

Cumberland County Community Event Recycling Guide and Equipment Request Forms



ClearStream Recycler



ClearStream Transporter



Cargo Trailer

Prepared by:
Cumberland County Recycling & Waste Department

Some of the information in this document has been borrowed from the Lancaster County Solid Waste Management Authority's *Event Recycling Guide* and the United States Environmental Protection Agency's *Recycle on the Go* initiative to encourage recycling in public places such as parks, stadiums, convention centers, airports and other transportation hubs, shopping centers, and at special events. Funds to purchase the equipment described in this manual were provided in part by a Pennsylvania Department of Environmental Protection Act 101 Section 902 Recycling Grant.

Why Recycle at Events?

Recycling Is the Law:

The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988, commonly known as Act 101, requires municipalities with a population of 10,000 or more, or with a population of more than 5,000 but less than 10,000 and 300 people or more per square mile, “to separate high grade office paper, aluminum, corrugated paper and leaf waste and other materials deemed appropriate by the municipality generated at commercial, municipal or institutional establishments and from community activities and to store the material until collection.” Community activities are defined as events which include, but are not limited to, fairs, bazaars, socials, picnics and organized sporting events that will be attended by 200 or more individuals per day regardless of the length of time of the event.

Materials commonly required to be recycled at community events include corrugated cardboard from vendors/concessionaires, as well as aluminum cans and plastic bottles from attendees.

Recycling Saves Resources:

Recycling can be linked to resource conservation. A prime example is aluminum can recycling. Making a can from recycled aluminum saves approximately 95% of the energy it would take to make that can from virgin materials. Consider that it takes the equivalent of six ounces of gasoline to produce a single aluminum can and it’s easy to see how recycling is a major contributor to resource conservation.

In addition to saving natural resources, recycling also removes well over one third of the waste stream that would otherwise end up in disposal facilities. So, recycling plays a major role in extending the life span of waste disposal facilities.

Recycling Can Save You Money:

Last but not least, recycling can help to save your event money. Recycling removes materials from the waste stream, which in turn leaves you with less waste requiring disposal. For every ton of material that you recycle, you will pay for one less ton of waste being disposed in facilities. This is known as cost avoidance. Also, since you pay for trash service by volume, removing materials that may take up a majority of your disposal container space, such as plastics, aluminum and cardboard, you can expect to use less disposal space, which could allow you to downsize your refuse dumpster.

Recycling Is Popular With the Public:

Most people want to continue to recycle “on the go,” at work, or at community events. By establishing a convenient collection program, your patrons can continue good waste management practices, as they do at home.

Setting Up a Recycling Program at Your Event

Establishing an effective and sustainable recycling program at events in your community may seem like a daunting task. However, successful programs share many things in common, including the same basic steps. The following eight steps will help you design and implement an effective recycling program.

- Step 1: Select a Recycling Coordinator
- Step 2: Determine the Waste Stream
- Step 3: Practice Waste Prevention
- Step 4: Include Concessionaires, Staff and Volunteers
- Step 5: Select a Hauler/Market
- Step 6: Set up the Collection Program
- Step 7: Facilitate Outreach and Education
- Step 8: Monitor and Evaluate the Program

Step 1: Select a Recycling Coordinator

Appoint a recycling coordinator to oversee the entire operation which includes determining the waste stream, conducting a waste assessment, setting up the collection program, facilitating education and outreach, and tracking progress. This individual should understand how waste is currently handled at the event. Depending on the size of the event, it may be advantageous to appoint a committee to help the coordinator plan and make decisions about the recycling program. Committee members may include event staff, concessionaires/vendors, and the coordinator of volunteers, if your event is using volunteers to help with the waste and recycling program.

Step 2: Determine the Waste Stream

Conducting a waste assessment is the first step in planning a waste reduction/recycling program. The waste assessment is an evaluation of existing solid waste management practices. It looks at:

1. The composition of the waste stream
2. The weight or volume of its various components
3. The sources of the waste
4. The system for collecting the waste and removing it for disposal
5. The costs of the waste management system

Conducting a waste assessment can be as simple as looking in waste containers or a dumpster if all the waste contained in the dumpster is generated at the event. For example, when conducting a waste assessment at a fair or concert, the materials being disposed of in the dumpster are most likely all generated at the event. However, at scholastic sporting events, a waste assessment may simply entail a visual evaluation of the materials in a few refuse containers.

An On-Site Solid Waste Management/Recycling Evaluation Form that can be used as a guide during a waste assessment can be found on Page 7 of this guide. Information you obtain from a waste assessment will help you to determine which recyclables to collect. For example, if half of the waste stream is plastic bottles but only one percent is corrugated cardboard, you will likely want to begin a program to collect the plastics, and add corrugated cardboard collection at a later time if it can be done economically and efficiently.

Many events will generate predominantly plastic bottles and aluminum cans from attendees as well as corrugated cardboard from concessionaires' packaging, so these will likely be the materials to focus on when beginning a recycling program.

Step 3: Practice Waste Reduction

Waste reduction refers to using less material and ending up with less waste to manage. In addition to environmental benefits, waste reduction saves money through avoiding the costs associated with disposal. By reviewing the waste assessment, you may be able to target certain materials that could be eliminated from the waste stream by simply changing purchasing habits. An opportunity for source reduction at events may be purchasing goods that use less packaging materials.

While there may not always be opportunities to significantly reduce the waste being generated through source reduction, guidelines for purchasing and vending food and beverages that come in containers that can be easily recycled are helpful to determine what refuse and recyclables will ultimately be generated.

Step 4: Locate a Market/Hauler

Before beginning a recycling program, be sure to have a market ready to accept your material. Recycling is more than collecting materials; it is marketing them for remanufacture into other products. If your event chooses to contract with a hauler rather than haul recyclables directly, ask your current trash hauler if they also offer recycling pickup. Contracting with a hauler may be the most convenient option for directing recyclables to a market.

Some events, typically smaller-scale or one-time special events, haul their own refuse and recyclables. Although this method may be less expensive than contracting with a hauler, the time and resources spent to manage the waste through this method should be taken into account before beginning the program.

Step 5: Set Up the Collection Program

Making recycling easy and convenient will greatly boost levels of public and vendor participation.

Layout

For best results, collection bins should be placed next to trash cans and close to where the recyclables are generated, such as near the food court or near the concessionaires/vendors. Placing collection bins conveniently next to each trash can results in a greater recovery of materials. Make sure that it's just as easy for the public to recycle as it is to throw something away.

Collection Containers and Bags

Possibly the greatest cost associated with setting up a recycling program is purchasing collection containers. However, Cumberland County will loan *ClearStream* recycling collection equipment to help with event recycling in Cumberland County. The equipment available for borrowing and associated guidelines are geared towards both small organizations / small events and large organizations / large events. Request forms for both types of events are available on Pages 12 and 13 of this guide.

Removing Materials from Collection Containers

The event staff/volunteers will be responsible for transferring the materials from the *ClearStream* containers to a dedicated dumpster or roll-off container. Although they will be emptying two separate containers, it usually does not take more time to collect the materials because the staff/volunteers are moving the same amount of material.

Volunteers may be an efficient way to collect refuse and recycling at your event. Many groups, like Boy Scouts/Girl Scouts and church groups look for activities to better the community through volunteer service. Also, many school districts require students to perform a certain amount of community service time. Students interested in environmental issues may want to spend their time helping an event with recycling.

Storage and Pickup

Once the recyclable materials have been removed from the collection containers, they need to be stored on-site until picked up by a hauler or delivered to a recycling drop-off location. The most common form of on-site storage for large events is a dumpster or roll-off container similar to those used for the waste. For smaller events, rolling curb carts could be used to store recyclables.

If your event chooses to contract with a hauler for collection services, you need to check with the company to see if they will pick up on a scheduled time or if they need to be contacted for a pick up when the roll-off container is full. If your event chooses to haul its own trash and recycling to a facility, be sure to confirm that the facility will accept the materials that you plan to separate.

Step 6: Publicize and Promote the Program

Education is the best way to encourage the public and concessionaires to recycle. Use signs, displays, and ads in your event program, etc., to teach them:

- **WHY** they should recycle (Include energy savings with recycling facts in your literature or signage).
- **WHAT** they should recycle (tell the attendees what materials they should be recycling and those they should not, such as plastic cups).
- **WHERE** they can recycle (show where recycling containers will be placed on the event map or with clear signage near the containers).
- **HOW** they can recycle (tell attendees to place materials in the containers and do not mix trash and recyclables).

An effective promotional practice is to include signage at the event showing how much material was recycled at last year's event or state goals that you are trying to reach at this year's event, such as a 50% diversion rate (50% trash, 50% recyclables). This will stimulate participation from attendees by letting them know that they are playing a vital role in recycling.

If your event has a guide or program, post information pertaining to the amount recycled at last year's event and thank attendees for their help. A fact sheet about energy savings through recycling can be found on Page 6 of this guide. You can customize your message to attendees relating the amount they recycled at previous events to how much gasoline they saved. For example, if you estimate that your event recycled 1,000 aluminum cans, you can advertise to attendees that they helped to save enough energy to power a television for 125 days!

Step 7: Recycling Program Evaluation

The final step is an important one. Continually evaluating your recycling program can lead to changes to make it more cost effective. For example, if you determine that your event recycled 25% of what was generated, planning to use 25% less waste capacity for your next event could save you money.

Evaluating the success of the waste and recycling program, such as quantifying the amount of material recycled, will give your event great information to publicize and promote the program (Step 6) for the next event.

Along with collecting data, getting feedback from the vendors/concessionaires, volunteers and attendees can also help to improve your program for future events. With input from these individuals, everyone can be a part of the successful waste reduction and recycling program.

Example Recycling Fact Sheet

Remember to Recycle!!

Put your empty aluminum cans and plastic bottles in the bins marked for recycling.

Put your trash in the trash bins.

Don't mix trash and recycling.

Recycling one aluminum can saves enough energy to:

- power a television or computer for 3 hours
- light a 100-watt light bulb for 20 hours

Recycling 14 recycled PET (#1) bottles can:

- make one extra-large polyester T-Shirt

Recycling one ton of paper saves:

- 17 trees and 7,000 gallons of water

On-Site Solid Waste Management/Recycling Evaluation Form

Date: _____

Event: _____

Type of Event/Activity: _____

Waste Hauler: _____

Container Type(s)/Size(s): _____

Frequency of Pickup: _____

Cost per Event: _____

Recyclable Materials (estimate amount generated by % of volume or weight)

Office Paper: _____

Corrugated Cardboard: _____

Aluminum Cans: _____

Glass Bottles/Jars: _____

Ferrous Scrap: _____

Tin Cans: _____

Wood Waste: _____

Pallets: _____

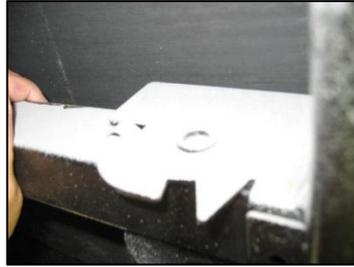
Plastic: _____

Other: _____

Non-Recyclable Materials (estimate amount generated by % of volume or weight)

ClearStream Recycling Container, Transporter, and Wells Cargo Trailer Instructions

1. The Wells Cargo Trailer has stabilizer jacks located on the underside of the trailer near the rear. It is recommended that the stabilizer jacks be engaged before unloading the trailer. To engage, grasp the stabilizer jack near its foot, pull toward the center of the trailer and then down. The foot can be extended by pushing down on the pedal located immediately above it. Extend the foot until it makes contact with the ground.



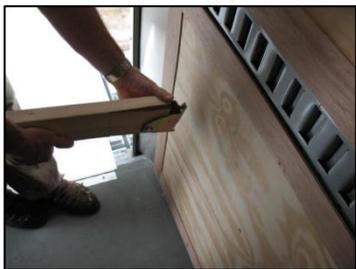
2. Open the rear door of the trailer by grasping the handle and pulling away from the trailer. Once the door is down, fold out the ramp extension.



3. Fold the transition plate down.



4. Remove the rear beam by pushing on the E-Track socket spring lever. Pull socket away from the E-Track while rotating downward until it is completely disengaged from the E-Track. Repeat for other side and remove the beam to a safe place.



5. Unlock the wheel locks on the transporter cart. Roll the transporter cart off the trailer. A full transporter weighs approximately 315 pounds.



6. Remove a plastic lid and a metal frame. Unfold the metal frame and place securely on the ground, making sure the double bar is on top. Place a plastic bag in the center of the frame and pull a top edge of the bag outward through one of the double bars at the top of the frame approximately 6 inches. Push the top edge of the bag over the double bar enough to catch the corners. Repeat on other side. Place the plastic lid on top, making sure the hooks snap securely onto the metal frame.



7. Disassembly and loading is the opposite of unloading and assembly. Metal frames should be placed on the transporter with the double bar all to the same side and leg stops up. Cardboard should be placed between each transporter as a means to reduce wear and tear while traveling in the trailer. There are arrows above the E-Track slots indicating where the beam sockets should be attached.



8. Remember to raise the rear stabilize jacks if they were lowered in step 1.



Small Organization / Small Event Recycling Equipment Lending Agreement

Name of Event: _____

Date: _____ Rain Date: _____

Hours: _____

Event Address: _____

Event Manager or Contact Person: _____

Title: _____ Phone: _____

Event's Principal Sponsoring Organization: _____

Recycling History: _____

What materials do you plan to recycle and how are the recyclables going to be marketed from the event? _____

Name of person authorized to sign for containers (please print): _____

Number of containers requested: _____

Would you like the containers on transporters (20 containers per transporter)? _____

Event will purchase:

_____ Number of clear recycling bags (organization must pre-pay for bags @ \$0.50 per bag). Organization may provide their own bags.

Lost/Stolen/Severe Damage Note: A \$50 per unit charge may be incurred for any lost, stolen or severely damaged *ClearStream* unit and a \$400 per unit charge may be incurred for any lost, stolen or severely damaged *ClearStream* transporter. Equipment may not be altered in any way.

Indemnification: Organization shall protect, indemnify and hold harmless Cumberland County, Recycling & Waste Department and Recycling & Waste Authority, their officers, agents, servants and employees from and against all liabilities, actions, suits, legal proceedings, claims, demands, costs, expenses and attorneys' fees and shall defend County, Department and Authority and their officers, agents, servants and employees in

any suit, including appeals, for personal injury or death of any person or persons or loss or damage to property from any of the loss arising out the transport, operation and maintenance, or use of Equipment. Cumberland County, Department and Authority shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorneys' fees arising out of the activities contemplated under this Lending Agreement or the willful or negligent act or omission of Organization, its officers, agents, servants and employees relating to Equipment.

I certify that I am an authorized representative of the above organization, that the above statements are true to the best of my knowledge, and that I accept the terms of the agreement.

Signature: _____

Date: _____

Large Organization / Large Event Recycling Equipment Lending Agreement

Organization: _____

Name of Event: _____

Address: _____

Phone: _____ Email: _____

Name of person authorized to sign for trailer and/or containers (please print):

Organization is borrowing:

Option 1:

_____ Number of containers (No trailer)

_____ Would you like the containers on transporters (20 containers per transporter)?

Option 2:

_____ Trailer and all containers (Must provide certificate of insurance before picking up trailer and complete the attached trailer inspection report with a Cumberland County representative during trailer pick up and return. Trailer has electric brakes, 2 & 5/16 hitch, and weighs approximately 5,200 pounds loaded.)

Event will purchase:

_____ Number of clear recycling bags (organization will be billed @ \$0.50 per bag). Organization may provide their own bags.

Lost/Stolen/Severe Damage Note: A \$50 per unit charge may be incurred for any lost, stolen or severely damaged *ClearStream* unit and a \$400 per unit charge may be incurred for any lost, stolen or severely damaged *ClearStream* transporter. Equipment may not be altered in any way. Additional costs may be incurred for damage to the cargo trailer.

Insurance: Prior to picking up the trailer, organization shall provide Cumberland County a certificate of insurance naming Cumberland County as an additional insured on organization's Automobile Liability (property damage and bodily injury) Insurance Policy, with no less than \$1,000,000 coverage, for the time organization is in possession of the trailer.

Indemnification: Organization shall protect, indemnify and hold harmless Cumberland County, Recycling & Waste Department and Recycling & Waste Authority, their officers, agents, servants and employees from and against all liabilities, actions, suits, legal proceedings, claims, demands, costs, expenses and attorneys' fees and shall defend County, Department and Authority and their officers, agents, servants and employees in any suit, including appeals, for personal injury or death of any person or persons or loss or damage to property from any of the loss arising out the transport, operation and maintenance, or use of Equipment. Cumberland County, Department and Authority shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorneys' fees arising out of the activities contemplated under this Lending Agreement or the willful or negligent act or omission of Organization, its officers, agents, servants and employees relating to Equipment.

I certify that I am an authorized representative of the above organization, that the above statements are true to the best of my knowledge, and the organization accepts the terms of the agreement.

Signature: _____

Date: _____

Trailer Inspection Report

Mark Each View with a Check Mark if Damage is Noted							
Outbound Date: _____				Inbound Date: _____			
							
Left Side	Top	Front	Rear	Left Side	Top	Front	Rear
							
Right Side	Bottom			Right Side	Bottom		
Damage Noted:				Damage Noted:			

Mark All Damage Found During Inspection:
 "S" = Scratch, "D" = Dent, "M" = Missing, "B" = Broken

Outbound		Inbound		Item	Outbound		Inbound		Item
O.K.	Damage	O.K.	Damage		O.K.	Damage	O.K.	Damage	
				LEFT SIDE					INTERIOR
				Fender					Floor
				Lights					Sides
				Tires					Roof
				Wheels & Lugs					Dome Lights
				Sheet Metal					Transition Plate
				Screws					Ramp Extension
				Reflectors					Side Door & Latch
				RIGHT SIDE					Rear Door Springs & Cables
				Fender					E-Track
				Lights					Boards & Sockets
				Tires					FRONT
				Wheels & Lugs					Hitch
				Sheet Metal					Wire Connections
				Screws					Lights
				Reflectors					Stoneguard
				Door & Latch					Top Wind Jack & Sand Pad
				BOTTOM					Safety Chains
				Stabilizer Jacks					OTHER
				Frame					Coupler Lock
				REAR					Keys
				Lights					
				Reflectors					
				Door & Latches					
				Locks					
				Screws					
				TOP					
				Roof Vent					

/

Organization Representative: _____ Printed _____ Signature _____

/

County Representative: _____ Printed _____ Signature _____