

# CITY OF PORTLAND EVENT RECYCLING PROGRAM

## RECYCLING SYSTEM SET UP GUIDE

*Make recycling at your event a success!*

### Maximize collection and reduce contamination of recyclables with strategic placement of signs and receptacles.

When garbage ends up in recycling containers, the whole bag is considered contaminated and becomes garbage.

- Use the buddy system — place recycling/composting and trash receptacles together.
- Limit the number of recycling/waste stations to allow for ease of monitoring. Place larger stations in areas where high volumes of waste will be generated.
- Make recycling stations highly visible, (e.g. a flag on a tall pole, balloons, signs, etc.) and in convenient locations, like areas where people buy and eat food.
- Label recycling and garbage containers with clear, large and simple wording and place signage at eye level. If feasible, attach a physical sample of the acceptable material to its container.
- Use clear plastic bags as liners for recycling containers for easy identification and removal of contaminants. Use black bags with garbage containers.
- Place a few empty plastic bottles and cans in the containers at the beginning of the event to serve as a visual aid.
- Staff all recycling stations at all times. If this is not possible, then assign someone to check each area periodically.



*Banner signs on pole increase visibility of recycling stations at the Rose Festival.*



*Samples of printed signs available through the program.*

Questions? Call 503-725-5147  
[www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)

Printed on 100% post-consumer recycled paper.  
recycle\_event-a 06/14/16



Bureau of Planning and Sustainability  
Innovation, Collaboration, Practical Solutions.

City of Portland, Oregon



# CITY OF PORTLAND EVENT RECYCLING PROGRAM

## Recycling container assembly instructions

The City loans Clearstream recycling containers. Each container requires a minimum 35-40 gallon bag (approximate dimensions 40"x48"). We suggest using clear bags for recycling and black bags for non-recyclables.

1. Set up frame with round **slots** up.
2. Pull bag through **slot** and fold edge back over frame. Repeat with other side.
3. Tug on center edges of bag between frame to secure.
4. Place blue lid over frame.
5. The container is ready for recycling!



## Communicate with vendors and exhibitors

1. Notify vendors and exhibitors of your garbage, recycling and compost collection setup.
2. Provide clear instructions on how to recycle at the event and the contact details for the event recycling team coordinator if they have questions.
3. Be sure all food vendors know the proper procedures for recycling their materials, such as rinsing food out of containers, flattening cardboard boxes, etc.

## How to promote recycling/waste reduction at your event

- Include information about your recycling efforts in press releases, event programs, marketing and advertising materials.
- Hang banners or signs on garbage and recycling receptacles.

## Event wrap up

- After the event, it is helpful to determine your success rate by looking at the amounts of waste diverted from the landfill. Knowing this can help build the case for your sustainability efforts at the event, and educate organizers and attendees about the event's goals.

**Calculate your diversion rate by using the following formula:**

$$\text{Diversion rate} = \frac{\text{Amount recycled}}{(\text{Amount recycled} + \text{Amount disposed})}$$

.....  
**Thank you for your support of event recycling!**

# CITY OF PORTLAND EVENT RECYCLING PROGRAM

## PROGRAM EQUIPMENT FOR LOAN

### *Containers and Signs*

#### CONTAINERS



##### Clearstream Recycling Container

**USE:** The collection of plastic bottles and aluminum cans.

**COMPONENTS:** One (1) blue metal frame and one (1) blue plastic lid (bag not included).

**BAGS:** Requires 40"W x 46"H clear can liners available by the case at any janitorial/restaurant supply store.

**DIMENSIONS:** Assembled: 24"W x 17"D x 39"H (with lid), Unassembled: 24"W x 1"D x 40"H

**CLEANING:** Plastic lids should be cleaned with soap and water and metal frames should be wiped down before return.



##### Papermax Recycling Container

**USE:** The collection of clean paper (flyers, newspapers, non-food soiled)

**COMPONENTS:** One (1) green metal frame and one (1) green plastic lid (bag not included).

**BAGS:** Requires 40"W x 46"H clear can liners available by the case at any janitorial/restaurant supply store.

**DIMENSIONS:** Assembled: 24"W x 17"D x 39"H (with lid), Unassembled: 24"W x 1"D x 40"H

**CLEANING:** Plastic lids should be cleaned with soap and water and metal frames should be wiped down before return.



##### Food Scrap Brute

**USE:** The collection of food scraps.

**COMPONENTS:** One (1) green plastic brute (bags not included)

**BAGS:** Can be used with or without bags. Uses 39 gallon or larger compostable bags available by the case at any janitorial/restaurant supply store.

**DIMENSIONS:** 19"Dia x 29"H

**CLEANING:** Brutes should be cleaned with soap and water, allowed to dry, and be free of any compostable materials and/or liquids before return.



##### Glass Brute and Lid

**USE:** The collection of large quantities of glass bottles and jars.

**COMPONENTS:** One (1) blue plastic brute and one (1) blue plastic lid with hole cut in center.

**LABELS:** Reads Portland Recycles! On both sides, stickers on lid indicate the collection of glass bottles and jars only.

**BAGS:** Bags not required or recommended.

**DIMENSIONS:** 19"Dia x 29"H

**STORAGE:** Multiple units can be stacked.

**CLEANING:** Brutes should be cleaned with soap and water, allowed to dry, and be free of any broken glass and/or liquids before return.

Questions? Call 503-725-5147  
[www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)

Printed on 100% post-consumer recycled paper.  
recycle\_event-a2 06/14/16



Bureau of Planning and Sustainability  
Innovation. Collaboration. Practical Solutions.

City of Portland, Oregon



# CITY OF PORTLAND EVENT RECYCLING PROGRAM



## Trash

**USE:** The collection of trash (for landfill).

**COMPONENTS:** One (1) Clearstream frame or similar container (bags not included), that requires additional signage.

**BAGS:** Requires 45 gallon or larger black *trash only* bag provided by PER.

**DIMENSIONS:** Assembled: 24"W x 17"D x 39"H, Unassembled: 21"W x 1"D x 40"H.

**NOTE:** Portland Event Recycling Program can provide events with up to 30 trash containers.



## Glass

**USE:** The collection of small amounts of glass bottles and jars.

**COMPONENTS:** One (1) blue plastic curby.

**DIMENSIONS:** 20.5"W x 15.5"D, 13"H. **STORAGE:** Multiple units can be stacked.

**STORAGE:** Multiple units can be stacked.



## 5-Gallon Compost Bucket

**USE:** The collection of food scraps.

**COMPONENTS:** One (1) five-gallon white or yellow plastic bucket.

**BAGS AND CLEANING:** Can be used with or without bags. Small-sized biodegradable bags available by the case at any janitorial/restaurant supply store and some grocery stores. Clean bucket with soap and water before return.

**DIMENSIONS:** 12"Dia x 12"H

**STORAGE:** Do not stack buckets.

## SIGNAGE



## Recycling Station – Post and Banners

**USE:** To indicate the location of recycling stations at large events. Signs can be mounted on fence posts (provided), however fence posts may only be driven into the ground at Waterfront Park and on private property. Fence posts may not be used in other Portland Parks. Organizers will need to find other methods of mounting signs (example: using zip ties or bungee cords to connect to event tents).

**COMPONENTS:** One (1) eight-foot tall sign made of PVC and two banner signs, one (1) metal fence post.

**DIMENSIONS:** Pole: 8'H, Banners: 45"W x 35"H. **CLEANING:** Wipe clean before return.



## H-Frame and Signage

**USE:** To indicate the types of materials collected by a particular container. H-Frames and signs are designed for outdoor use on soft ground. H-Frames and signs are okay to use in Portland Parks. For events held indoors or on concrete, signs are available as printable posters that can be taped to surfaces.

**COMPONENTS:** One (1) square sign mounted on one (1) wire H-Frame.

**DIMENSIONS:** Sign: 14" x 14", Frame: 31"H. **CLEANING:** Wipe clean sign frames before return.



All containers should be wiped clean before return; metal frames can be folded and stacked for storage; containers can be stacked except *compost buckets*.

# CITY OF PORTLAND EVENT RECYCLING PROGRAM

## RECYCLING DROP OFF AND FOOD SCRAPS LOCATIONS

*Where to take your event recycling and waste materials*

The centers listed below accept the same items that are collected at the curb: rinsed glass, plastic containers, mixed paper products and metal. Hours and materials accepts are subject to change. Call Metro Recycling Information at 503-234-3000, or go online to [www.oregonmetro.gov](http://www.oregonmetro.gov) for the most current information.

Center	Location	Phone	Hours	Accepts
<b>1 Metro Central Transfer Station</b>	6161 NW 61st Avenue	503-234-3000	Daily 8 a.m. - 5 p.m.	recycling, garbage and food scraps
<b>2 Far West Fibers</b>	2005 N. Rosa Parks Blvd.	503-329-2890	Daily 9 a.m. - 5 p.m.	recycling
<b>3 Far West Fibers</b>	4930 SE 26th Avenue	503-238-1640	Daily 8 a.m. - 4 p.m.	recycling
<b>4 Far West Fibers</b>	12820 NE Marx	503-255-2299	Mon - Fri 8 a.m. - 5 p.m., Sat/Sun 8 a.m. - 4 p.m.	recycling

NOTE: There is no charge for source separated recyclables, but garbage and yard debris do have fees based on weight of load. Self-hauled food scraps can only be taken to Metro Central. Call Metro at 503-234-3000 for current fees.

Questions? Call 503-725-5147  
[www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)

Printed on 100% post-consumer recycled paper.  
 recycle\_event-b 05/12/16



Bureau of Planning and Sustainability  
 Innovation. Collaboration. Practical Solutions.  
 City of Portland, Oregon



# CITY OF PORTLAND EVENT RECYCLING PROGRAM

## RECYCLING DROP OFF AND FOOD SCRAPS LOCATIONS

*Where to take your event recycling and waste materials*

The centers listed below accept the same items that are collected at the curb: rinsed glass, plastic containers, mixed paper products and metal. Hours and materials accepts are subject to change. Call Metro Recycling Information at 503-234-3000, or go online to [www.oregonmetro.gov](http://www.oregonmetro.gov) for the most current information.

Center	Location	Phone	Hours	Accepts
<b>1 Metro Central Transfer Station</b>	6161 NW 61st Avenue	503-234-3000	Daily 8 a.m. - 5 p.m.	recycling, garbage and food scraps
<b>2 Far West Fibers</b>	2005 N. Rosa Parks Blvd.	503-329-2890	Daily 9 a.m. - 5 p.m.	recycling
<b>3 Far West Fibers</b>	4930 SE 26th Avenue	503-238-1640	Daily 8 a.m. - 4 p.m.	recycling
<b>4 Far West Fibers</b>	12820 NE Marx	503-255-2299	Mon - Fri 8 a.m. - 5 p.m., Sat/Sun 8 a.m. - 4 p.m.	recycling

NOTE: There is no charge for source separated recyclables, but garbage and yard debris do have fees based on weight of load. Self-hauled food scraps can only be taken to Metro Central. Call Metro at 503-234-3000 for current fees.

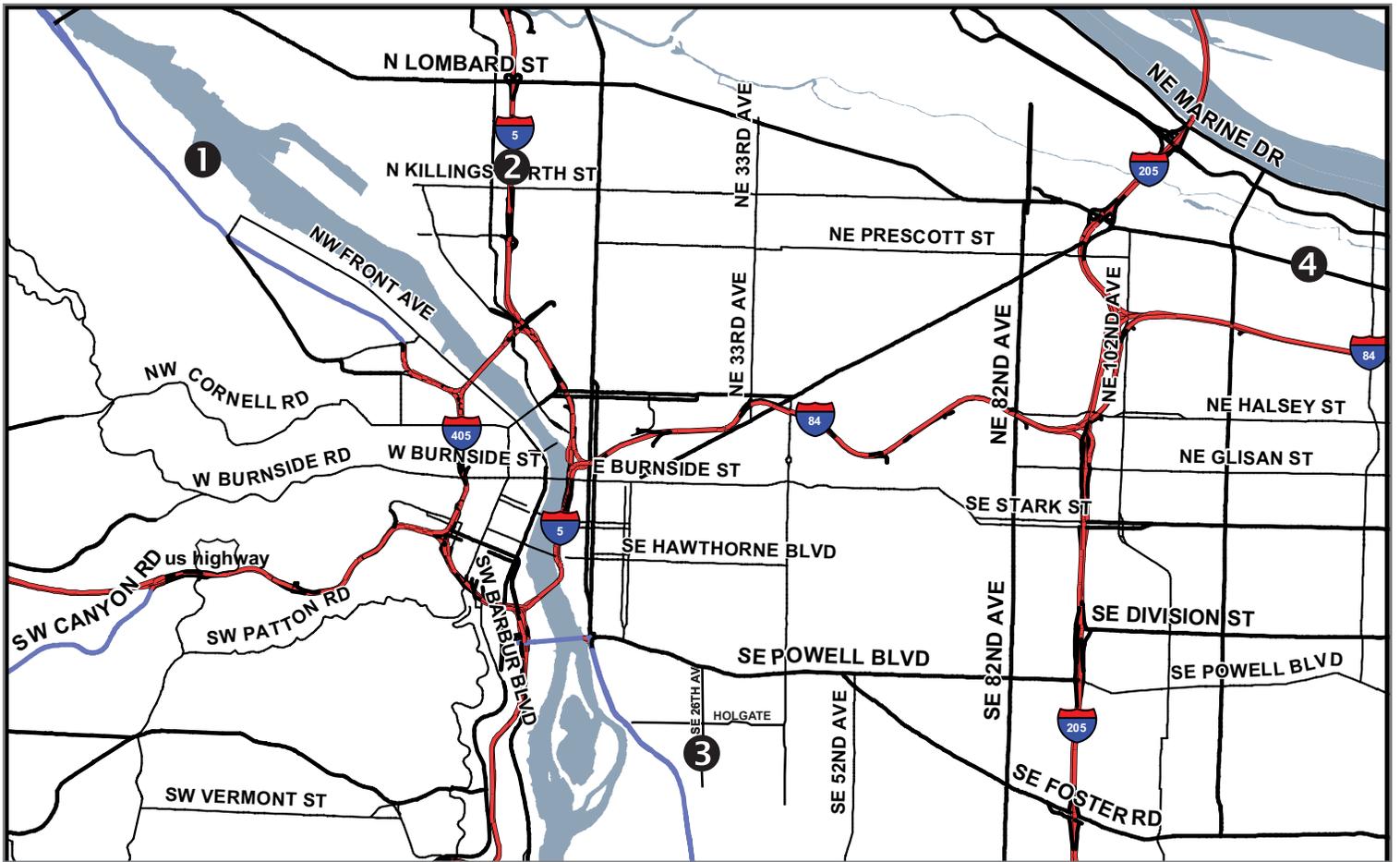
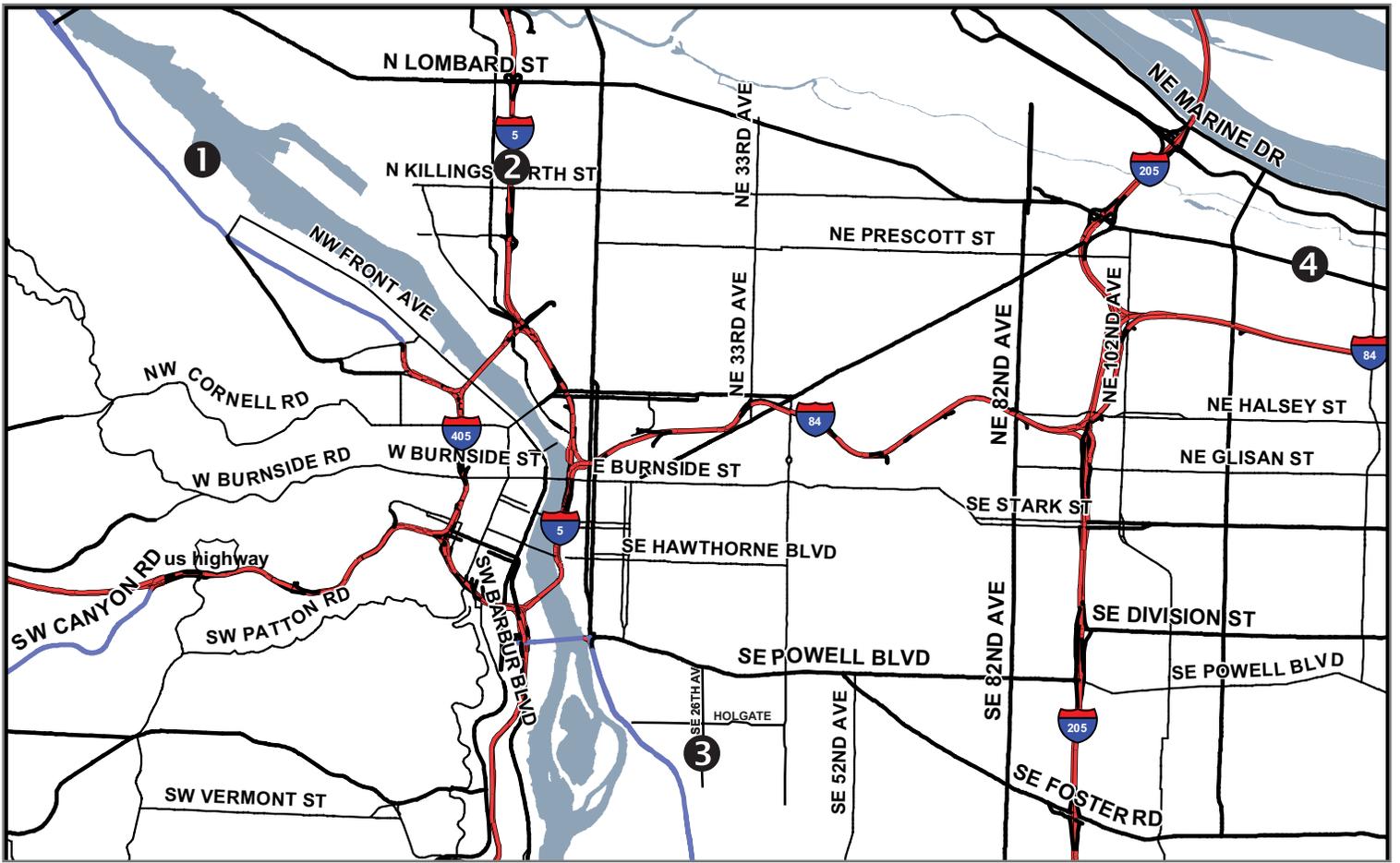
Questions? Call 503-725-5147  
[www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)

Printed on 100% post-consumer recycled paper.  
 recycle\_event-b 05/12/16



Bureau of Planning and Sustainability  
 Innovation. Collaboration. Practical Solutions.  
 City of Portland, Oregon





# CITY OF PORTLAND EVENT RECYCLING PROGRAM

## RECYCLING DROP OFF AND FOOD SCRAPS LOCATIONS

*Where to take your event recycling and waste materials*

The centers listed below accept the same items that are collected at the curb: rinsed glass, plastic containers, mixed paper products and metal. Hours and materials accepts are subject to change. Call Metro Recycling Information at 503-234-3000, or go online to [www.oregonmetro.gov](http://www.oregonmetro.gov) for the most current information.

Center	Location	Phone	Hours	Accepts
1 <b>Metro Central Transfer Station</b>	6161 NW 61st Avenue	503-234-3000	Daily 8 a.m. - 5 p.m.	recycling, garbage and food scraps
2 <b>Far West Fibers</b>	2005 N. Rosa Parks Blvd.	503-329-2890	Daily 9 a.m. - 5 p.m.	recycling
3 <b>Far West Fibers</b>	4930 SE 26th Avenue	503-238-1640	Daily 8 a.m. - 4 p.m.	recycling
4 <b>Far West Fibers</b>	12820 NE Marx	503-255-2299	Mon - Fri 8 a.m. - 5 p.m., Sat/Sun 8 a.m. - 4 p.m.	recycling

NOTE: There is no charge for source separated recyclables, but garbage and yard debris do have fees based on weight of load. Self-hauled food scraps can only be taken to Metro Central. Call Metro at 503-234-3000 for current fees.

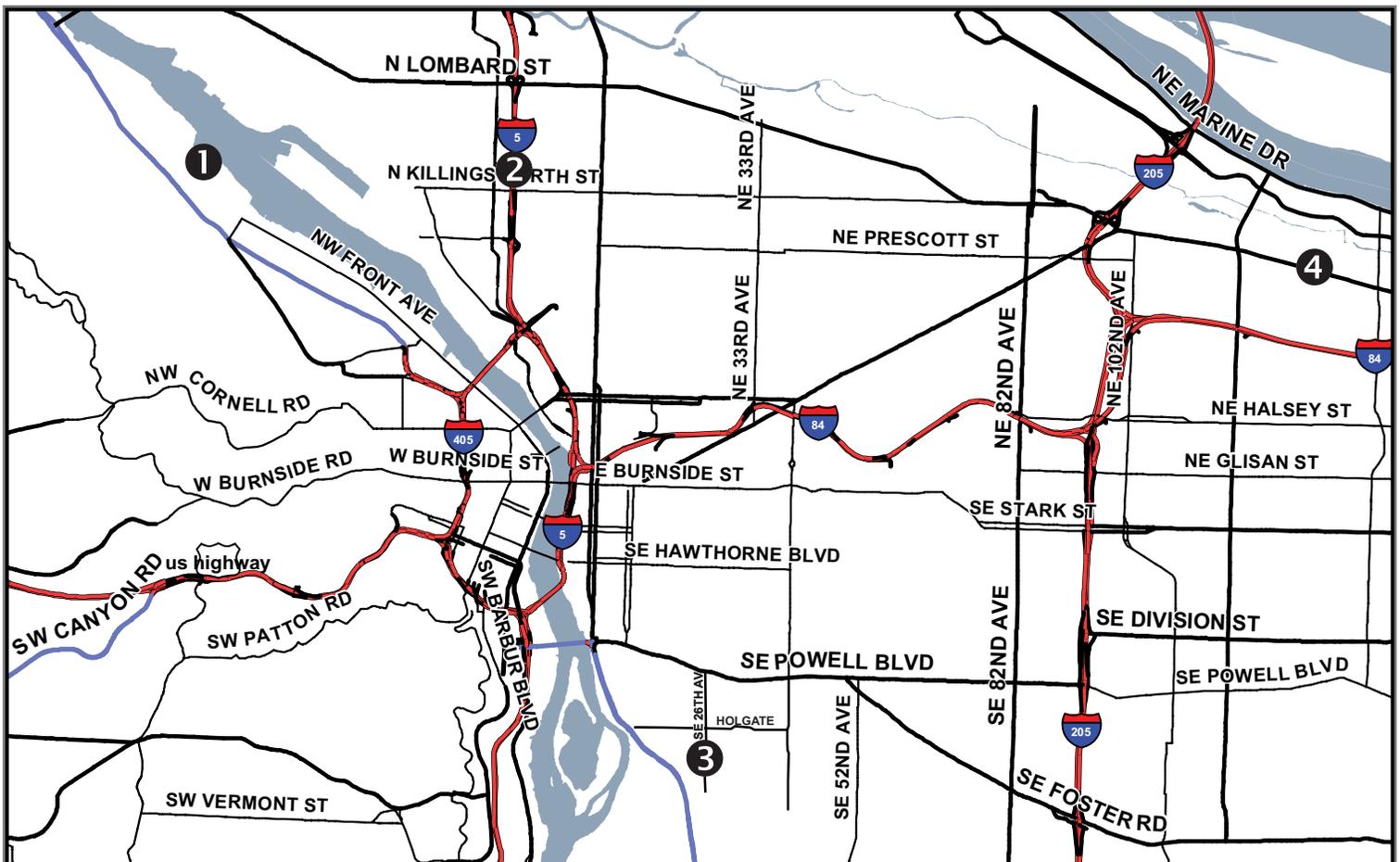
Questions? Call 503-725-5147  
[www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)

Printed on 100% post-consumer recycled paper.  
 recycle\_event-b2 05/12/16



Bureau of Planning and Sustainability  
 Innovation. Collaboration. Practical Solutions.

City of Portland, Oregon



# CITY OF PORTLAND EVENT RECYCLING PROGRAM

## EVENT CHECK OUT AGREEMENT

Event and Contact Information <small>Please Print</small>		Survey	
Event Name	Event Date	Event recurring? <input type="checkbox"/> yes <input type="checkbox"/> no	Number of years
Event Address		Contact same? <input type="checkbox"/> yes <input type="checkbox"/> no	Number of years
Contact Name		Event size <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L	Composting? <input type="checkbox"/> yes <input type="checkbox"/> no
Contact Address		Website familiarity: <input type="checkbox"/> CES <input type="checkbox"/> BPS	
Phone	E-mail	How did they hear about PER?	
Garbage and Recycling Service Provider		Attendance	

Equipment Supplied	Replacement Cost
<input type="checkbox"/> Clear Stream Frames, Trash <input type="checkbox"/> Bags	\$25
<input type="checkbox"/> Clear Stream Frames, Recycle <input type="checkbox"/> Bags	\$25
<input type="checkbox"/> Clear Stream Lids, Recycle	\$50
<input type="checkbox"/> Compost Brutes <input type="checkbox"/> Bags	\$50
<input type="checkbox"/> Recycling Station	\$100
<input type="checkbox"/> FOOD H-Frame Signs <input type="checkbox"/> RECYCLE H-Frame Signs <input type="checkbox"/> TRASH H-Frame Signs <input type="checkbox"/> GLASS H-Frame Signs	\$10
<input type="checkbox"/> Other:	\$ _____
<input type="checkbox"/> Pickup <input type="checkbox"/> Delivery    Check Out Date: _____    Scheduled Return Date: _____	

By signing this form, I pledge to properly implement all of the event guidelines I have received. I understand that I may be charged for the replacement costs of any of the above listed equipment should it be lost or damaged due to negligence. In order to keep this program free to users, I understand that it is my responsibility to return all containers clean and ready for use by the next event. Failure to do this will result in a \$100.00 cleaning fee. I agree to return the equipment on the agreed upon date unless otherwise arranged with the Event Recycling program staff at PSU (call 503-725-5147).

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only	
<input type="checkbox"/> All equipment returned <input type="checkbox"/> Incomplete return	Notes:
Missing Containers: _____	
Missing Other: _____	

Signature \_\_\_\_\_ Date \_\_\_\_\_

Questions? Call 503-725-5147  
[www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)

Printed on 100% post-consumer recycled paper.  
 recycle\_event-c 03/16/16



Bureau of Planning and Sustainability  
 Innovation, Collaboration, Practical Solutions.  
 City of Portland, Oregon



# CITY OF PORTLAND EVENT RECYCLING PROGRAM

## FOOD SCRAP COLLECTION SET UP GUIDE

*Make food scrap collection at your event a success!*

Does your event have multiple food vendors, or is food a primary focus? If yes, you may have a great opportunity to add food scraps to your events recycling and garbage collection.

Portland has been composting food scraps since 2004 when businesses started to collect food scraps; household food scrap collection was added in 2011.



### Six steps to setting up food scrap collection:

Follow these steps to ensure you are fully prepared for successful food scrap collection:

1. Decide whether your food scrap collection system will be vendors- only or also include collecting food scraps from attendees.
2. Determine how food scraps, recycling and garbage are being collected.
  - To select a commercially-permitted garbage and recycling company; ask for recommendation from other event coordinators and obtain multiple bids.
  - If you will self-haul food scraps (usually best for only small to medium sized events) keep in mind that this material is only accepted at Metro Central, not Metro South. Call Metro at 503-234-3000 for current fees and instructions.
3. Set up your event's collection system.
  - Select your setup up system based on step one and two.
  - Work with your garbage and recycling company to identify a location for recycling, food scraps and garbage containers that allows the company to service the containers throughout the event.
  - Be sure to pair food scrap containers with recycling and garbage so that event attendees and vendors have all of their disposal options in one place.
  - Arrange for loaner equipment and signage from the Portland Event Recycling program.
  - If lining food scrap collection containers, only use approved compostable bags (listed here: <http://products.bpiworld.org/companies/category/bags>).
4. If you are collecting food scraps from the public, consider how you will staff the collection areas.
  - Assign staff or recruit volunteers to monitor public food scrap collection areas—focus efforts on high volume times or at high traffic areas.
  - Consider supplying staff with gloves so they can quickly remove contamination from compost collection as it occurs.



Questions? Call 503-725-5147  
[www.portlandoregon.gov/bps](http://www.portlandoregon.gov/bps)

Printed on 100% post-consumer recycled paper.  
recycle\_event-d 06/22/16



Bureau of Planning and Sustainability  
Innovation. Collaboration. Practical Solutions.

City of Portland, Oregon



# CITY OF PORTLAND EVENT RECYCLING PROGRAM

5. Notify vendors of the recycling, garbage and food scrap collection plan as early as possible to ensure they have adequate time to prepare for the event.
  - Provide an overview of what is collected for recycling and food scrap composting and where they can access it during the event.
  - Consider providing each vendor food scrap collection containers.
  - Provide a contact person that is available to ask additional questions and to get more information or clarification.
6. Define success and evaluate.
  - Choose one or two measures to review at the event's conclusion: this could be the amount of waste and recoverables diverted from the landfill, feedback from volunteers/staff who monitored the food scrap collection containers and attendee and vendor satisfaction.



---

**Thank you for your support of event composting!**