

Excerpted from NERC's Best Management Practices Guidebook for Special Event-Generated Waste in Rural Communities

Recycling Planning Work Sheet

General Information

- Event Name _____
- Event Date(s) _____
- Event Location _____
- Who's in charge of solid waste at your event? _____

Size of Event

- What is the footprint of the event in acres or square feet? _____
- How many people generally attend the event? _____
- How many vendors attend? _____
- How many of the vendors sell food? _____

Waste Generation

How much waste was generated at the event last year (in tons, cubic yards, or other units)?

Take a guess at the amount of each type of waste in your waste stream by percent:

- Cardboard _____
- Food _____
- Food packaging (plates, cups, utensils, etc) _____
- Wood _____
- Beverage Bottles and Cans _____
- Other Recyclable Containers _____
- Paper _____
- Grease _____
- Other _____

Vendor Waste

- Where are vendors supposed to put their waste (e.g., behind their booth, in central dumpster, in garbage cans)? _____
- Are vendors responsible for packing out their own waste? _____
- When are contracts with vendors negotiated? _____
- Are vendors charged a price for disposing of their waste or is included in their lease/rental fee? _____

Participant Waste

- What types of waste containers have been used for participants (size, material, etc)? _____
- _____
- _____

- How many waste containers have been used? _____
- Are waste containers leased, borrowed or owned? _____

Waste Haulers (Include haulers used in past years and others in the area.)

Company	Contact	Phone	Email

Waste Costs

- Labor (number of workers x hours x hourly rate/ or flat fees) _____
- Waste disposal (cost per ton x tons/ or flat rate) _____
- Container rentals (either large dumpsters or individual containers) _____
- “Pull Charges” or the cost to deliver empty dumpsters and to remove them _____
- Other (bags, etc) _____

Recycling Targets

Check all of the following materials you think would be the easiest and most productive to reduce, reuse or recycle at your event.

- Cardboard
- Food
- Food packaging (plates, cups, utensils, etc)
- Beverage Bottles and Cans
- Other Recyclable Containers
- Paper
- Grease
- Wood
- Other _____

Point People and Contacts

List people and their contact information who you think would be good candidates to be the point people or to be involved in the recycling committee or effort (include local recycling organizations, municipal or state recycling agencies, volunteers in community, etc.)

Company	Contact	Phone	Email

Recycling Budget Form

Costs	Cost / Unit	Units	Total
Materials			
Labor			
Hauler Services			
Disposal			
Total Costs			
Savings	Value/ Unit	Units	Total
Avoided Disposal Costs			
Revenue			
Total Savings			
Net (Savings – Costs)			

WASTE CONVERSION FACTORS

Material	Volume	Estimated Weight (in Pounds)
Cardboard boxes: un-compacted/ flattened	1 cubic yard	50-150
Newspaper: un-compacted	1 cubic yard	360-505
Mixed paper: flat	1 cubic yard	380/755
Glass: whole bottles	1 cubic yard	500-700
Aluminum cans: whole	1 cubic yard	50-70
Plastic soda bottles: whole	1 cubic yard	515
Wood pallets	1 cubic yard	40
Grease (fats, solid-liquid cooking oil)	55-gallon drum	410
Food Scraps	55-gallon drum	412
Municipal Solid Waste: residential/ un-compacted	1 cubic yard	150-300
Municipal Solid Waste: commercial/ un-compacted	1 cubic yard	300-600

Source: <http://www.epa.gov/recycle.measure/docs/guide.pdf> (*Measuring Recycling A Guide for State and Local Governments*; page 62: “Standard Waste Volume to Weight Conversion Factors”)

Hauler Lingo Definitions

Tip Fee (also *disposal fee*) is the fee that the hauler charges based on the amount (usually tons) of material that is disposed of (or tipped) at the landfill, transfer station or incinerator.

Pull Charge (also *hauling* or *delivery charge*) is the charge for removing the dumpster.

Rental Fee is the cost of using the dumpster for a specified length of time.

Cubic Yard is the most common unit for measuring the volume of solid waste. A cubic yard is equivalent to 202 U.S. gallons.

Tons are the most common measure of weight for waste materials. A ton is equal to 2,000 pounds.

Density of waste refers to the weight per unit of volume (e.g. the estimated weight of food waste is 412 pounds/55 gallon drum).

Dumpster (also *container*, *box*, or *can*) is a large container for storing trash. Dumpsters are sized by the cubic yard, and can range from 1 yard to 40 yards).

Compactor is a dumpster with an internal mechanism that compacts the waste to allow for more material to be stored in a single unit. These are commonly used for cardboard.

Toter Carts are wheeled containers for trash or recyclables, typically holding 60 to 100 gallons.

Commingled is a term to describe unlike recyclables collected in a single recycling bin. *Commingled containers* often refer to aluminum, plastic and glass food and beverage containers.