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.
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.

   • 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!