



The City of Reno



SPECIAL EVENTS WASTE REDUCTION GUIDE

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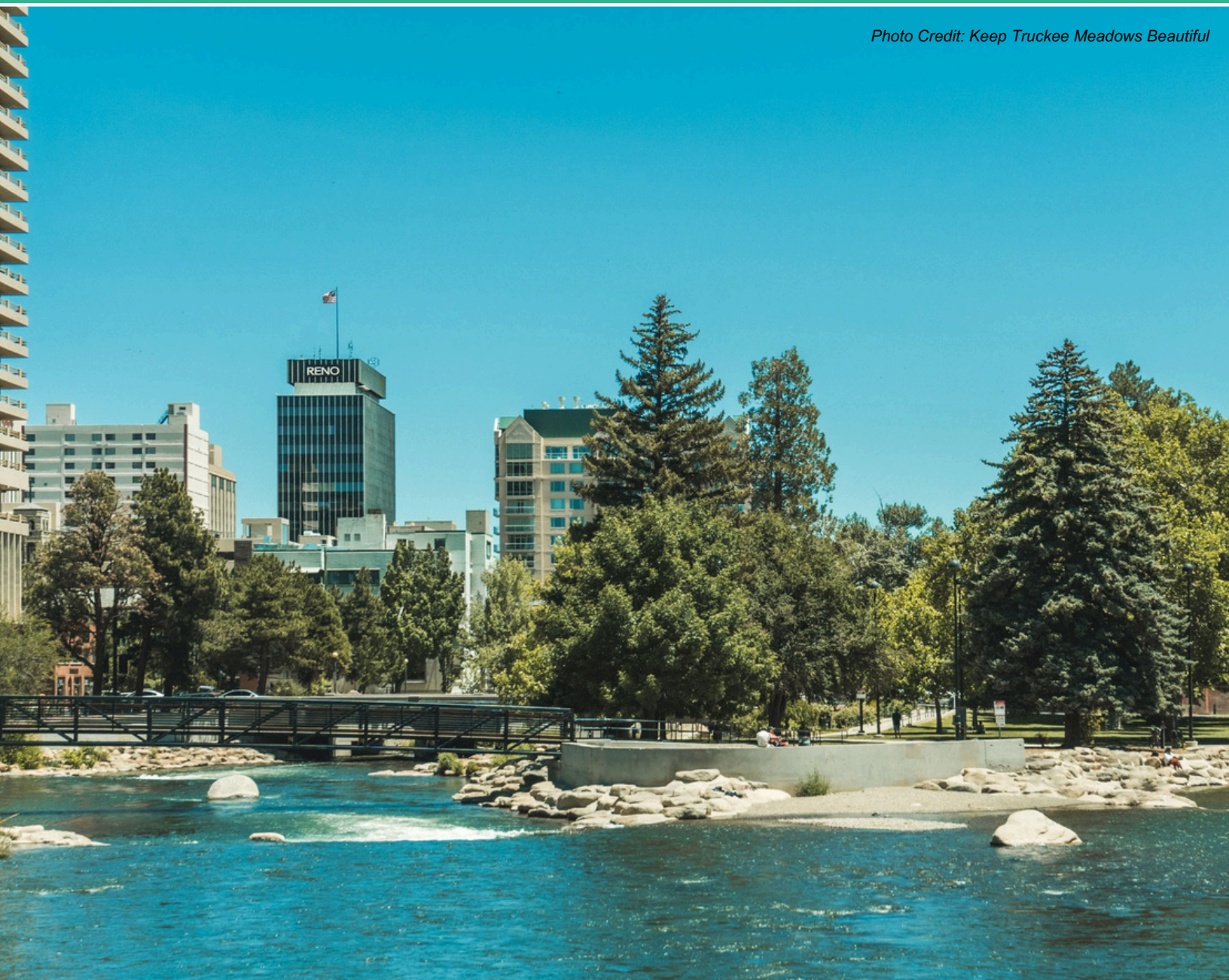




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INTRODUCTION

The Biggest Little City hosts numerous special events each year. Amidst all of the fun that happens at these events, large amounts of waste are generated. A significant contributor to this problem is the traditional “take-make-use-waste” model where products are designed to be discarded shortly after use. The U.S Environmental Protection Agency estimates that over 28% of all U.S garbage is packaging, amounting to 83 million tons of material that is typically thrown out after a product is purchased or used.

In order to shrink the environmental impact special events pose, event promoters and vendors must begin implementing steps to reduce and divert waste. As such, the Low Waste Guide is designed to support event promoters and vendors by recommending more sustainable choices. The Low Waste Guide is filled with best practices for waste prevention, reduction, and diversion strategies, tips, and information utilizing existing resources in the community. The Guide is intended to serve as a mentoring document and a launching point for new ideas and suggestions to reduce waste and mitigate the collective impact events have on the natural environment.



Special Event Ahead Sign

Achieving a low waste event is not something that can be accomplished overnight. However, as the City of Reno embarks on a journey to reduce its ecological footprint, this Guide will be updated and enhanced with strategies and resources that will continue to inch The Biggest Little City closer to a point where it can continue offering fun and engaging events, but in a more environmentally friendly way. If you have any comments or suggestions for expanding the scope and possible use of this document, please reach out to:

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PRE-EVENT PREPARATION

ASSIGN A COORDINATOR OR COMMITTEE

Early planning is crucial for a successful low waste event. Ideally, start by identifying a passionate individual or committee to spearhead the event's low waste coordination efforts; any key stakeholder can fill the position. This will require heavy participation throughout the coordination process and a strong presence at the event. Key duties of the coordinator or committee, such as recruiting, training, and managing volunteers, are described later in this guide. Once selected, the coordinator or committee must define expectations and gain commitment from all key stakeholders at the beginning stages of the planning process. Key stakeholders can include: property owners, event promoters and organizers, venue hosts and employees, sponsors, vendors, municipal authorities, local solid waste staff, and service contractors. Ensure all stakeholders understand their responsibilities and contributions towards a low waste event and are committed to making them happen.

Suggested to-do List

ONE YEAR PRIOR TO EVENT

- Assign a coordinator to champion low waste efforts.
- Outline and solidify your low waste goals and objectives.
- Solidify your low waste event policy.
- Educate the core team on the purpose of waste reduction and recycling.
- Determine what types of waste will likely be produced at your event, where the waste will likely be generated, and who will likely generate the most waste. Plan accordingly.
- Research where waste can be eliminated and research how to implement feasible reuse strategies, such as a reusable cup incentive program.
- Formulate a communication plan for how your low waste activities and achievements will be communicated to your stakeholders, vendors, and event attendees.
- Identify vendor requirements:
 - Write a clause in vendor contracts for distribution.
- Openly communicate with vendors so they understand waste reduction requirements and their importance



Suggested to-do List

SIX MONTHS PRIOR TO EVENT

- Reach out to Waste Management (WM) for logistics surrounding trash and recycling collection. Add costs to the event budget.
 - Work to determine the number of trash and recycling commercial dumpsters and/or bins you will need, as well as waste hauling logistics.
- Formulate a plan for sorting waste material, including the number of waste stations, the number of containers needed per waste station, and other equipment needed.
- Include waste diversion plan guidelines in the vendor packet.
- Identify reusable and recyclable items.
- Describe what is expected of vendors.
- Describe the collection procedures for recyclable materials.
- Discuss the disposal options for nonrecyclable vendor-generated trash.
- Include a list of product suppliers that meet your expectations. Contact services for other resources such as hydration stations, etc.
- Design the event map and location to include waste and/or hydration stations.
- Secure and confirm your order of trash and recycling dumpsters and/or bins from Waste Management (WM).
- Order trash and recycling receptacles for waste stations.
- Check with the hauler or a local solid waste agency to see what signage they have available. Otherwise, gather appropriate labeling materials for all waste receptacles.
- Assess how many volunteers you will need to monitor waste and/or hydration stations at your event.
- Locate charities or nonprofits to whom you may donate leftover food and/or unused materials.



Photo Credit: Keep Truckee Meadows Beautiful

Suggested to-do List

MONTH PRIOR TO EVENT

- Communicate low waste features available during the event to the general public.
- Finalize arrangements with Waste Management (WM) to haul recyclables and trash at the conclusion of the event.
- Confirm the purchases of bags, gloves, litter pickers, and other equipment.
- Send reminders to vendors.
- Conduct outreach to recruit volunteers.
- Plan orientation for volunteers and/or staff.

WEEK PRIOR TO EVENT

- Confirm the donation destination for leftover food and other unused materials.
- Confirm the dumpster and/or bin order, placement, and drop off time.
- Confirm signage.
- Confirm volunteers and/or staffing.
- Host orientation for staff and volunteers.
- Make scripts for stage announcements to remind people about the event's low waste efforts.
- Every form of engagement with the public is an opportunity to educate. Remind guests of the value of "Leave No Trace" principles and encourage them to bring their own water bottles, utensils, handkerchiefs or bags to the event.

Suggested to-do List

DAY OF EVENT

- Confirm drop off of any dumpster and/or bin by Waste Management (WM).
- Use social media to promote your low waste efforts in real time.
- Make announcements to remind people where they can find waste and/or hydration stations.
- Ensure waste monitors help guests if they are unsure of what is and isn't recyclable at the point of disposal.

AFTER THE EVENT

- Contact Waste Management (WM) to schedule or confirm the time to pick up trash and recycling dumpsters and/or bins.
- Ask Waste Management (WM) to record volumes of trash and recyclables generated at the event. Please note that Waste Management cannot provide volumes beyond the size of the container.
- Donate leftover food and/or unused materials to local charities and/or nonprofits. Reference www.ktmb.org/recycle for donation locations.
- Clean up and litter removal.
- Publicize the event's low waste accomplishments.
- Collect feedback from your vendors, stakeholders, and volunteers to assess the event's low waste strategies to determine what worked and what didn't.
- Assess if recycling containers were contaminated with trash after the event. Apply different strategies to keep trash out of recycling containers for future events if necessary.
- Identify target materials for reduce and reuse strategies.
- Thank your vendors for participating in your low waste event.



Photo Credit: Keep Truckee Meadows Beautiful

ASSESSMENT AND EXPLORATION QUESTIONS

Considering the challenges and opportunities to prevent waste, the following questions can help you establish a baseline and identify potential barriers or program enhancement opportunities.

How many people will be attending the event?

This may help predict the amount of waste generated at your event.

How far will people travel to your event?

Recycling programs are location-based. What can be accepted and recycled in Washoe County may not be in other parts of the country. Knowing how far people travel to get to your event will inform your event's recycling educational efforts.

What types of waste prevention resources or programs are taking place during your event and what is missing?

Knowing this in advance will give you the opportunity to develop or find a network of community resources and partnerships to help make your event as close to low waste as possible.

What types of waste do you project will be generated at your event?

This will help identify what materials you will recycle and opportunities for reduce and reuse methods. Be aware of what types of materials will be distributed by vendors. Food vendors typically generate the most waste.

How will you collect and manage waste generated during your event?

This will determine any applicable waste hauling services as well as the number of waste stations you will manage during the event.

How will you educate and communicate with vendors and service providers?

Decide early what the low waste expectations will be for the event, such as how materials should be separated. Require cooperation and coordination among all vendors, service providers, and event organizers to ensure successful resource management at your event. Decide early on how to implement public communication and be consistent in your messaging (i.e. social media, newsletter, website, etc.) Any time you take to make an engagement with event attendees is an opportunity to educate them on your event's low waste efforts.

Will your event be physically open or have a fixed boundary, such as fencing?

If you have a fixed boundary around your event, it will be easier to manage event entrances and exits. Otherwise, you will need to be proactive in mapping out your event and identifying entrances and exits to manage and track attendance.

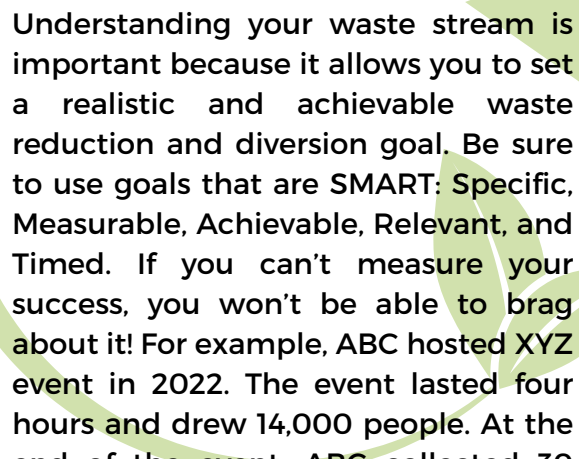


Can event guests bring in outside food or beverages?

If guests cannot bring outside food or beverages into your event, you will have more control over your waste stream and can work with your vendors to supply more materials that can be recycled. This will also influence how much you can tailor your recycling versus trash signage.

Getting Started

Set an Achievable Waste Reduction and Diversion Goal



Understanding your waste stream is important because it allows you to set a realistic and achievable waste reduction and diversion goal. Be sure to use goals that are SMART: Specific, Measurable, Achievable, Relevant, and Timed. If you can't measure your success, you won't be able to brag about it! For example, ABC hosted XYZ event in 2022. The event lasted four hours and drew 14,000 people. At the end of the event, ABC collected 30 bags of trash. ABC set a goal to generate one bag of trash per 1,000 people or 14 bags of trash by the XYZ event in 2025.

If you have access to waste data from previous years, use the data to calculate a diversion rate, or the percentage of waste diverted from the landfill. This helps track your event's sustainability over time. To learn how to calculate your waste diversion rate, visit <https://rb.gy/qvghwo>.

If you are starting a new event or do not have access to waste data from previous years, reach out to other promoters who host events similar in size, attendance, and number of participating business/food vendors.

Whether you set a 30% or 100% diversion goal, any level of waste reduction and diversion is a step in the right direction! If this is your first attempt, look at low-hanging fruit opportunities. If you have more experience in low waste events, challenge yourself to perfect your programs and continue to reduce the amount of waste you are sending to the landfill.



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Waste Prevention through Reduce and Reuse Strategies

The best way to prevent waste from happening and help reduce operating costs is to incorporate reduce and reuse strategies during the early planning stages. The more waste prevention strategies you incorporate into your event, the less amount of waste you will generate and the less need you will likely have to manage waste at the end of your event. Communicate these strategies to all of your stakeholders a couple of months or weeks before the event to give adequate time for preparation and logistics.

This will likely be the first-time vendors are included in this practice, so it is important to work all together and closely with each of them to achieve a low waste event. The more “green” options a vendor has, the more motivated they will be to participate. Make sure to provide alternatives to every practice that is restricted or banned. In the end, you as the event promoter have the option to refuse services or partnerships that do not share the same vision or are not willing to participate in your low waste endeavors. Please see Appendix C for a “Green Options” worksheet with preliminary reduce and reuse strategies.

Be aware that at the time this Guide was written, commercial composting was not a diversion option available to event promoters or vendors in Washoe County.

As such, food ware products including straws, utensils, bowls, plates, cups, and to-go containers labeled as “compostable” or “biodegradable” must be disposed of as trash.

Pro Tip!

Be transparent about your low waste goals. Craft a “low waste” policy or pledge to demonstrate your commitment to a low waste event. Communicate to everyone involved all of the low waste practices that will be implemented on the day of your event by utilizing your website, newsletter, or social media so event workers and attendees understand the expectations. See Appendix B for an example.

Recycling Strategies and Management of Waste

After applying reduce and reuse strategies, it is likely that you will still find yourself generating some waste. To increase low waste practices, choose, purchase, and utilize items that can be recycled. Plan to properly dispose of all trash and recycling during and after your event. Sometimes venues will offer trash and recycling hauling services as part of your contract. If they don't, you'll need to order and arrange for a service to pick trash and recycling up at the end of your event.

It is important to note that if you are organizing an event within the City of Reno and are looking for a company to pick up and haul your trash and recyclables, you must contact Waste Management (WM). You may reach out by calling the call center at (775) 329-8822. For more information about the Franchise Agreement, please contact the City of Reno at (775) 334-INFO and/or reference the WM Commercial Franchise Agreement located under

<https://www.reno.gov/community/sustainability/recycle>

When contracting your trash and recycling hauler, it is beneficial to clarify the following points:

- How many bins and/or dumpsters will the event need?
- What size bins and/or dumpsters will your event need? Sizes can range from a 4- or 6-yard bin to a 14, 20, or 30-yard dumpster.
- Where will your bins and/or dumpsters be placed? Plan ahead of time about the placement of the bin and/or dumpster at your event space.
- When will the bins and/or dumpsters be delivered? Be sure to specify a date and the time you'd like to see your bins and/or dumpsters delivered.
- Will you need bins and/or dumpsters that lock? Sometimes this is ideal if you are requesting bins and/or dumpsters for recyclables. Keeping them locked during the event can prevent the recycling bins and/or dumpsters from being contaminated with trash during and after the event.
- When will your bins and/or dumpsters be hauled away? If they are scheduled to be hauled away some time after your event, make sure you have a plan to prevent the recycling bins and/or dumpsters from being contaminated with trash after hours.

Recycling Signage and Containers

To ensure you are capturing and diverting recyclable materials from the landfill, it is essential to make on-site collection locations visible, eye-catching, and easily accessible throughout the event space. Make it simple for the public to participate and do not rely on the general public's perception of what can and cannot be recycled. This often leads to "wish cycling" that contaminates recycling bins.

Here are a Few Tips for Setting You Up for Success:

- Set up waste stations throughout your event. A waste station should consist of two types of containers: recycling and trash. Containers can range in size but they are typically 35 to 40-gallon receptacles. Waste stations should have a recycling container next to every trash can so recycling is convenient. Avoid stand-alone or satellite bin placement. For instance, if you just have a recycling container set up in a designated area, you run the risk of people putting trash in it.
- The amount of waste stations your event will need will depend on its size, layout, and attendance. Remember, the more food vendors your event has, the more potential for waste. Use the following chart, inspired by the City of Columbus' Green Event Guide, as an estimation for the recommended number of containers based on the event size.

1,000 attendees=10 recycling containers and 10 trash containers
1,000 - 5,000 attendees=20 recycling containers and 20 trash containers
5,000 - 10,000 attendees=30 recycling containers and 30 trash containers
10,000 - 20,000 attendees=40 recycling containers and 40 trash containers
20,000 - 30,000 attendees=50 recycling containers and 50 trash containers

- Ask your service provider to identify which materials in the waste stream can be recycled. If you have a list of products or materials, bring that with you to verify disposal options. Always verify which products can and cannot be recycled before you and/or your vendors make any large purchases of products or materials that will be used or distributed during your event.
- Ask your service provider to identify acceptable contamination levels in recycling bins and/or dumpsters.
- Request reporting (by weight or volume) to determine how much was recycled and how much was sent to the landfill. This information will help plan future events and make improvements.

- Be strategic about where to set up your waste stations. Set them up in high-traffic areas, especially near food vendors, event entrances and exits, bathrooms, picnic areas, and along long stretches or walkways. Do not make it easy for attendees to litter. See Appendix I for a map example of waste station placement.
- Be aware of any existing public trash bins at your event location and make a plan to incorporate these public trash bins into your overall waste station set up. Otherwise, you will run the risk of overflowing trash bins and people throwing their recyclables in the trash as well. These public trash bins are especially common in public spaces such as parks.
- No matter what style container you use, make sure the recycling container is clearly distinct from the trash container, whether it be in the container shape, color, or top opening. The following color scheme is universally understood by the general public: blue indicates recycling and black indicates trash. See Appendix F for an example of trash and recycling containers.
- Events are fast-paced and hectic. To help with source separation, add signage to your containers to capture attention and aid your attendees in making the right disposal decision. Signage must be appealing, clear, and consistent to increase recycling participation and limit the amount of contamination. Use a combination of photos or images and text to communicate what goes into which container.
- Keep the message simple on signage so that attendees of all ethnic backgrounds or languages can understand the procedures. Consider printing signs in multiple languages. See Appendix E for resources including signage. The Northern Nevada International Center Language Bank offers a variety of language services. More information can be found by visiting their website: <https://www.unr.edu/language-bank>.
- Start early by promoting available recycling at the event. If it's your first time, most people won't expect it. Include public recycling information in the event program and all other event information and/or make public recycling messages over the sound system. Be consistent over the long term if this is a recurring event, and don't be discouraged if it isn't perfect the first time.

Don't be afraid to get creative with your trash and recycling containers. Metal drums, cardboard boxes, and other unconventional materials can be repurposed into receptacles and save you money. Remember to keep your trash container clearly distinct from your recycling container and provide signage to help guests make the right disposal choice. Check out [this website](#) for inspiration.

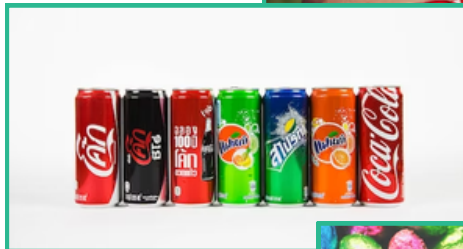
Pro Tips!

Include images of items that will form a part of your event's waste stream on your signage.

Managing Recyclables at your Event

The following materials are typically generated during special events and can be recycled. However, always double check with your recycling hauler to confirm before purchasing. Recyclables must be clean and dry before disposing in a recycling container/bin/dumpster.

- Cardboard and paperboard (flatten all boxes and do not bundle or tie up; cardboard must not be coated in wax or plastic and must not contain food residue or grease)
- Paper handouts
- Aluminum cans
- Aluminum foil that does not contain food residue
- Glass bottles
- Plastic bottles
- Plastic cups labeled PET/PETE #1 (at the time this Guide was written, Waste Management (WM) will recycle plastic cups marked as PET/PETE #1).



Managing Recyclables at your Event



Final Destination for Recyclables

You can request a recycling bin/dumpster from Waste Management (WM) and use it specifically for cardboard and other recyclables. See Appendix G for a dimension breakdown of event bins/dumpsters. It is recommended that you either call (775) 329-8822 to speak with a WM customer service representative or visit their office located at 100 Vassar St., Reno 89502. Customer service representatives can help you determine which bin sizes may be best for your event. Note that bins may need to be ordered several months before the event. This is especially important if you are ordering a large number. You must keep recycling clean and free of trash, else it will be hauled to the landfill.

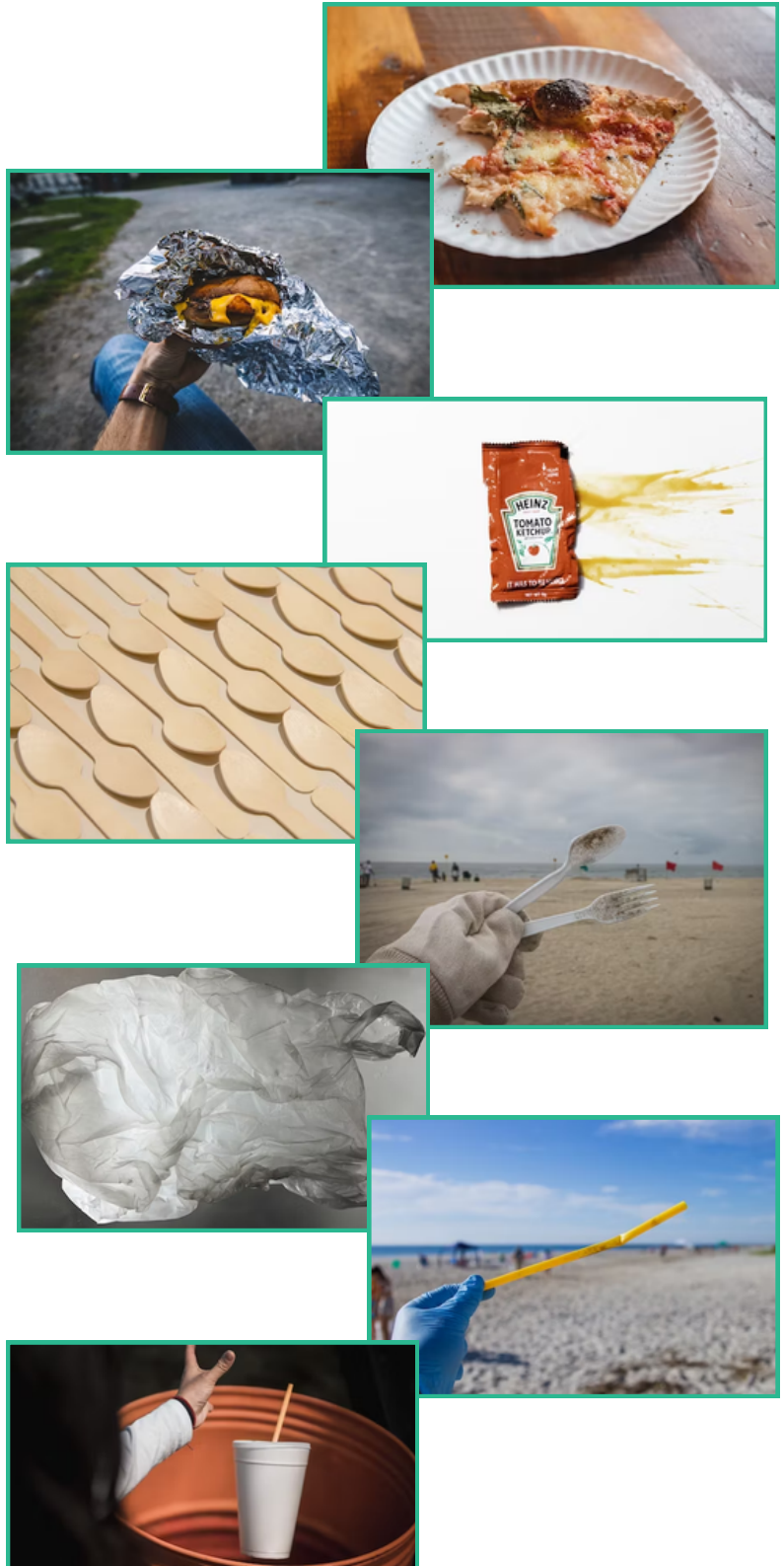


Photo Credit: Keep Truckee Meadows Beautiful

Managing Trash at Your Event

The following materials are typically generated during special events and cannot be recycled. Double-check with your waste hauler to confirm.

- Food-soiled paper, paper plates, cardboard
- Food wrapped in aluminum foil
- Used paper napkins and towels
- Condiment sachets (packets)
- Products labeled as “Biodegradable” or “Compostable” such as plates, utensils, cups, etc.
- Plastic utensils, cups, bowls, and plates
- Plastic bags, wraps, and film
- Plastic and paper straws
- Styrofoam
- Food waste



Managing Trash at Your Event

Pro Tip!

Instituting a “Pack in, Pack out” policy for vendors ensures that vendors manage and properly dispose of their personal waste generation.



Final Destination for all Trash:

The process for requesting a temporary dumpster or bin for trash through Waste Management is the same as for recycling. Please note that if you would like trash and recycling services for your event, you must order a bin/dumpster for each. Again, you can speak with a customer service representative at (775) 329-8822 or visit their office located at 100 Vassar St., Reno 89502. Both trash and recycling bins will be dropped off and hauled away from the location of your event.

Storm Drains

Most outside drains are storm drains that feed directly into the Truckee River or other water bodies! Dumping wastewater, chemicals (including cleaning detergents) or washing equipment to the storm drain is considered an illicit discharge and is illegal. Please consider this when cleaning or disposing of any waste after your events. Only rain belongs in the storm drain! For more information, please refer to:

<https://www.reno.gov/government/departments/utility-services/environmental-control>.



Photo Credit: Keep Truckee Meadows Beautiful

STAFF/VOLUNTEERS

Determine early the number of personnel needed to operate logistics related to achieving the event's low waste goals. Consider whether you'll need to employ individuals or if you'll need to rely on the help of volunteers. If you are considering employing individuals, it is critical to budget for paid staff members to manage your low waste program. If you would like to limit your costs, you can also provide the same level of service with volunteers. [The Fair Labor Standards Act \(FLSA\)](#) has strict volunteer rules associated with non-profit organizations versus for-profit organizations; check the Department of Labor to learn more: [Fact Sheet #14A: Non-Profit Organizations and the Fair Labor Standards Act \(FLSA\)](#). | [U.S. Department of Labor \(dol.gov\)](https://www.dol.gov)

POSITIONS

Low Waste Coordinator

This role is key to executing a successful low waste event by: championing low waste efforts, managing the expectations of event attendees, vendors, and personnel, recruiting and orienting volunteers, and keeping everyone on track to attain the event's low waste mission. This role could be the head of your committee or it could be the lead coordinator as described in earlier sections. If not, this role should work closely with the coordinator or committee members.

Staff/Volunteers: Positions



Photo Credit: Keep Truckee Meadows Beautiful

A Low Waste Coordinator:

- Coordinates and educates on low waste goals and policies
- Implements reduce and reuse strategies and monitors and inspects all materials brought into the event by vendors to minimize waste
- Ensures all materials brought into the event are taken back out
- Creates a schedule for collecting waste from waste stations throughout the event and sets up logistics around the central collection area
- Organizes final destination for all waste stream products, including trash and recyclables
- Regularly communicates with the event planner and vendors about low waste expectations and any obstacles leading up to the event day
- Organizes staff and/or volunteer orientation and training leading to the event day
- Manages personnel and shifts on the event day
- Reports back on goals and measurements after the event is over
- May serve as the point of contact in case of logistical emergencies

Pro Tip!

For larger events, consider assigning multiple low waste coordinators to manage logistics and personnel. Events that attract more than 10K individuals should strongly consider assigning at least two coordinators.

Staff/Volunteers: Positions



Photo Credit: Keep Truckee Meadows Beautiful

Waste Station Monitor

Waste stations should be monitored to avoid contamination of recyclables and increase collection and diversion rates. Have at least one to two waste monitors per waste station. The suggested age for volunteers is +10 years old as long as they are accompanied by an adult.

- Guides attendees with sorting waste at the waste station
- Educates guests about why waste reduction matters and how to dispose of waste properly
- Excites people about participating and doing the right thing
- Re-sorts materials as needed
- May tally up the total number of bags filled with recyclables and trash collected and send a report to the Low Waste Coordinator at the end of the event.

Pro Tip!

You may only need one or two waste monitors per station. If staffing all waste stations is not possible, assign a “floater” to monitor stations in less frequented areas or in areas with staffing issues, volunteer no-shows, etc.

Pro Tip!

Make sure to keep waste stations near food vendors, in high-traffic areas, and during high attendance periods fully staffed throughout the event.

Pro Tip!

Supply all waste station monitors with non-latex or nitrile gloves and/or a trash picker and/or an apron in the event they need to remove contamination inside recycling bins or recover recyclables from trash cans. If appropriate, set up chairs and pop-up tents for shade. Make sure all of your waste monitors are comfortable during their shifts.

Staff/Volunteers: Positions



Photo Credit: Keep Truckee Meadows Beautiful

Floater

This role is essential to prevent waste stations from overflowing and transport full karts or bags to a central collection/service area or to the designated bins/dumpsters. If your event needs a bin/dumpster specifically for recyclables, a Recycling Bin/Dumpster Monitor is ideal to ensure recycling bins/dumpsters are not accidentally used for trash by attendees, vendors, or personnel. If monitoring a recycling dumpster is not possible, keep the recycling bin/dumpster locked and only accessible by event personnel. Make sure your staff and/or volunteers are familiar with recycling rules and guidelines in order to prevent contamination. The suggested age for volunteers is 18 years or older.

- Collects bags of trash and recycling and transports to the nearest bin/dumpster or collection service area

- Re-sorts materials as needed (if recycling containers are mostly contaminated with trash, the contents should be put into a trash receptacle)
- Replenishes waste stations with bags and/or other supplies needed
- Ensures recycling bins and/or dumpsters do not get filled with trash
- May tally up the total number of bags filled with recyclables and trash collected and send a report to the Low Waste Coordinator at the end of the event

Pro Tip!

Recyclables must be loose when placed in bins or dumpsters. Bagged recyclables will be treated as trash when collected by Waste Management (WM).

Staff/Volunteers: Positions

Pro Tip!

Plan for peak periods, such as lunch and dinner, and empty nearly full bins or bags in advance.

Pro Tip!

Supply all volunteers or staff with non-latex or nitrile gloves and/or a trash picker and an apron in the event they need to remove contamination inside recycling bins or dumpsters or recover recyclables from trash cans.

Hydration Station Monitor

A hydration station allows water refill opportunities for guests wishing to use their own water bottles or cups for potable water provided by the event promoter. An approved hydration station must be a booth solely controlled by the event promoter and must not allow any public to come in contact with this unit to prevent cross contamination. A hydration monitor must be present at all hydration stations to serve potable water to guests. The booth and operational plan for staffing, attendants, and cleaning must be approved by Northern Nevada Public Health. To learn more about health code regulations, visit https://www.washoecounty.gov/health/files/ehs/regulations/Food_Regs_12-08-2021.pdf.

- Serves water to guests in a way that prevents contact between rims of cups or bottles from the refill equipment



Staff/Volunteers: Volunteerism



Photo Credit: Keep Truckee Meadows Beautiful

VOLUNTEERISM

Recruitment

A volunteer is any individual who performs a service without the expectation of monetary or material compensation. Recruiting volunteers to fulfill some of the duties previously mentioned can help your event reach its low waste goals and align with public expectations. Remember, the FLSA has strict volunteer rules associated with non-profit organizations versus for-profit organizations; check the Department of Labor to learn more: [Fact Sheet #14A: Non-Profit Organizations and the Fair Labor Standards Act \(FLSA\) | U.S. Department of Labor \(dol.gov\)](#).

Where do I recruit volunteers?

The following online platforms are designed to help pair your volunteer opportunity with interested individuals:

- [Nevada Volunteers](#)
- [Volunteer Match](#)
- [Volunteers of America](#)
- [Give Pulse](#)**

Event Clean-Up Crew

The crew is essential to keep the event space litter-free and avoid any penalties from the City of Reno. Make sure to supply your Event Cleanup Crew with collection buckets that can be emptied into larger bags as well as litter pickers and non-latex or nitrile gloves. The suggested age for volunteers is +10 years old so long as they are accompanied by an adult.

- Pick up litter during and after the event

Pro Tip!

Get the general public involved in keeping the event space clean by incentivizing attendees to pick up trash in exchange for rewards. Check out Global Inheritance to learn how other events are getting people involved to keep our planet clean. <https://www.globalinheritance.org/programs/recycling>.

**The official online platform to recruit volunteers attending the University of Nevada, Reno. Please visit [their website](#) to learn how to become a community partner, as well as important terms and restrictions. Please note that you must provide a safety plan for volunteers in the application. There is no guarantee that your application will be approved.

Staff/Volunteers: Volunteerism



Photo Credit: Keep Truckee Meadows Beautiful

Other volunteer recruitment strategies include holding an annual appeal for volunteers, setting up booths during community events, broadcasting a local PSA through different media outlets, and conducting outreach through your event's social media and website. Targeted outreach to different church groups, corporate teams, youth groups, scout troops, recreational groups, and high school groups can also recruit volunteers. Some event organizers may even see volunteer walk ups or last minute volunteer signups. Thus, it is savvy to have a protocol in place for those individuals to ensure they receive important information about their duties.

Volunteer Management Systems

Having a reliable volunteer management system is a necessary tool, especially when you are trying to keep track of important information from many people.

A volunteer management system will allow you to list all of your volunteer shifts, indicate the shift duration, add a shift description, and include the desired amount of volunteers per shift. It will also allow you to keep track of signups, gaps in shifts, and facilitate direct communication with your volunteers. Here are a couple of volunteer management systems examples:

- [Sign Up](#)
- [Sign Up Genius](#)

Appreciation

Recognize the hard work it took to help your event achieve its low waste goals. Always display gratitude for the time and effort given by your team. Here are a few tips on how to show appreciation:

- Build useful appreciation items into the budget or in grant applications.
- Take the time to make a personal connection with your volunteers, and never underestimate how far a meaningful “thank you” can go.

Staff/Volunteers: Volunteerism

- Make sure volunteers are comfortable doing any task they are assigned and make sure they feel supported for doing the work.
- Don't make volunteers feel like they are wasting their time. Find a healthy balance between too much versus too little work.
- Make sure volunteers know who to turn to for questions and are always "in the know."

Pro Tip!

Encourage groups or teams to sign up individually as opposed to having groups sign up under one name. This will allow you to have direct contact with all interested volunteers.

Pro Tip!

Incentivize volunteers by outlining the benefits of volunteering such as: increasing social connection, building new skills, feeling fulfilled and accomplished, ensuring a healthy environment, free food and drinks, sustainable swag, free event entry, etc.





Photo Credit: Keep Truckee Meadows Beautiful

LOW WASTE ORIENTATION

Hosting a staff and volunteer orientation is highly recommended to ensure everyone is familiar and comfortable with their roles and event procedures. Create a handbook with the information that will be covered during the orientation and ensure everyone has access to it in either print or digital format.

Things to Include in the Orientation:

- Organization background and history
- Low waste mission, goals, and objectives
- Background information on waste and the negative impact it has in our environment and human wellbeing. Explain why it is important for the event to go low waste.
- Educate on the significance of recycling and the reason for separating recyclable materials. Equipping your team with the knowledge they need is an invaluable opportunity that they can then utilize when interacting with the general public.
- Organizational Structure
 - Overview of the position descriptions and chain of command.

Low Waste Orientation

- Run through the event communication plan, including names, emails, and phone numbers. Ensure everyone knows who to contact for specific information before and during the event.
- Go over the event logistics, including set up, tear down, and personnel check-in time, location, and shift periods.
- Ensure volunteers sign a liability release form. Digital forms are advised because they reduce paper waste. Make sure that organizations you partner with for volunteers have the appropriate forms in place. See Appendix H for a sample liability form.
- Go over the event map and points of interest, such as where the points are located:
 - First aid station or supplies
 - General event info station
 - Waste stations
 - Hydration station(s)
 - Dumpsters or collection service area
 - Food and Business vendor area
 - Restrooms
 - Staff/volunteer check in area
 - Event exits and entrances
 - Personnel rest stations
 - Parking



Pro Tip!

If the orientation is held in-person, provide food and refreshments. If the orientation is held virtually, record the meeting and send it to those who were not able to attend. Make sure everyone attending virtually consents to being recorded.

FAQs

- Review appropriate attire, footwear, and accessories to ensure the most comfortable experience possible for personnel (i.e. sunscreen, hats, closed toed shoes, etc.)

Low Waste Orientation

Resource Management Plan

- Recycling
 - Review what can and cannot go into the recycling bin. This is important for your waste station monitors to know as they are responsible for helping attendees dispose of waste properly and prevent wish-cycling or the contamination of recyclables.
 - Explain why it is important to recover recyclable materials and why contamination should be avoided.
 - Explain what the final destination is for recyclables, including where the collection service area is, where the recycling bin/ dumpster is, and how the recyclables will be hauled after the event.
- Landfill
 - Explain what goes to the landfill.
 - Review the final destination for trash, including where the collection service area is, where the trash bin/dumpster is located, and how trash will be hauled after the event.

Pro Tip!

Safety first! Have a plan in place to accommodate volunteers who are not appropriately dressed such as reassigning the individual to a different role that is more appropriate for what they are wearing.



Low Waste Orientation

Suggested Safety Plan

- In case of a non-emergency, please contact [insert contact information of designated individual].
- In case of an emergency, contact 911.
- Low waste station monitors, transporters, and dumpster monitors must wear gloves when handling any waste item, such as recyclables or trash.
- To prevent any potential injury due to coming in contact with sharp objects, personnel should not stick their hand inside a container to press down on waste materials.
- When handling waste by hand, ensure personnel are equipped with non-latex or nitrile gloves.
- Lift using legs, not back, and do not lift more weight than is easy. Individuals with physical concerns should not be assigned the task of moving waste materials.
- Wasps may be attracted to waste containers depending on the time of year.
 - Personnel with wasp or bee allergies should not participate in the collection or bin monitoring process.
 - Always be aware of the presence of stinging insects if picking up contaminants from collection containers or moving containers.

Post event logistics

- Information on event take-down
- Procedure for collecting quantitative information regarding how much recycling versus trash was collected at the end of the event
- Other



POST-EVENT EVALUATION





Assess event procedures and logistics by conducting a SWOT analysis (Strength, Weakness, Opportunity, and Threat) to determine what worked, what didn't, things to improve, opportunities to explore next time, etc. Develop and send surveys to your vendors and event attendees to get feedback on their low waste experience, success stories, and areas for improvement. Use the results to improve future events and set new goals.





RECOGNITION

Remember to celebrate every milestone; no achievement is too small or too big. Give time to communicate outcomes of the event's sustainability efforts to the community at large, stakeholders, and partners through a press release on the event website, e-newsletter, social media, etc. Announce how much waste was diverted through your reduce and reuse strategies, as well as how much waste was recycled and/or how much trash was generated.




Take the time to acknowledge and thank all of your stakeholders for participating in your low waste efforts. For many vendors, your event will be their first exposure to implementing low waste practices, and without their participation, it will be very difficult for your event to achieve its low waste goals. Therefore, consider appreciating and acknowledging the green efforts made by your vendors through a "Green Vendor" recognition program. Whether it be recognition through a press release, special announcements made throughout your event, shout-outs through social media or on the event's website, a badge, or a certificate, don't pass up the opportunity to celebrate their hard work and cooperation.

Appendix A - QR Codes for Linked Websites

	<p>City of Reno Commercial Franchise Agreement</p>	<p>Page 13</p>
	<p>Festival Recycling Stock Photos and Images for waste container ideas</p>	<p>Page 15</p>
	<p>How to Calculate the Waste Diversion Rate of an Event</p>	<p>Page 11</p>
	<p>Fair Labor Standard Act (FLSA) Fact Sheet #14A: Non Profit Organization and the FLSA</p>	<p>Page 21</p>

	<p>Regulations of the Washoe County District Board of Health Governing Food Establishments</p>	<p>Page 25</p>
	<p>UNR Givepulse</p>	<p>Page 26</p>
	<p>Global Inheritance Recycling Program</p>	<p>Page 26</p>
	<p>Language Bank: Northern Nevada International Language Center</p>	<p>Page 15</p>

	Nevada Volunteers	Page 26
	KTMB Recycling Guide	Page 8
	Sign Up Genius	Page 27
	Sign Up	Page 27

	City of Reno Utility Services Department, Environmental Control	Page 20
	Volunteer Match	Page 26
	Volunteers of America	Page 26

Appendix B - Low Waste Policy or Statement

A low waste commitment can be as simple as stating that the [Event/Organization Name] is committed to reducing waste at [x] event by [list of green initiatives]. You can also show that this is an ongoing initiative that you will be working on. For example:

[Event/Organizer Name] is committed to protecting our environment. In an effort to manage our event in a more environmentally-conscientious way, we are transitioning to a low waste event this year by:

- Offering hydration stations for guests to refill their reusable water bottles;
- Working closely with vendors to reduce waste, such as handouts, packaging material, etc.;
- Encouraging guests to bring their own bags, utensils, handkerchiefs, and water bottles;
- Offering recycling stations throughout the event.

We pledge to incorporate best practices that continue to make our events not only fun but also eco-friendlier. After all, earth day is every day!

Appendix C - Green Options Worksheet

A great way to motivate vendor participation in your Low Waste mission is to provide green options. The more green options a promoter and vendor has to apply, the more willing they will be to participate in a Low Waste event. Make sure to provide alternatives to every practice that is restricted or banned. Below is a range of green options for the Promoter, Business/Organization vendors, and Food Vendors. Each green option is categorized in the following way:

Greenest = Saves resources from entering the waste stream.

Greener = Keeps resources out of the landfill through recycling or donations.

Green = Uses resources made from alternative materials that will degrade more quickly in the landfill.

Avoid = Resources that are trash and will not degrade in the landfill.

Green Options for Promoter			
Item	Green Options	Status	Notes
General	Greenest: Reuse or borrow resources from previous events to decrease the demand for newly manufactured goods. This can include tablecloths, serving platters, decorations, and signage.	Pending Complete N/A	
	Greenest: Encourage and/or incentivize attendees to bring their own cutlery, straws, handkerchiefs/napkins, water bottles, and bags.	Pending Complete N/A	

General	Greener: Post large signs that are easy to read.	Pending Complete N/A	
	Greener: Reuse packaging materials from setup during the break-down of the event.	Pending Complete N/A	
	Greener: Donate used or unused durable goods and textiles and unopened, nonperishable food items. Donors may qualify for a tax deduction. Visit www.ktmb.org/recycle to discover how to keep unwanted materials out of the landfill.	Pending Complete N/A	
	Avoid: Printing and handing out programs.	Pending Complete N/A	
When Working With Vendors	Greenest: Send memos and letters to vendors electronically.	Pending Complete N/A	
	Greenest: Digitize vendor applications and have vendors apply through your event's website or use online forms.	Pending Complete N/A	
	Greenest: Work with vendors to source the right materials. Ask participating vendors and those staffing booths to eliminate products requiring bags and packaging where possible.	Pending Complete N/A	

When Working With Vendors	Greenest: Sell or use (Reno PD and Health Dept. approved) refillable containers for beverage concessions. Refillable containers could include branded cups that are durable, brought home and reused.	Pending Complete N/A	
	Greenest: Invite environmental organizations and nonprofits to help educate event attendees. A preliminary list of environmental organizations can be found here: https://greatnonprofits.org/city/reno/NV/category:environment/sort:review_count/direction:desc A preliminary list of certified green businesses in Reno and Sparks can be found here: https://www.greenbiztracker.org/find-business	Pending Complete N/A	
	Greener: Provide an opportunity for vendors to justify the need to distribute informational handouts and determine whether it is appropriate or not on a case-by-case basis.	Pending Complete N/A	
	Avoid: Vendors, items, or services that do not support your low waste efforts	Pending Complete N/A	
When Working With Venues or Contracting Services	Avoid: Items or services that do not support your low waste efforts	Pending Complete N/A	

Green Options for Business/Organization Vendor

Item	Green Options	Status	Notes
Literature and Handouts	Greenest: Offer electronic receipts.	Pending Complete N/A	
	Greenest: Offer electronic receipts.	Pending Complete N/A	
Literature and Handouts	Greener: Only hand out receipts upon request.	Pending Complete N/A	
	Greener: Utilize paper handouts and other literature made from post-consumer recycled content and hand out upon request.	Pending Complete N/A	
	Avoid: Literature or handouts with gloss cardstock, coated or lined with plastic	Pending Complete N/A	

Swag and Freebies	Greenest: Eliminate promotional gifts and materials. Eliminate low-value giveaways and trinkets in favor of items with lasting practical uses.	Pending Complete N/A	
	Greener: Hand out useful, reusable materials like reusable water bottles. Another option is to handout items that are educational, sustainably sourced, or incorporate recycled content upon request.	Pending Complete N/A	
	Avoid: Distribution of items like notepads, magnets, pens, pencils, koozies, lanyards, keychains, etc.	Pending Complete N/A	
Bags	Greenest: Eliminate products requiring bags and packaging when possible.	Pending Complete N/A	
	Greener: Use paper bags made with post-consumer recycled content and/or Forest Stewardship Council (FSC) certified and offer upon request.	Pending Complete N/A	
	Greener: Use paper bags with no recycled content and offer upon request.	Pending Complete N/A	
	Green: Use plastic bags that are made from post-consumer recycled content and offer upon request	Pending Complete N/A	

Bags	Green: Use compostable or biodegradable plastic bags and offer upon request.	Pending Complete N/A	
	Avoid: single-use plastic bags	Pending Complete N/A	

Green Options for Promoter			
Item	Green Options	Status	Notes
Bags	Greenest: Allow customers to use their own bags.	Pending Complete N/A	
	Greener: Use paper bags made with post-consumer recycled content and Forest Stewardship Council (FSC) certified. Place a small fee on bags and offer them upon request.	Pending Complete N/A	
	Greener: Use plastic bags that are made from post-consumer recycled content. Place a small fee on bags and offer them upon request.	Pending Complete N/A	
	Greener: Use paper bags with no recycled content. Place a small fee on bags and offer them upon request.	Pending Complete N/A	

Bags	Green: Use compostable or biodegradable plastic bags. Place a small fee on bags and offer them upon request.	Pending Complete N/A	
	Avoid: single-use plastic bags	Pending Complete N/A	
Cups	Greener: Serve alcoholic beverages in clear plastic cups that are recyclable. At the time this Guide was written, WM will recycle cups marked as PET/PETE #1. Verify if products are recyclable with WM before purchasing. You can do so by calling the service center at (775) 329- 8822. Recyclable cups must be liquid- free before disposing in recycling bins/containers/dumpsters.	Pending Complete N/A	
	Greener: Serve fountain drinks in aluminum cans. Recyclable beverage containers must be liquid-free before disposing in recycling bins/containers/dumpsters.	Pending Complete N/A	
	Greener: Serve water in aluminum cans. Recyclable beverage containers must be liquid-free before disposing in recycling bins/containers/dumpsters.	Pending Complete N/A	
	Green: Serve beverages in cups made from post-consumer recycled content.	Pending Complete N/A	

Cups	Green: Serve beverages in compostable or biodegradable cups.	Pending Complete N/A	
	Avoid: non-recyclable plastic cups and Styrofoam cups	Pending Complete N/A	
Plates, Bowls, To-Go Containers	Greener: Opt for items on the menu that don't require plates and/or utensils but can be wrapped in foil or paper (i.e. burritos).	Pending Complete N/A	
	Green: Use to-go containers, plates, trays, and bowls made from post-consumer recycled content.	Pending Complete N/A	
	Green: Use biodegradable or compostable to-go containers, plates, trays, and bowls.	Pending Complete N/A	
	Avoid: Plastic or Styrofoam plates, bowls, and to-go containers	Pending Complete N/A	
Utensils	Greenest: Allow customers to use their own utensils.	Pending Complete N/A	

Utensils	Green: Use utensils made from post-consumer recycled content and offer upon request.	Pending Complete N/A	
	Green: Use biodegradable or compostable utensils and offer them upon request.	Pending Complete N/A	
	Avoid: Single-use plastic utensils	Pending Complete N/A	
Napkins	Greenest: Allow customers to use their own napkins.	Pending Complete N/A	
	Green: Use napkins made from post-consumer recycled content and offer upon request.	Pending Complete N/A	
	Green: Display a sign discouraging attendees from taking unnecessary amounts of napkins, utensils, and other materials.	Pending Complete N/A	
	Avoid: Napkins that are bleached	Pending Complete N/A	

Other	Greenest: Purchase condiments in bulk containers that allow clients to self-serve.	Pending Complete N/A	
	Avoid: Condiment sachets (packets)	Pending Complete N/A	

Appendix D - Sample Vendor Waste Reduction Agreement Form

[Event/Organizer Name] is committed to protecting our environment. In an effort to manage our event in a more environmentally-conscientious way, we are transitioning to a low waste event! We recognize our collective impact and are motivated to achieve a [x/low waste] goal.

We know this cannot be done without the cooperation of our partners and vendors. In order to achieve our goal, we will require the following from our vendors:

1. All vendors must refrain from distributing handouts or giveaways such as:

- Literature and handouts
- Promo trinkets
- Swag

If you have helpful information to hand out, we ask that you a) display a flier or poster and encourage people to take a picture of the information and/or b) display QR codes to share information.

If you find that you must absolutely distribute material, and it aligns with our low waste mission, please describe why and how below. Exceptions will be considered on a case by case basis.

2. All vendors must select from the following “Green Choices”:

[Option to attach recommendations from the “Green Choices Worksheet” (Appendix B) for Business and/or Food Vendors]

Appendix E - Resources

The following chart is provided to get you started in your research for resources. Listings of service providers in this guide may not be exhaustive and does not constitute an endorsement of any company.

Item	Product	Webpage
Compostable / Biodegradable Service Ware	Green Paper Products	https://greenpaperproducts.com/
Compostable Cups and To-Go Containers	Good Start Packaging	https://www.goodstartpackaging.com/
Compostable Bags	Hold on Bags	https://holdonbags.com/
Post-consumer recycled napkins and paper towels	Princess Paper Seventh Generation	https://princesspaper.com/ https://www.seventhgeneration.com/
Recycle and Landfill Signage	WM Recycling Partnership	https://renorecycles.com/ https://recyclingpartnership.org/diysigns/
Recycling and Landfill Bins	ClearStream Recycling, Inc Commercial Zone Uline Lowe's Home Depot	https://www.clearstreamrecycling.com/default.asp https://www.commercialzone.com/product-category/recycle-containers/ https://www.uline.com/Grp_429/Recycling-Containers https://www.lowes.com/ https://www.homedepot.com/

WM Carboard Event Boxes	Carboard Event Boxes	<p>WM has cardboard event waste boxes to place around events with the different labels: trash and recycle. These are for use at events. Getting materials out of waste boxes, disposing of the material into dumpsters and hauling the material is not included. These event boxes can be lent out to events for free based on non-profit status, type of event, and if a request is made weeks or months prior to the event. Disposable bags to place in waste event boxes are not included. Event organizers will be asked to gently wipe down and bring back event waste boxes after use. For inquiries about the event waste boxes, please go to RenoRecycles.com and hit the green button that says 'Click here to get hands on recycling education by one of our dedicated experts'.</p>
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Water Refill Station	Web Address	Phone
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<p>BlueDot Water</p> <p>Primo Water Pump Dispenser</p> <p>H2O 4 U</p>	<p>https://www.bluedot-water.com/</p> <p>https://www.lowes.com/pd/Primo-Fountain-Cool/50385770</p> <p>https://h2o-4-u.com/</p>	(775) 870-9727
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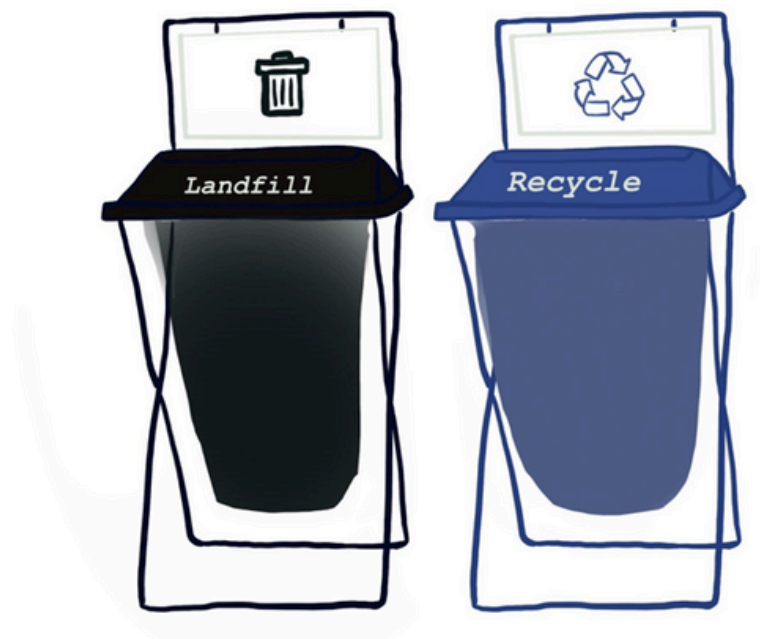
Authorized List of Franchised Haulers Serving the City of Reno		
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WM	https://wmnorcalnev.com/	(775) 329-8822
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Appendix F - Landfill and Recycling Container Examples

Good: Image A shows the ideal co-placement of Landfill and Recycling bins and uses a color scheme to differentiate between the two. It also includes basic signage; however, the signage can be confusing to guests who don't know what to recycle. The probability of contamination of the recycling bin using this setup is very high.

Image A



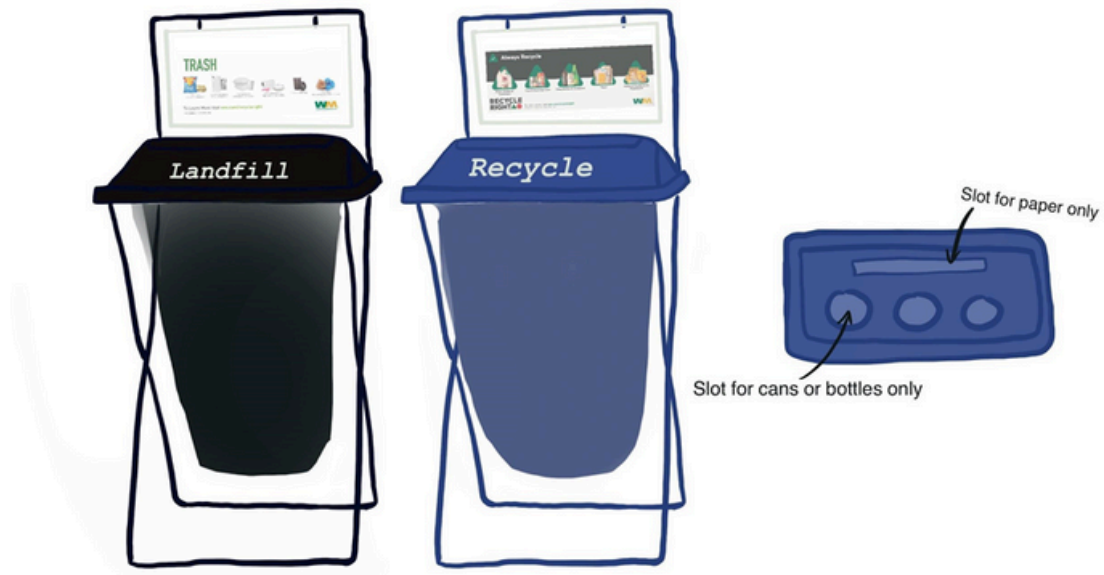
Better: Image B shows an improvement from Image A as it specifies what can be recycled versus landfilled using both images and text. The recycling bin contamination probability using this setup will not be as high.

Image B



Best: Image C shows an improvement from A and B. In addition to the two bins being distinct in color and incorporating clear signage, the recycling bin features a lid to collect specific recyclables such as beverage containers and paper. The possibility of contamination of the recycling bin is low.

Image C



Appendix G - Event Bins and Dumpsters

CITY OF RENO EVENT BINS



Dimensions below are approximate. Actual container measurements may vary.



4 Yard Bin
Holds: 800 lbs
Dimensions: 6'11"L x 4'10"W x 5'7"H



6 Yard Bin
Holds: 1200 lbs
Dimensions: 6'9"L x 7'0"W x 6'0"H



14 Yard Dumpster
Holds: 6 pickup loads
Dimensions: 12'0"L x 8'0"W x 4'6"H
Closed or Open Top



20 Yard Dumpster
Holds: 8 pickup loads
Dimensions: 16'0"L x 8'0"W x 4'6"H
Closed or Open Top



30 Yard Dumpster
Holds: 15 pickup loads
Dimensions: 18'0"L x 8'0"W x 8'0"H
Closed or Open Top

WM Customer Service: 775-329-8822

Appendix H - Volunteer Release of Liability

SAMPLE

VOLUNTEER RELEASE OF LIABILITY

PLEASE READ THE ENTIRE CONTENTS OF THIS DOCUMENT BEFORE SIGNING, AS IT HAS A SIGNIFICANT EFFECT ON YOUR LEGAL RIGHTS. THIS RELEASE IS INTENDED TO PROTECT THE CITY OF RENO FROM ANY AND ALL LIABILITY RELATED TO YOUR PARTICIPATION IN WORK FOR EVENT OR DEPARTMENT NAME FROM DATES OF EVENT OR VOLUNTEER TERM.

In consideration of being allowed to participate in the EVENT OR DEPARTMENT NAME Volunteer agrees to RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS the City of Reno, its respective agents, officers, directors, contractors, volunteers, affiliates, employees, invitees and insurers (collectively, the "Released Parties") from any and all claims, with the exception of intentional and/or reckless misconduct on the part of City employees, that Volunteer might bring as a result of physical injury, including death, or property damage sustained in connection with his or her participation, including, but not limited to, claims based on negligence; breach of express or implied warranty; and travel to and from work assignments. Moreover, this release and indemnity obligation shall be binding upon the assignees, subrogates, distributees, heirs, next of kin, executors and administrators of the Volunteer and may be applied by Released Parties as a complete bar and defense against claims, demands, actions or causes of action by or on behalf of Volunteer.

By signing this release of liability, Volunteer acknowledges that he/she is fully aware of and accepts all risks, hazards and dangers associated, and is fully responsible to Released Parties, individually and collectively, for any and all damage or injury of any kind directly caused by Volunteer's conduct. Furthermore, Volunteer expressly agrees that this release is intended to be as broad and inclusive as permitted by the laws of the State of Nevada and that if any portion thereof is held invalid, it is agreed that the balance shall notwithstanding continue in full force and effect.

I HAVE CAREFULLY READ THE FOREGOING AND UNDERSTAND WHAT IT MEANS.

Volunteer Name	Signature of Volunteer or Parent of Volunteer	Date

Appendix I - Sample Site Map with Waste Station Placements



Photo Credit: Keep Truckee Meadows Beautiful

Legend:

Light Blue = Low Waste Stations

White= General Vendor Area

Yellow= Food Vendor Area

Orange= Restrooms

Red= Even Entrance / Exit

Glossary of Terms

For the purpose of this Low Waste guide, the following words and phrases will have the following meanings.

Bin: An industry standard receptacle for solid waste or other materials provided by the hauler, having a capacity less than seven (7) cubic yards and that generally has a tight-fitting, attached lid, and is designed to be dumped mechanically into a front-loading or rear-loading collection vehicle.

Biodegradable: Capable of being decomposed by bacteria or other living organisms.

Collection Buckets: Buckets that can be given to event personnel to use to collect litter.

Collection/Service location: A central location where the trash and recycling is taken to be disposed of into dumpsters and/or bins that will be hauled away by the hauler.

Compostable: Able to be made into compost.

Compost: Decayed organic material used as a plant fertilizer.

Contamination: Non-recyclable items that have been deposited into a recycling container.

Diversion: Disposal of waste stream to prevent certain materials from being buried in landfill.

Diversion Rate: The amount of waste materials diverted per percentage of all materials generated.

Dumpster: An industry standard receptacle for solid waste or other materials provided by the hauler, generally having a capacity equal or greater than ten (10) cubic yards.

Food Waste: Vegetable and fruit wastes resulting from food preparation, storage or serving activities.

Forest Stewardship Council (FSC): An international, non-governmental organization dedicated to promoting responsible management of the world's forests. Since its foundation in 1994, FSC has grown to become the world's most respected and widespread forest certification system. FSC certification ensures that products come from responsibly managed forests that provide environmental, social and economic benefits.

Hauler: As referenced throughout this document a hauler is the entity hired to transport trash/recycling material from the event site to the appropriate end destination (recycling plant, or landfill).

Hydration Station: Unit designed to facilitate the filling of reusable water bottles, promoting reuse and reduction of disposable plastic water bottles used.

Leave No Trace: The practice of minimal impact on the environment we encounter.

Organic waste: Any material that is biodegradable and comes from either a plant or an animal.

PET/PETE: Polyethylene terephthalate, or #1 plastic resin, typically transparent in color, used in the manufacture of soda and liquor bottles, and some food containers, such as peanut butter jars.

Post-Consumer Recycled Content: A product made from waste that's been used by a consumer, disposed of, and diverted from landfills—like the aluminum cans and newspapers that you place in your recycling bin for pick-up.

Recycled Content: The part of a product that has been manufactured using pre-consumer or post-consumer recycled material.

Recyclable Material or Recyclables: Materials that can be processed and returned into the economic mainstream in the form of raw materials or products, including without limitation materials that become capable of being economically recycled using existing and/or new methods, processes or technology developed or implemented after the effective date.

Recycle, Recycled, Recycling: The process of collection, sorting, cleaning, treating, and reconstituting of Recyclable Materials that would otherwise be disposed of, and returning them to the economy in the form of raw materials for new, reused, repaired, refabricated, remanufactured, or reconstituted products.

Reuse: The use of a product more than once in its same form for the same or similar purpose.

Single-Stream Recycling: The use of a single container to collect source separated recyclables on a co-mingled basis.

Solid Waste: All putrescible and non-putrescible waste matter in solid or semi-solid form, including but not limited to rubbish, garbage, ashes, refuse, and residue.

Source Reduction: Strategies that reduce the total amount of the toxic materials that become waste, which is also referred to as “waste prevention,” and may include reducing the use of nonrecyclable materials, replacing disposable

materials and products with reusable materials and products, reducing packaging, and increasing the efficiency of the use of materials.

Source Separation: The process of segregating various materials by type at the point of generation in order to manage them through recycling, composting or other waste handling systems.

Sustainability: Ability to meet the needs of the present without compromising the ability for future generations to meet their own needs.

Swag: Promotional goods or items that are given to people who attend or participate in an event.

Waste: Anything that is no longer of use and is discarded

Waste Management (WM): Waste hauler in the City of Reno.

Waste Reduction: The practice of using less material or energy to minimize the amount of waste produced.

Waste Station: Waste Stations allows guests to participate in your waste program by disposing their waste in the proper receptacle during the special event.

Waste Stream: Describes every material discarded at an event.

Wish Cycling: The act of putting something in a recycling bin because you hope it will get recycled, despite not having a reason to believe it actually will be recycled. Wish Cycling contaminates the waste stream with materials that are not actually recyclable, making the sorting process more costly because it requires extra labor.

Zero Waste: The conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health.

Contributors

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- Phoebe Judge, Waste Management
- Kendra Kostelecky, Waste Management
- Ann Louhela, Lavender and Honey Festival
- Jeromy Manke, Our Center Reno
- Kacee Matthewson, City of Reno
- Carly Norton, Waste Management
- Lindsey Panton, Keep Truckee Meadows Beautiful
- Claudia Peghetti, Keep Truckee Meadows Beautiful
- Wesley Rubio, Washoe County Health District
- Marian Samuelson, Lavender and Honey Festival
- Sustainability Education Committee, Keep Truckee Meadows Beautiful
- Cecilia Vigil, Truckee Meadows Community College
- Jason Williams, Williams LTD
- Brighton Denison, Great American Craft Fairs and Reno Earth Day 2023
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