a recycling stand next to every trash can at the event. This prevents contamination and maximizes the amount of waste diverted.
- Clearly label both sides of each bin and use illustrations. This will ensure the right items are placed in the right bin.
- Use clear bags, so people are held accountable for what they place inside it.
- Have well-trained volunteers at every receptacle. They can educate the attendees on what can be recycled.
- Place bins around areas where food and beverages are consumed.

### OPTIMAL TRASH & RECYCLING BIN PLACEMENT

- At entrances/exits
- In parking lots
- At transition points between where food & beverage is permitted and is not permitted
- Where lines form
- Near food/beverage stations

*Only pair garbage bins with recycling bins if vendors are selling recyclable containers.*

## POST-EVENT



- Take materials to be recycled.
- Consider partnering with a local community group or charity that may want proceeds from can redemptions.

Use Public Recycling Drop-Off Sites if the event generated **LESS than 3 bags of recyclables**.

- Please empty loose containers—do not put plastic bags in the bins.
- Do NOT mix recyclables to avoid contaminating all of the recycling.

If the event generated **MORE than 3 bags of recyclables** take to Penn-Mar Recycling at 975 Kelly Rd, Cumberland, MD, Open M-F from 8am-4pm, at the rear where metal and other items are accepted.

- Return recycling bins if borrowed.
- Complete the Special Event Recycling Report Form to let us know how much you recycled:  
[alleganygov.org/311/Special-Events-Recycling](http://alleganygov.org/311/Special-Events-Recycling)

## 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.
- 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.
- Move the full bags to a recycling staging area (if a small vehicle isn't available to move bags.)
- 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!"
- Clean off recycling containers to limit bee/bug attraction. After the event, help collect signs, banners and recycling bins. Clean the containers before returning.

*Use these conversion factors to estimate the weight of event-generated recycling*

