



ALLEGANY COUNTY EVENT RECYCLING GUIDE

Reduce the amount of waste and litter and recover recyclable materials at your event!

MINIMIZE EVENT WASTE FROM THE START

Food & drink, plates & cups, and bottles & cans, are the biggest contributors to the waste produced at special events. Cut down on the amount of waste at your event by providing fewer disposable items to guests.

Coordinate with food vendors and/or caterers

- Ask vendors to serve beverages in recyclable containers.
- For to-go food, ask vendors to skip the plastic bag.
- Ask vendors to refill guests' personal water bottles and travel mugs.
- Request that condiments be served in bulk dispensers to cut down on small pieces of trash that are easily littered.

Educate Guests

- Remind guests to bring their water bottles and travel mugs to your event. Post the suggestion on your website, social media, and in registration emails.
- Use durable cups for beer/wine festivals.
- Provide a donation collection bin for commemorative cups in case guests do not take them home.
- Provide fresh fruits and fresh baked goods for volunteer snacks to help reduce packaging waste.

DIY EVENT RECYCLING

Allegany County can supply recycling bins for events held in Allegany County, for just a deposit per bin.

- ClearStream™ recycling bins with lids for beverage container recycling provided.
- Clear bags to collect recyclables provided.
- Materials are loaned out on a first come first serve basis.
- To make reservations, complete the loan registration form and email to recycling@alleganygov.org.
- Check-out appointments will take approximately 20 minutes.
- Staff will help load/unload your vehicle and give a demonstration of the equipment.
- Plan to bring a vehicle with enough space for the equipment.



ClearStream Recycling Bin

10 ClearStreams fit in the empty trunk of a car.

20 CleaStreams fit in an SUV with the seats folded down.

30 ClearStreams fit in the bed of a truck, but tie downs or a cargo cover are required.

Choose Materials to Recycle

Items to recycle in ClearStream™ Recycling Bins:



#1 Plastic Bottles & Cups



Aluminum Cans

OR

- It is NOT recommended to mix recyclable materials, unless you are willing to separate by hand before taking them to be recycled.

- Items such as cardboard, glass, and paper can be recycled but must not be placed in the ClearStream™ bags due to weight constraints.

If you wish to collect these materials, place them separately in recyclable cardboard boxes and take them to the respective recycling drop-off sites.

Recycling Bins

Use the table below to determine an adequate number of recycling bins to provide at the event.

Number of Recycling Bins	Guests	Type of Event
1-2	< 150	graduation parties, family reunions
3-4	< 300	weddings
5-6	< 600	school/church picnics
7-8	<1,500	park festivals

SPECIAL EVENTS RECYCLING LAW

Events held at publicly-owned facilities, serving food and drink, with expected attendance of over 200 people, are subject MD Annotated Code, Environment Section 9-1712, requiring organizers to providing recycling at the event. For more information visit alleganygov.org/311/Special-Events-Recycling

EVENT DAY SET-UP SUCCESS

- Place a recycling stand next to every trash can at the event. This prevents contamination and maximizes the amount of waste diverted.
- Clearly label both sides of each bin and use illustrations. This will ensure the right items are placed in the right bin.
- Use clear bags, so people are held accountable for what they place inside it.
- Have well-trained volunteers at every receptacle. They can educate the attendees on what can be recycled.
- Place bins around areas where food and beverages are consumed.

OPTIMAL TRASH & RECYCLING BIN PLACEMENT

- At entrances/exits
- In parking lots
- At transition points between where food & beverage is permitted and is not permitted
- Where lines form
- Near food/beverage stations

Only pair garbage bins with recycling bins if vendors are selling recyclable containers.

POST-EVENT

- Take materials to be recycled.
- Consider partnering with a local community group or charity that may want proceeds from can redemptions.

Use Public Recycling Drop-Off Sites if the event generated **LESS than 3 bags of recyclables**.

- Please empty loose containers—do not put plastic bags in the bins.
- Do NOT mix recyclables to avoid contaminating all of the recycling.

If the event generated **MORE than 3 bags of recyclables** take to Penn-Mar Recycling at 975 Kelly Rd, Cumberland, MD, Open M-F from 8am-4pm, at the rear where metal and other items are accepted.

- Return recycling bins if borrowed.
- Complete the Special Event Recycling Report Form to let us know how much you recycled:
alleganygov.org/311/Special-Events-Recycling

ROLES FOR VOLUNTEERS

- Before the event starts, post recycling related items (banners, signs, recycling bins) in their designated places.
- During the event, monitor trash cans and recycling bins to help reduce the mix-up of waste streams.
- Pull obvious contamination from recycling bins.
- Pick up any litter. The less litter that is seen on the ground, the less likely people are to litter.
- Ensure extra trash and recycling bags are available for event containers and to use for litter cleanup.
- Move the full bags to a recycling staging area (if a small vehicle isn't available to move bags.)
- Ensure that bins and areas are clean and tidy at all times.
- Pick up cardboard from vendor areas.
- Watch as the event progresses to see which containers are being used and which are not. Move the lesser-used containers to area with higher levels of participation.
- Welcome and encourage exhibitors and attendees: "Welcome to our Green Event!" "Thanks for helping to keep it clean!"
- Clean off recycling containers to limit bee/bug attraction. After the event, help collect signs, banners and recycling bins. Clean the containers before returning.

Use these conversion factors to estimate the weight of event-generated recycling

