

ACC Event Recycling & Composting Requirements

Collector Guide

Here's a checklist to help you manage waste efficiently during your event:

To-Do while Planning the Event

- Determine who is providing the compost, recycling, and trash bins.
 - If borrowing Clearstreams (pictured below) from ACC Recycling, reserve them at the time of permit submission through <http://accgov.com/zerowaste>
 - Trash and recycling bags are included at no charge but composting bags require a fee of \$5 per bag.
- Make sure you have the appropriate bags for collection. Order them if needed.
 - Compost should be in BPI-certified bags for compost.
 - Recycling is preferred to be collected loose if possible. If recycling is bagged you MUST use clear bags.
- Plan the collection site for compost, recycling, and trash for during the event.
- Designate team members responsible for emptying the bins.
- Ensure all waste materials collected are delivered to the appropriate disposal site for trash, recycling, or composting.
- Ensure that all team members are aware of where to dispose of each type of waste.
 - Incorrectly sorted waste will be sent to the landfill.
- Create and print signage that explains what type of waste goes in each bin.
 - Customized signage can be obtained from ACC Recycling or created [online](#).

What waste stations should look like:



How to Set Up a Waste Station:

- Every waste station should include a recycling, compost, and trash bin.
 - Never place a compost or recycling bin without a trash bin.
- Clearly mark each bin with the appropriate label of trash/landfill, recycle, or compost.
 - Blue for Recycle, Green for Compost, and Black for Trash.
 - Stickers are available from the Recycling Division.
- Place signage at eye level explaining what goes in each bin.
- Use the appropriate bags for each container; BPI-certified bags for compost, clear for recycling.
- Place additional compost and recycling bins behind food and beverage vendors for “behind the scenes” use.
- Ideally, staff your waste stations to assist attendees with sorting.