

**Managing Waste at Events**

Vermont law requires that producers/hosts of large and small events must make sure that event staff, volunteers, attendees, and vendors understand and adhere to recycling and waste management requirements.

**Recycle**

Typical materials generated at events are listed below. For more information about recycling how-to see <http://www.hartford-vt.org/DocumentCenter/Home/View/367>

<b>Accepted Recyclable Materials</b> *Please NO Food in Recycle Bins - EMPTY Containers ONLY*	
<b>Paper</b> White & Colored Newspapers Magazines Softcover books Mail Paper bags Wrapping Paper	<b>Glass Containers</b> All glass bottles & jars  <b>Metal</b> Cans Aluminum trays & foil (includes lids) Aerosol cans (empty)
<b>Cardboard</b> Corrugated cardboard (no food, but oil ok) Paperboard (cereal & cracker boxes, paper towel cores) Frozen food boxes (only if it rips)	<b>Plastic #1-7 (PETE &amp; HDPE)</b> <b>Hard containers only- No Styrofoam</b> <b>No Film/Wrap/Bags</b> Milk Jugs Soda, juice & water bottles Plastic clamshell containers
*Please NO Food in Recycle Bins - EMPTY Containers ONLY*	
<b>Materials NOT ACCEPTED for Recycling</b>	
mirror glass, light bulbs, glass dishes, ceramics, foam packaging, styrofoam, juice/drink/wine/milk/cream/half&half cartons, hot beverage cups, plastic bags, hazardous materials (fuels, cleaners, etc.)	

Waste/Recycling haulers that serve the Hartford area: <http://www.hartford-vt.org/DocumentCenter/Home/View/577>

## Best Practices:

### Vendors:

- Several weeks prior to the event give each vendor a list of what is recyclable and instruct them to only use recyclable dishware materials. NO STYROFOAM.

### Collection Station Set-Up:

- Place collection station(s) where people need them, like next to food vendors or the dining tent, by the exit.
- For larger events, be sure to have enough stations and a holding location or dumpster.
- Post clear signage about accepted RECYCLABLE MATERIALS at each collection station. Signage is particularly important if you don't have bin monitors.  
Printable signs: <http://dec.vermont.gov/sites/dec/files/wmp/SolidWaste/Images/VTANR-Bin-SIGNS-8.5x11.pdf>
- Pair trash and recycling bins to improve participation and reduce contamination. \*This is law on all public property, like town greens, fair-grounds or halls.
- Limit food collection containers to manageable sizes as food scraps are heavy.
- For larger events, line recycle totes with the plastic liners if they are provided. This allows overflow to be bagged and put in the dumpster. See if bags must be removed.
- If no dumpster, arrange for a designated spot for overflow or bulky recyclables, like cardboard.

### Staff/Volunteer Training:

- Educate staff and volunteers about what belongs in recycle bins.
- Assign a Recycling Monitor to the collection sites to check the bins & help direct people about recycling to minimize contamination.

**Soon ALL Food Scraps will be diverted. Add Food Scrap Collection to the above Practices.**

<b>Food Scraps must be diverted from the landfill according to the following weights &amp; dates</b>	
7/1/17	More than 18 tons/year (1/3 ton or 666 lbs/week)
7/1/20	Any food scraps generated

Depending on the size of the event and amount of food scrap generated, you may choose to:

- Take them home to compost
- Arrange with a farmer for composting or feeding chickens or pigs. You may drop off or they may pick up (arrange in advance)
- Contract with a hauler (arrange in advance)

**Please copy this page for reference at your event**