

SPECIAL EVENTS RECYCLING TOOLKIT GUIDELINES

Equipment for recycling at public events held in Eugene

Recycling in Eugene occurs at home, at work, and on campus. Now, thanks to the City of Eugene's Solid Waste and Recycling Program (SWR), recycling can also occur at public events. Our Special Events Toolkit contains a variety of recycling containers and signs to fit your needs. Incorporating recycling into your event requires some upfront planning but is appreciated by attendees. It shows that the event cares about the environment and values conservation. Don't let resources go to waste - start planning now.

The Toolkit is available for special events which will be open to the public and held within the city limits of Eugene. The Toolkit may be reserved at any time by calling (541) 682-5542. Reservations are on a first-come, first served basis. The equipment loan is not guaranteed until a completed application has been received and approved, and the required refundable deposit has been paid.

Toolkit Equipment and Usage

The Toolkit consists of an 8'x10' cargo trailer that comes equipped with the necessary event recycling equipment. The trailer will be dropped off and picked up at the event by SWR staff. If an event requires only a small number of containers, the event will be responsible for pick-up and return of all containers.

- 40 – Recycling “Clearstream” collapsible bag and rack systems (*See attached instructions from the manufacturer for safely securing bins or visit: www.clearstreamrecycler.com.*)
- 25 – Compost “Clearstream” collapsible bag and rack systems
- 25 – Trash “Clearstream” collapsible bag and rack systems
- Corrugated plastic signs for the recycling/compost/trash systems listed above along with event specific information options – plan ahead to ensure this additional signage information “works” for your event!
- 1 – 10'x10' canopy with side walls, a sorting table, scale and dolly.

Toolkit Deposit

A refundable deposit covering cleaning, damage and loss is required for all equipment usage.

A \$500.00 refundable deposit is due at least 14 days prior to event for use of the complete Toolkit.

A \$100.00 refundable deposit is due at least 14 days prior to event for use of up to 10 containers only. All equipment must be returned in same manner in which it is received. A \$20.00 per hour cleaning fee and/or any damage to or loss of equipment will be deducted from the deposit. Deposits will be returned via US mail usually within 30 days after the event. A \$20.00 per hour waiting fee will be charged if the designated event staff is not available within 15 minutes of the agreed upon equipment drop off time.

Liability Insurance and Hold Harmless Agreement

Events requesting use of the complete Toolkit will be required to provide proof of general liability insurance with coverage in the minimum amount of \$500,000. A copy of the certificate of insurance showing the description and dates of the event must be submitted with the application. The City of Eugene must be listed as “additional insured.” The application includes a hold harmless agreement which must be signed by the applicant.

Data Tracking Form

Events will be required to track the amount of waste and recyclables generated at the event. The easy to use form and instructions will be provided prior to the event. *See sample data collection form on back.*

To see a model public recycling and composting operation visit the Eugene Saturday Market. The Market is open every Saturday, rain or shine, from April through mid-November on the Park Blocks at E. 8th Ave. and Oak St. in downtown Eugene. The hours are 10 a.m.-5 p.m.

For more information contact the Solid Waste and Recycling Program at (541) 682-5542. Applications are available at the Permit & Information Center, 99 W. 10th Ave., Eugene or visit: www.eugenerecycles.org





Event Name:	
Event Dates:	
Attendance:	
Event contact info (Name & Phone):	
Recycling Coordinator (Name & Phone):	

Instructions

To record the effectiveness of this Special Events Toolkit, please fill out this sheet and return it to the City of Eugene Solid Waste and Recycling program at the end of your event. This extra step on your part is very important and we appreciate your assistance in filling out this form.

The easiest way to record the volume of material diverted or disposed from the event is to contact the event garbage and recycling hauler and ask for these figures at the end of the event. For small events, place the material in a container of known size and measure it.

- 1) Record garbage disposed in column B.
- 2) Record materials diverted through commingled recycling, composting, or other source-separated method in columns C-I.
- 3) Fax, deliver or mail this form to the City of Eugene address listed above. Thank you for recycling at your event!

For questions concerning this tracking sheet, please contact Anne Donahue at the City of Eugene Solid Waste & Recycling program: 541-682-5542

A	B	C	D	E	F	G	H	I
Date	Garbage Total (Disposed) Yards/gallons pounds	Commingled Recycling (diverted) Yards/gallons pounds	Compost (diverted) Yards/gallons pounds	Glass (diverted) Yards/gallons pounds	Paper & Cardboard (diverted) Yards/gallons pounds	Other: (diverted) Yards/gallons pounds	Other: (diverted) Yards/gallons pounds	Other: (diverted) Yards/gallons pounds
circle one								
Day 1								
Day 2								

Comments

Tips: When measuring by the yard, make sure to note if the size of the container and if it is only 1/4, 1/2, or 3/4 full. When measuring in pounds, remember to subtract the weight of the measuring container (or YOU if you are the one holding the material to be weighed!)

This project has been funded in part by the United States Environmental Protection Agency under assistance agreement X1960304010 awarded to the City of Eugene. The contents of this document do not necessarily reflect the views and policies of the EPA, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

Please refer to the following manufacturer's recommendations for securing bins:



Take Recycling to the MAX

Items to Quote: 0

GSA We're On GSA #6S-07F-5772P

CLEARSTREAM® PRODUCTS

- ▶▶ CLEARSTREAM® CYCLEMAX
- ▶▶ CLEARSTREAM® PAPERMAX
- ▶▶ CLEARSTREAM® TRASHMAX
- ▶▶ RECYCLING CENTER
- ▶▶ PRODUCT FEATURES

▶▶ Securing ClearStream

Both the ClearStream® CycleMax™ and the TrashMax™ are significantly more wind-resistant than bins, boxes, or even carts. This is because the base of the ClearStream container is an open frame. Unlike other containers, the ClearStream has minimal surface area which allows the wind to easily pass through and around it. The lid "snaps" on to prevent it from blowing off the frame.

Although the ClearStream® is quite wind resistant, under extreme weather conditions additional stability may be required. Below is a list of suggestions on how to stabilize the units in areas of heavy wind. Call for more information or other customer innovations...

▶▶ PLANNING YOUR EVENT



- ▶▶ PRODUCT FEATURES
- ▶▶ SETTING UP CLEARSTREAMS
- ▶▶ SECURING CLEARSTREAMS
- ▶▶ LOANING & SHARING
- ▶▶ TRANSPORTING CLEARSTREAMS
- ▶▶ GRANTS
- ▶▶ SPONSORSHIP
- ▶▶ HAULERS & SERVICE PROVIDERS



Quad Pod Featuring
2 TrashMax and
2 CycleMax

Quad Pod- The Ultimate Wind Solution

Set together four linked ClearStream® frames have an overall base that measures 45"x36" which makes it the most stable container available. Along with the patented bag lock, which secures the bag to the frames under all conditions, the ClearStream POD is the clear choice in extreme weather to prevent spilled containers. For semi-permanent installation the 4 frames can be linked together with a single cable tie, where the frames meet at the center.

BRACKETS

3/8" available locally brackets for permanent installation.
Sold in packs of 20.
(recommended use = 4 per frame)

Available Locally



STAKES


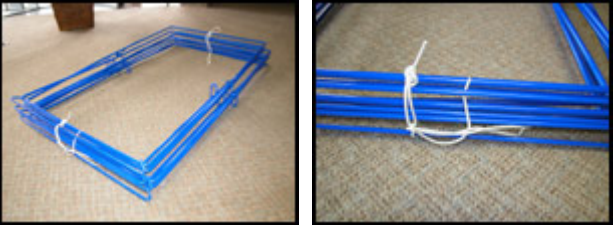

Although the ClearStream® system is wind-resistant, in heavy winds, stakes can provide additional stability on soft surfaces.

***Available at local camping and hardware stores.**
(recommended use = 2 per frame)



April 2005, Resource Recycling



<p align="center">SANDBAGS</p> <p>Although the ClearStream® system is wind-resistant, in heavy winds, sandbags can provide additional stability.</p> <p>An alternative to stakes, sandbags are more versatile and work on any surface.</p> <p align="center">Available on the internet</p> <p align="center">*Call 800-872-8241 for suggested retailers.</p>	 <p align="center">*not available directly through Resourceful</p>
<p align="center">ROPE</p> <p>Rope can be useful in securing two or more frames together for easy transportation and storage.</p> <p align="center">*Available at local hardware stores.</p> <p align="center">(recommended use = 2 per stack, one one each end)</p>	 <p align="center">*not available directly through Resourceful</p>
<p align="center">SPILL-GUARD TRAYS</p> <p>Provides additional protection for indoor environments.</p> <p align="center">Call for ordering information</p>	
<p align="center">WATER JUG WEIGHTS</p> <p>In particularly windy areas, the most exposed ClearStreams® can be secured by a water jug and "S" hooks or cable ties. You will have a unit that will remain standing even when carts blow over.</p> <p align="center">Available Locally</p>	

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 Copyright © 2005-2006 Resourceful Bag and Tag, Inc. All Rights Reserved.
 Resourceful Bag & Tag, Inc. - Phone: 800-872-8241 - Fax: 708-489-2260 - Email: sales@clearstreamrecycler.com



ClearStream®
 Made in the
 USA.
 Website Designed by: [RBT](#)