

Make your next event a **zero waste** event !

Lake Tahoe “Zero Waste Project” Provides Free Tools to Reduce Solid Waste from Community Events!

We have designed this guide to help reduce the solid waste generated at your special event.

Questions: Call the IVGID Waste Not Hotline at (775) 832-1284.

The Lake Tahoe “Zero Waste Project” reduces solid waste sent to the landfill from special events hosted in the North Lake Tahoe area. The project goal is to make recycling and waste reduction as easy as possible for event planners. Special events can benefit by potentially cutting event costs, while gaining great marketing exposure through their waste reduction efforts, and help to further improve our community. In addition, event attendees have the opportunity to learn more about recycling and proper waste disposal options from participating in the zero waste event.



Free Services Available: The Lake Tahoe “Zero Waste Project” provides free consulting services and free loan of materials (recycling and compost bins, templates for signs, suggestions for reducing waste, contact information, and other resources) to local event planners.

Free Use of Materials: Collection containers and trailer use are free to local community events. A \$200 security deposit is required for use of items; deposit is fully refundable if items are returned in clean, undamaged condition.



“The Lake Tahoe Zero Waste Project” is made possible through a generous grant from the Parasol Tahoe Community Foundation. It is a joint education/outreach project of the Parasol Community Collaboration (PCC) Environmental Team with staff support from the Incline Village General Improvement District’s Waste Not Conservation Programs.

Tips for Successful Waste Reduction at Special Events

Offering recycling at special events can often reduce the waste from the event by 50% or more, while “Zero Waste” events can yield reductions of 80-95% in the waste stream!

Pre-planning is the key to waste reduction!

How to Offer Recycling at Your Event:

Designate a Recycling Coordinator for your event. The coordinator will be responsible for overseeing recycling and waste collection at the event and serve as the event contact with IVGID Waste Not.

8 weeks (or more) prior to the event, the coordinator must:

- Determine the amount and type of waste that is likely to be generated at your event. Typically this will be beverage containers, paper and cardboard. If you are selling beverages, choose containers that can be recycled, such as aluminum cans and plastic bottles. Consider a water station, with paper cups, instead of using bottled water. Plastic cups can now be recycled in the ‘blue bag’ system. Compostable/bio-degradable cups are also an option, especially if you desire a ‘zero waste event. Glass bottles, although recyclable, are not allowed at many special events in Washoe County, and are not allowed on IVGID beaches.
- For recyclables: decide whether you will collect and transport the recyclable items yourself (a good choice for smaller events) or make arrangements with Waste Management (775-831-2971) the local recycling and garbage disposal company to collect them on site. (Waste Management does not collect compostables – you must transport them yourself, or make arrangements for transportation with Full Circle Composting in Carson City).
- If you produce an event brochure, remember to include recycling and waste reduction information.

4-6 weeks out:

- **Reserve** the Zero Waste trailer and tools, by submitting the application form in this packet to IVGID Waste Not, accompanied by the deposit amount of \$200. Discuss your recycling plan with Waste Not.
- Contact Waste Management, at least 4 weeks before your event with your recycling/zero waste plan. Make sure Waste Management knows what types of waste you will be producing at your event so they can determine the appropriate number and size of containers/dumpsters for both garbage and recyclables.
- Recruit volunteers or paid staff to assist with collection duties. Be sure that you have enough staff and/or volunteers to fulfill your recycling plan. These could be the same people who usually monitor and empty garbage cans at your event, but you may prefer to have more volunteers to sort out contaminants from recycling bins.

2 weeks out:

- Map out “waste stations” throughout the venue. You must place recycling and trash containers together in pairs at well-traveled locations such as food courts, restrooms, and entrances and exits. Event goers will generally not go out of their way to recycle if a trashcan is more convenient.
- Make recycling containers look different from trashcans. Use the signs provided, or label containers with large, clear and specific wording. Contact Waste Not (775-832-1284) if you need a template to create your custom signs. Make sure the final collection sites, such as dumpsters or containers, are also labeled.
- Assign volunteers or staff to monitor recycling containers during the event, emptying bags and preventing trash contamination.

- Inform your vendors and exhibitors of the location of the recycling dumpster for their cardboard, or have volunteers collect the cardboard for recycling.

How to Offer a “Zero Waste” event:

- In order to successfully offer a zero waste event, the event planners need to be able to control the types of waste generated at the event. In addition to collecting recyclables, this means event planners must require all food vendors to use washable, re-useable items or use bio-degradable/compostable food service items (and collect these for composting).
- Adherence on this requirement is crucial to the success of a ‘zero waste’ event. Compostable food service items must be ordered **2 to 4 weeks prior to the event time**, to ensure delivery by event date.

Compostable food service items are available from:

Local vendor:

**Tahoe Green Packaging / <http://www.tahogreenpackaging.com>
530-386-2657 or 530-386-3733**

Internet sources:

www.biodegradeablestore.com
www.thegreenoffice.com
www.biocorpna.com

- Zero Waste events use a 3 can system for EACH waste collection station: one can for compostables, one can for recycling and one can for trash. Especially with “Zero Waste” events, you should consider staffing a volunteer at each of the collection stations, in order to educate participants, and reduce trash/contaminants in the collection bins.
- Arrangements will need to be made for the delivery of the collected compostables to Full Circle Composting at 3190 Highway 395 Minden, Nevada 89423 (775-267-5305). *The Zero Waste Incline trailer can be scheduled for this purpose.* They are open Monday - Friday, 8:30am - 5:30pm. Pre-registration of drop-off of materials and a processing fee of \$8 per cu. yard is requested from FCC for labor involved in handling special events compostables.

Remember!

Recyclable items at special events are limited to:

Flattened Cardboard

Mixed Paper

Mixed Plastics (no Styrofoam, films or bags)

Glass bottles

Steel/tin/aluminum cans and foil

Zero Waste includes:

Leftover food

Compostable food service items

General Waste Reduction Ideas:

- Ask booth participants to keep their handouts to a minimum (many of these end up in the garbage anyway). They might consider sign-up sheets for e-mail contact or mailing list additions instead.
- Reduce the amount of garbage associated with samples or give-a-ways – one option is offering coupons for products in lieu of samples.
- Consider selling reusable souvenir cups for beverages and offering a discount on refills rather than providing disposable cups.

Special Event **RECYCLING SET-UP:**

A) Make sure the waste collection stations consist of PAIRED CANS:

Check recycling bins to make sure the recycling signs are attached and easy to read.



and



Waste Stations consist of each item placed side by side:

ONE CLEAR STREAM RACK for RECYCLING (Recycling cans must be lined with BLUE bags ONLY)

ONE GREY / BLACK CAN (or) PERMANENT CAN for TRASH (Trash cans must be lined with BLACK bags ONLY) *plus*

Very important: Cans MUST be lined with the correct color bag:
BLUE for RECYCLING, BLACK for TRASH.

Do not place a recycling can out, *without*, a trash can to go with it. There should be no single, stand alone recycling cans.

In locations with the 2 can setup, the items are divided by:

RECYCLING: Blue Bag	TRASH: Black Bag
Tin/Aluminum cans & foil	Candy wrappers / chip bags
Glass Bottles, all colors	Coffee cups, cup lids, straws
Plastics #1-7: such as water bottles, soda bottles, empty plastic cups (non-compostable ones). No Styrofoam. No plastic bags.	Plastic utensils, used plates, napkins
Cardboard, empty foods boxes, beverage boxes	Ketchup, mayo or mustard packets
Clean paper such as handouts, program guides, newspapers, magazines	Food waste, doggie bags

B) During your shift:

- Pull out contaminants from recycling bins.
- Check bins to make sure the recycling signs are attached and easy to read.
- Monitor event sites and collect full bags from each station. Note: If for some reason a large amount of trash got mixed in the recycling: take out the whole blue bag, place it in a black bag and put it in with the trash.
- Remember to check on permanent/bear-proof trash bins and remove any waste.
- Move materials to appropriate dumpsters. **Make sure dumpsters/containers are be labeled. Recycling in blue bags goes in the Blue Bag Totes or Recycling Dumpsters. Trash in Black Bags goes in the Trash Dumpsters.**

Special Event **Zero Waste Event Setup:**

To be a 'zero waste' event, efforts are made in the pre-planning stages to minimize the use of disposable (trash) items.

Realizing disposable food service items are convenient for the needs of large groups of people; 'Zero Waste' event planners choose compostable or bio-degradable food service items which are made from renewable resources, rather than petroleum based products. Your regular soda or beer cup is made from increasingly expensive, limited petroleum resources. They are recyclable but often end up in a landfill where they will not degrade.

The food service items used for the 'zero waste' dining experience (plates, napkins, cups, utensils) are made from corn, soy, bamboo, sugarcane or other plants. These materials can be collected with the food scraps from the event, and composted into soil in about 180 days in a commercial facility.

To achieve this, arrangements are made at the event to collect compostables along with recyclables and trash, in a 3 can setup. The compost and recycling diversion generally achieve an 80-95% diversion from the waste stream, hence approaching a 'zero waste event'. The collection of these items along with the food scraps drastically reduces the entire footprint of the event.

At zero waste events there will be a 3 can setup.

AT EACH STATION THERE SHOULD BE THE FOLLOWING:

3 COLLECTION BINS:

1 GREEN (COMPOST)

1 BLUE (RECYCLING)

1 BLACK (TRASH)

THESE CANS SHOULD BE LABELED, AND, COLOR-CODED BY LINERS:

GREEN 'BIO-BAG' BAGS ARE FOR COMPOSTING

BLUE BAGS ARE FOR RECYCLABLES

BLACK BAGS ARE FOR TRASH

What Goes In What Bin?



COMPOST Green bag	RECYCLING Blue Bag	TRASH Black Bag
Food scraps	Tin/Aluminum cans & foil	Candy wrappers
Paper products: napkins, handouts, plain paper cups, food wrappers	Glass Bottles	Chip bags
PLA, sugar cane or corn-based cups, plates and utensils	Plastics #1-7 non-compostable: water bottles, soda bottles or juice bottles) No Styrofoam. No plastic bags.	Plastic utensils (other than sugarcane or corn-based ones we supplied)
Wooden stir sticks	Cardboard	Ketchup, mayo or mustard packets
Cornstarch straws	Paper, newspaper, magazines	Cup lids

Zero waste events require that the collection containers be well labeled and the procedure announced to attendees. It also requires volunteer or staff trash monitors who check bins for contamination (e.g. trash in recycling, wrong materials). Arrangements must be made to transport the compost immediately after the events to Full Circle Composting in Carson City, Nevada. There is a small fee of \$8 per cubic yard for composting at Full Circle. Questions? Call Waste Not at 775-832-1284.

Worksheet for Compostable Food Service Purchase Planning

Pre-planning is essential: vendors cannot introduce their own non-compostable cups or service ware during the event. Allow 2- 4 weeks for orders from vendors.

Event Name:

Date:

Time:

Location:

Contact Person:

Contact Info:

Food to be served (list items):

How is it served going to be served?

(In a paper wrap, on a plate, in a bowl, etc.)

Estimated number of plates needed: _____

Estimated number of bowls needed: _____

Estimated number of napkins needed: _____

Estimated number of forks needed: _____

Estimated number of spoons needed: _____

Estimated number of knives needed: _____

Beverages to be served (list items):

Estimated number of 12 oz. cold cups needed: _____

Estimated number of 16 oz. cold cups needed: _____

Estimated number of straws needed: _____

Estimated number of cold cup lids needed: _____

Estimated number of 12 oz. hot cups needed: _____

Estimated number of 12 oz. hot cup lids needed: _____

Notes:

Compostable food service items are available from:

**Local vendor: Tahoe Green Packaging / www.tahoegreenpackaging.com
530-386-2657 or 530-386-3733**

Internet sources:

www.biodegradeablestore.com

www.thegreenoffice.com

www.biocorpna.com

Lake Tahoe "Zero Waste Project"
Equipment Loan / Application Form

Return a copy of this application to Waste Not

Fax to: 775-832-1331 / Email to: RMS@ivgid.org

Mail to: IVGID WasteNot – Events Trailer

1220 Sweetwater Road, Incline Village, Nevada 89451

IVGID use only:
Application received _____
Deposit received _____
Trailer returned _____
Condition _____
Fee returned _____

Submission with deposit check needs to be received 30 days prior to the event. Questions: call 775-832-1284

Name of Event: _____ Date(s) of Event: _____

Location of Event: _____

Event Description: _____

Event Manager/Contact Person: _____ Title: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Brief description of recycling plan, including what will be recycled and how it will be removed from the event

Equipment Request: (NOTE: Trash Containers are usually available on site. We do not provide these.)

- Clear Stream Recycling Bins (comes with clear/blue bags) ▶

Requested: _____ (25 available)

- Signs for Recycling Containers

Requested: _____ (25 available)

- Compost Bins (comes with bio-bags)

Requested: _____ (5 available)

- Signs for Compost Collection

Requested: _____ (5 available)

- Tongs

Requested: _____ (10 available)

- Recycle Trailer for Hauling _____ (1 available)



It is understood that Incline Village GID is the owner of the Recycle Trailer and will provide safety instructions to the undersigned for hitching the trailer to the tow vehicle. It is further understood that the undersigned will insure that the tow vehicle noted below, if other than an IVGID vehicle, is licensed and meets insurance requirements in the State of registry.

It is understood that the tow vehicle becomes the vehicle of record for the Recycle Trailer and is responsible for any personal liability injury or property damage caused by the trailer while on and/or being towed by said vehicle. I hereby **RELEASE, HOLD HARMLESS, AND INDEMNIFY** IVGID, its officers, agents and employees from any and all liability for any damages or injury which they may suffer due to the Recycle Trailer's participation in the above event.

Tow Vehicle _____
(Year / Make / Model)

License _____
(State & Number)

Event Manager/Contact Person: _____
(Signature)

(Date)

Volunteer Worksheet for Recycling / Zero Waste Duties

	Time Slot / Volunteer	Time Slot / Volunteer
STATION #1		
STATION #2		
STATION #3		
STATION #4		
STATION #5		
STATION #6		

ZERO WASTE EVENT WASTE TRACKING FORM - Return to Waste Not

Please record the number of POUNDS for each bag collected at your event.

Event: _____ Date: _____
 Coordinator: _____ Phone: _____

COMPOST (pounds)			
			TOTAL=
RECYCLE (pounds)			
			TOTAL=
TRASH (pounds)			
			TOTAL=

Grand Total All Waste: _____