CITY OF PORTLAND EVENT RECYCLING PROGRAM

FOOD SCRAP COLLECTION SET UP GUIDE

Make food scrap collection at your event a success!

Thank you for your interest in offering food scrap collection at your event. Food scrap collection has been available for restaurants in Portland since 2004, and to residential households since 2011. This guide will help you navigate through these challenges and set up food scrap collection at your event.

Five steps to setting up food scrap collection:

Use the steps below to ensure you are fully prepared for food scrap collection and your efforts are successful:

- 1. Determine which type of food scrap collection is the best fit for your event:
 - Vendor only food scrap collection
 - Vendor and public food scrap collection either with or without the inclusion of approved serviceware*
- 2. Contact a commercially-permitted hauler for pick-up of food scraps
- 3. Ensure vendors are using approved compostable serviceware*
- 4. Recruit volunteers to staff public compost collection areas
- 5. Notify vendors of food scrap collection plan as early as possible to ensure they have adequate time to prepare for the event

What can be composted:

meats	poultry	seafood	dairy	bread	fruits	vegetables	plate scrapings		
• eggshells	• rice	• beans	pasta	•bones	• cheese	• coffee grounds			
• approved compostable serviceware*			 uncoated food soiled paper like paper napkins and paper towels 						

^{*}For approved compostable serviceware, visit www.cedar-grove.com and click on Food Service.

Checklists:

Informational flyer

Provide each vendor with an informational flyer that includes:

Ш	Overview of how the event recycling collection works
	Explanation of the food scrap collection program
	List of food items that can go into the collection containers
	Types of container vendors should use
	Schedule of when containers will be serviced
	Event contact for any additional questions







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Collecting food scraps from the public and using volunteer staff

The public has little knowledge of the broad range of acceptable products and will likely need assistance in properly disposing of their wastes. (Remember, when garbage ends up in the recycling or food compost containers, the entire bag becomes garbage.)

To help reduce contamination and educate event attendees on how to dispose of waste:

Pa	air food scrap co	ntainers with re	ecycling and	l garbage so	that event atte	ndees have all	of their disp	osal option	is in one plac
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Staff each collection area with trained volunteers who can help educate event attendees about what is accepted in the compost stream.

Supply volunteers with gloves so they can help quickly move contaminants out of the compost collection.

Pair volunteers for more effectiveness, especially in high-traffic waste stations (e.g. near eating areas.)

Signage and equipment usage







☐ Use clear signage on collection containers showing what can be disposed of in each container.

Attach compostable cups and other examples to the container to serve as visual aids for the public.

Use only approved compostable bags or properly clean containers before returning.
 (A list of approved bags can be found at www.portlandoregon.gov/bps/portlandcomposts under the Resources and Tools tab)



Self-hauled food scraps

Previously, only licensed commercial haulers were allowed to bring food scraps for composting. Metro has allowed for self-hauling of food scraps that follow the residential guidelines, i.e. no compostable cups, utensils, to go containers, etc. This is a change that may allow for small to medium sized special events (picnics, weddings, festivals), to compost food without hiring a commercial hauler. Self-hauled compost is only accepted at Metro Central, not Metro South.

The fees are \$8 for up to 360 pounds after which the fee goes to \$46.10 per ton.

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.