



## NEAR ZERO WASTE EVENTS

***It's easier than you think to make your event "Near Zero Waste." Here are a few guidelines that will allow you to compost and recycle the vast majority of your "trash."***

### **Overview**

Events generate a lot of waste. You may already recycle the bottles, cans and plastic cups, but there still is a great deal of food-related waste ending up in the land fill. Amazingly, most food waste is fully compostable by a commercial composter in our area and turned into a valuable soil amendment which is used by local landscapers within 90 days. With a little bit of planning, you can arrange so that the entire plate (including cutlery) can be tossed in the compost container when your guests are done enjoying their meal. If you follow these guidelines, you'll typically find that you can reduce your land fill waste by 90% or more!

### **Recycle & Compost**

*Please note: The curbside pick-up of compostable material in Bay Village is for Yard Waste Only. The composting program outlined here is available by special order through Rosby Resource Recycling.*

1. **Become familiar with compostable materials** accepted by your commercial composter. Rosby Resource Recycling in Brooklyn Heights, composts the following organic materials:
  - a. All food waste, including egg shells, dairy, meat, bones, fish, clam shells, potato dishes, baked goods, fruits and vegetables.
  - b. Any product made from paper or cardboard, even wax lined cardboard plates or cups. This includes cardboard pizza boxes, cardboard freezer boxes, napkins, paper or cardboard plates, paper bags, paper napkins and towels.
  - c. Compostable plastic—you can purchase compostable plastic cutlery online. (See Vendors/Resources below.) Make sure they are compostable, not just biodegradable. Compostable plastics must be rated at ASTM D 6400 to be compostable. The rating or label "compostable" is usually on the box or the cutlery.
2. **Use compostable serving products.** It is recommended that everything on the plate be compostable—this makes it easy to toss the entire plate into the compost container when done eating. Compostable products include: Any paper or cardboard plate (even wax lined), compostable cutlery, and paper napkins.
3. **Avoid using Styrofoam**, which is difficult to recycle.
4. **Use condiment dispensers** rather than small, individually wrapped condiment packets—the individual plastic wrapping material is not compostable, and is difficult to recycle.
5. **Arrange to compost your food waste** with your commercial compost facility. Rosby Resource Recycling in Brooklyn Heights serves the Cleveland area and will drop off 95-gallon compost bins for your use. They will pick the containers up usually 1-2 business days after the event. The service is provided for a nominal charge. (See Vendors/Resources below.)
6. **Recycle any bottles, cans, plastic cups, paper, cardboard, plastic bags, aluminum foil/serving tins.**
  - a. Bottles, cans, plastic cups, paper and cardboard can be recycled through the City of Bay Village recycling program. (See Vendors/Resources on page 2)
  - b. Plastic bags can be recycled at Heinen's, Giant Eagle and Marc's stores.
  - c. Aluminum foil and aluminum tins can be recycled at Recycle Zone on Lorain Road. (See Vendors/Resources on page 2)

### **Reduce/reuse**

1. **Use reusable items as much as possible**—dinnerware, cutlery, cups, glasses and napkins.
2. **Provide a large water cooler instead of water bottles.** Ask people to bring their own reusable water bottle or provide water cups that can be recycled (plastic) or composted (paper).
3. **Ask your guests to reuse plates & cups** when getting refills.

## Sample Steps for Planning and Executing a Near Zero Waste Event

1. **Committee agrees** that the event will be Near Zero Waste (NZW).
2. **Ensure that the committee's budget** includes compostable cutlery (if disposable cutlery is to be used), dispensers for condiments, and drop off/pick up charges for Rosby Compost Containers.
3. **Meet with the event vendors** (who provide the food and beverage). All event vendors need to serve their food and beverage with compostable, recyclable or reusable materials. It is recommended that everything plated be compostable, per the guidelines on page 1.
4. **Promote the fact that this is a Near Zero Waste event** prior to the event with promotional materials. It will help if your guests are all aware that it is a Near Zero Waste Event and that it is important to properly sort the compost from the recycles. Let them know that the compost will be a valuable soil amendment within 90 days. (Pretty amazing!)
5. **Purchase** the serving goods needed for the event—Paper plates, compostable cutlery, etc.
6. **Secure different trash and recycle containers** and make labels/signs indicating:
  - a. Recycle--bottles, cans and plastic cups
  - b. Compost--for food, plates, compostable cutlery, and paper napkins
  - c. Trash--for any waste that cannot be recycled or composted (should be very few items)
7. The following items can be collected separately in a box or bag:
  - a. Aluminum foil and aluminum tins (to be placed near the vendors)
  - b. Paper and cardboard (later to be combined with the bottles, cans, and plastic cups)
  - c. Plastic bags (should be bagged together)
8. **Have extra containers and signs** available the day of the event.
9. **Contact Rosby Resource Recycling** (see Vendors/Resources below) to request compost bins at least 2 weeks prior to the event.
10. **Contact Donny Landers** (see Vendors/Resources below) to arrange for the city to drop off recycle containers for bottles and cans at least 2 weeks prior to the event. (These are available for City Events, if needed)
11. **Organize volunteers** to oversee trash containers to ensure waste is going into the proper containers on the day of the event.
  - a. Have a brief training session prior to the beginning of the event to familiarize vendors and volunteers regarding use of the compost, recycle, and trash containers
  - b. Ensure vendors have access to the necessary containers prior to the start of the event.
12. **The day of the event, remove all stand-alone trash containers and set up your recycle stations.** Each recycle station should include a Recycle, Compost and Trash container, with proper signage.
13. **Make sure your volunteers are available** at each recycle station to help your guests and vendors properly sort their trash.
14. **Have your successful NZW event**—mention that the event is Near Zero Waste during event announcements.
15. **At the end of the event, clean up.** Make sure the clean-up crew knows how to properly separate the compost and recyclable materials and how to handle the miscellaneous items (like cardboard or aluminum foil).
16. **Be sure to include the paper towels** from the bathrooms in the compost containers.
17. **After the event, secure the compost containers** so they will not be used incorrectly prior to being picked up. Rosby Resource Recycling will pick up your compost containers, usually within 1-2 business days following the event.
18. **Drop off aluminum foil and aluminum tins** at Recycle Zone on Lorain Road to be recycled. (See Vendors/Resources below.)
19. **Recycle plastic bags** at Heinen's, Giant Eagle or Marc's.
20. **Include paper, cardboard, plastic cups, bottles and cans in the regular Bay Village recycle bins.** If you used the city Recycle Containers, the service department will pick up the recyclables along with the containers on the first business day following the event.

## Vendors/Resources

- **Rosby Resource Recycling**, 4963 Schaaf Lane, Brooklyn Heights, OH 44131
  - o Contact Ian Rosby at 216-739-2220 x 801.
  - o The answering service answers as "Jantek Building Services and FiberBrite Systems"
- **Recycle Zone**, 28820 Lorain Road (near Crocker/Stearns), N. Olmsted, OH 44070, Phone 440-471-4652
- **Compostable Plastic Cutlery** --- order online. One local vendor is greenpaperproducts.com in Highland Heights, OH.
- **City of Bay Village Recycling**—Contact Donny Landers at 440-899-3417 if you need recycle containers

If you have any questions, email bayvillagegreenteam@gmail.com