



# Special Event Recycling Guidelines

Broome County

Division of Solid Waste Management

607-778-2250

[www.broomecountyny.gov/  
solidwaste/special-event-recycling](http://www.broomecountyny.gov/solidwaste/special-event-recycling)

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## **Planning**

Specials events vary from small gatherings to multi-day events that are attended by hundreds of people. Often times these events are held outdoors and need to be well planned to determine what types of containers to use, where and when to place them and who will empty them. This is some of the basic information to consider.

When planning the following are some helpful tips:

- Determine a committee or individual to oversee implementation of the program.
- Use a timeline to help stay on task during planning.
- Involve organizers, volunteers, haulers and vendors.
- Plan to have trash and recycling emptied regularly.
- During and after the event monitor & evaluate the recycling program.

## **What to Recycle**

You should examine your waste stream to determine what to target. Generally at festivals, fairs and events food and plastics are a large quantity of the waste. The following items should be targeted for recycling:

- Aluminum cans, glass bottles, plastic bottles, tin and cardboard.
- Examine what food & beverages are being vended. Most often bottles and cans will be one of the primary recyclables collected.
- Typically, vendors (and exhibitors) produce most of the corrugated cardboard waste at special events. Therefore, cardboard collection points need not be located at public recycling stations, but can be staged behind the scenes, near dumpsters. If sufficient staff is available, circulate around vendor areas to collect cardboard as it is generated. The added convenience may encourage vendors, who were not otherwise inclined, to recycle.

## **Recycling Containers**

A variety of containers are available for purchase. The costs, plans for future reuse and storage of containers all contribute to the decision of what type of container to purchase. Attached is a list of vendors for reference.

Here are some points to consider when choosing & placing a container:

- Containers that allow individuals to see what is placed in them such as those that utilize clear bags are a direct advertisement for what should be properly placed in the container which helps to decrease contamination of recyclables.
- Take weather into account- as cardboard containers will get ruined in the rain and will not stand up to winds.
- Place recycling and trash containers together in high traffic areas (e.g., food and vendor stalls, exhibitor booths, restrooms, entrances, exits, ATMs, etc.) or other areas near where trash is generated. Attendees are unlikely to go out of their way to recycle if a trash can is more conveniently available. Ideally, trash receptacles should not be placed without an accompanying recycling container. If space constraints or equipment shortages prohibit locating a recycling container with every trash receptacle, consider removing those trash cans.
- Make sure that recycling containers look different than trash cans, such as different colors or shapes. Also ensure that they're easy to use and well marked. Label recycling containers with large-print and specific wording, as well as graphics. Clearly indicate which materials must be deposited

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into which containers.

- A recycling container with a specialized top is recommended to decrease contamination. A top with a circular opening for bottles and cans is preferable. An open top recycling container will have a higher level of contamination.

## **Broome County Recycling Container Loan Program**

Broome County has approximately 115 ClearStream® recycling containers available to organizations to borrow for free. Organizations should contact the Division at least two weeks in advance to reserve the recycling containers and to receive and complete a loan agreement form. For more information, please contact Allison McGovern at 607-778-2308 or [allison.mcgovern@broomecountyny.gov](mailto:allison.mcgovern@broomecountyny.gov).



## **Education & Signage**

Signage that is clear and noticeable is key to a successful program. Recycling container must be clearly identified as being for recyclables.

Here are some suggestions:

- Use brightly colored signage to ensure recycling containers stand out from the garbage cans.
- Recycling containers should be clearly marked on all sides and the top.
- Use of both graphics and words help communicate what should go into the container.
- Place signage above recycling containers.
- Make announcements to remind public to recycle if possible.

## **Vendors and Staff**

Work closely with all staff and event vendors to ensure proper recycling is being conducted and promoted. Work to encourage waste reduction.

- Vendors should be clear on how and when recyclables will be collected.
- Staff should be prepared to empty recycling containers on a routine basis so none over flow.
- Staff should be instructed where to properly place recyclables for pickup.
- Be sure to continue good recycling practices during the breakdown of the event.

## **Contracting with a Hauler**

In Broome County your garbage hauler can also provide recycling services for a small fee. Often recycling has the potential to save money as there is no tip fee charged for recycling where a tip fee of \$55 per ton is charged for garbage.

- Contact a local hauler to set up hauling of recyclables to a designated recycling facility.
- Work with hauler to get an appropriate sized container.
- Review preparation guidelines to ensure materials are properly prepared for collection by the hauler or recycler. For example, if recyclables can remain bagged.



State of New York  
County of Broome Government Offices

Department of Public Works-Division of Solid Waste Management

Jason T. Garnar, County Executive · Debra Smith, Director

**RECYCLING CONTAINER LENDING PROGRAM  
MEMORANDUM OF UNDERSTANDING**

Please email completed form to [allison.mcgovern@broomecountyny.gov](mailto:allison.mcgovern@broomecountyny.gov)

Today's Date:					
Event Date(s):					
Name of Event:					
Borrower's Name:					
Borrower's Organization:					
Borrower's Address:					
City:		State:	NY	Zip:	
Borrower's Email:					
Borrower's Phone Number:		Cell Number for pick-up and drop-off:			

Brief Description of Event:			
Est. # Attendees:	Est. # Food Vendors:	# of Bins Requested:	
What type of beverage containers will be distributed at this event?			
How/where will materials be recycled after the event?			
Date and estimated time borrower wants to pick-up recycling containers:			
Date and estimated time borrower will return recycling containers:			

(OVER)

**Borrower agrees as follows:**

1. The sole permissible use of the recycling collection containers is the collection of recyclable plastic bottles, glass bottles, aluminum cans and/or recyclable paper at public events.
2. To make arrangements with private recyclers to take the recyclable materials collected at your event or self haul materials to a recycling site. Recyclers may assess a fee for providing collection service.
3. To provide all materials and labor necessary for the proper set-up and use of the recycling containers at the designated location(s) set forth herein.
4. To properly maintain the property, including cleaning the container lids of any spilled beverages or other materials prior to return.
5. To be responsible for all costs of handling, loading, transportation, and setting up of property from and to Broome County Landfill, 286 Knapp Road, Binghamton, NY.
6. To return the property in the condition in which it was received by the borrower, normal wear and tear accepted and free of contamination, on or before the date set forth herein. The return date may not be extended without prior written agreement of *Broome County Division of Solid Waste Management*.
7. To reimburse the *Broome County Division of Solid Waste Management* if the property is lost or damaged if repair is impractical. The cost of the recycling containers is as follows:  
**\$70.00 per container**
8. To permit *Broome County Division of Solid Waste Management* to inspect the property upon reasonable notice while the borrower has custody of the property.
9. To comply with all laws, ordinances, and regulations of Broome County.
10. To indemnify, defend, and save harmless the *Broome County Division of Solid Waste Management* its officers, agents and employees from and against any and all claims, personal injury, damages, losses, and expenses arising out of or resulting from the use or misuse of the property.

Signature:	
Printed Name:	
Date:	

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**FOR OFFICE USE:**

<b>Condition of property upon return:</b>	
<b>Charges for damaged/lost property (if any):</b>	
<b>Broome County Representative Signature:</b>	