

SOUTH TAHOE REFUSE AND RECYCLING

SPECIAL EVENT RECYCLING PROGRAM



Thank you for including recycling as an important element of your special event.

Are you a non-profit organization? _____ No _____ Yes, **Non-Profit Tax ID #** _____

Name of Organization: _____

Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Event Name: _____

Event Date(s): _____ Start Time: _____ End Time: _____

Event Location: _____

Delivery Date: _____ Pickup Date: _____

- Determine the types and number of recyclable/compostable materials that will be sold and brought to the event.
- Determine who will organize and maintain this part of your event.
- One hundred (\$100.00) dollar refundable deposit (by check or credit card) is required for all events.

Identify Your Needs:

Event Type	Recycling	Food Waste	Trash	STR Staff
Non-Profit	no charge	\$ 50	per yard charges	\$ 20/hr/per person
For-Profit open to the public	\$ 100 per kit	\$ 75	per yard charges	\$ 20/hr/per person
Private i.e., wedding, reunion	\$ 150 per kit	\$ 100	per yard charges	\$ 20/hr/per person

Reserve Your Resources:

_____ Recycling Kits – Combination for Lock – **2140**

- One (1) 4 to 6-yard recycling dumpster, with lock
Place your bagged recyclable materials and loose cardboard in this dumpster.
- Six (6), 23-gallon blue recycling receptacles
- Twelve (12), 23-gallon blue bags
Mixed recyclables will be sorted at our Material Recovery Facility.

_____ Food (Zero) Waste Event – Four (4) green receptacles and signs are provided for compostables.

Compostable materials only, including bags and tableware, free from other contamination.

See Page 3 for a list of acceptable materials. A Food Waste training video is available at

<http://codywitt.wordpress.com/wecycle/>, Waste Diversion. Bring your bags of compostable materials to the South Tahoe Refuse Resource Recovery Facility (RRF), 2121 Eloise St., separately, with a check to “Full Circle Compost” for the Food Waste fee. Contaminated materials will be charged additional fees.

The RRF is open Monday through Friday, 8:00 a.m. to 5:00 p.m.

_____ Dumpsters for Trash

Disposal fees apply. Our office will contact you to arrange this service.

Attach site map and mark where all dumpsters should be placed.

Access must be adequate and authorized by the property owner.

Attached you will find information on organizing your Special Event Recycling.

Please sign and return that form with this page. Keep a copy for organizing your event.

Questions? (530) 541-5105, Ext. 3 Fax: (530) 544-2608

SOUTH TAHOE REFUSE AND RECYCLING

SPECIAL EVENT RECYCLING and ZERO-WASTE PROGRAMS



How to organize for a successful recycling/z-waste event:

- Your blue recycling dumpster will be delivered per your application. The combination to the lock on the dumpster is **2140**.
- Place the blue recycling containers that are inside the recycling dumpster at strategic locations throughout your event. We suggest that they be next to trash receptacles so that people make the conscious decision to recycle. This will help reduce contamination in your recycling containers. Place an extra blue bag in the bottom of the blue container before lining the container with a blue bag. If it is windy, place one or two full water bottles in the bottom of the container.
- Assign specific staff/volunteers to check the blue recycling containers on a regular basis, every hour or so. When bags are full, they should be removed, a new blue bag placed inside the container, and the full blue bag placed in the recycling dumpster provided for recyclables. Loose, clean cardboard can also be placed in this dumpster. Be sure that cardboard is flattened so that you have adequate room in your dumpster for the bags of recyclables and the blue recycling containers at the end of your event.
- At the end of the day, collect the blue recycling containers, tie the blue bags up and place everything inside the recycling dumpster. Place the lock on the recycling dumpster so that trash or other contamination is not inadvertently placed in this dumpster.
- Your recycling dumpster will be picked up by STR after your event as indicated on your application form. We will take your recyclable materials back to our Material Recovery Facility where our staff will sort them by type. The materials will eventually be shipped to processors to be made into new and useful items. Together we can reduce what goes to the landfill and put these resources to better use.
- Keep close track of the blue recycling containers. You will be charged **\$90 for the replacement of lost containers and/or lids**. Your application grants STR the right to enter the premises for delivery and retrieval of receptacles. You are liable for any personal injury or property damage resulting from use of this program. If you have any questions about the recycling program, please call (530) 541-5105, Ext 3.
- If you are doing a **food (zero) waste composting event**, use the green containers for your compostable materials. Line them with compostable garbage can bags. Compostable utensils and products must be used. See Page 3 for a contact for those products. Return the green containers to the blue recycling dumpster after your event. **Do not put the bags of compostable materials in the blue dumpster. You must bring the bags of compostable materials to the South Tahoe Refuse Resource Recovery Facility, 2121 Eloise St., separately, with a check to "Full Circle Compost" for their composting fee.** Leave the check with the facility cashier. A training video is available at <http://codywitt.wordpress.com/wecycle/>, Waste Diversion, Food Waste Training.

Date: _____

Sign and Fax to: (530) 544-2608

**CONGRATULATIONS ON CHOOSING TO MAKE
YOUR SPECIAL EVENT EARTH-FRIENDLY!**

Yes! Compostable!

Produce (vegetative waste) & food residuals

- Fruit & vegetables
- Bread, pasta, grains
- Coffee grounds & filters
- Dairy products (milk, butter, cheese)
- Eggshells, nutshells
- Tea bags
- Meat, fish, and chicken

Paper

- Cardboard boxes (with packing tape removed)
- Greasy pizza boxes
- Milk cartons
- Paper bags containing vegetative waste
- Paper towels & napkins
- Shredded paper
- Uncoated paper plates & cups
- Waxed cardboard

Compostable Specialty Products

- Compostable cups, plates, flatware (Order through Full Circle Compost's approved vendor, C & M Food Distributors, Reno; c-m-foods.com, 775.787.3020). These products look very similar to non-compostable plastic products. It is suggested that you purchase compostable products which are clearly marked as such. (Waste contaminated with plastic products is subject to additional fees.)
- Compostable BioBags. No matter which brand of bag you use the most important issue is that **ALL** of the material put into the bag is compostable. Because of the necessity to sort out non-compostable materials, we must charge extra for contamination.

Not Compostable! Recycle or Take to the landfill!

- Aseptic packaging (soy milk containers, juice boxes)
- Aluminum foil, bottles or cans
- Bundles tied with wire, nylon cording, plastic banding
- Coated paper cups & plates
- Drink pouches
- Facial or toilet tissue
- Hot liquid cups or containers (example: coffee cups etc)
- **Plastic or synthetic materials of any type**
 - Plastic bags, utensils and bottles
 - Plastic wrappers, plastic corks
 - Styrofoam containers
- Hazardous wastes
- Liquids, including grease