Zero Waste Event Information

For any event requests, please fill out the g-doc form on our website.

WHAT IS ZERO WASTE?

“Zero Waste is a new way of looking at our waste stream. Instead of seeing used materials as garbage in need of disposal, discards are seen as valuable resources. A pile of "trash" represents jobs, financial opportunity, and raw material for new products. For a zero waste event, all of discarded material should be diverted into recycling, composting and reusable streams.” - http://www.ecocycle.org

EVENT REQUIREMENTS (PLEASE READ BEFORE PLANNING EVENT)

* Request form must be completed AT LEAST one week before event date
* Event must collect 50 meals or more (can be divided over 2 or more mealtimes)
* ABSOLUTELY NO non-compostable or non-recyclable material at event
* A menu or caterer name must be provided with form

Please respond to the following questions and you can expect a response within a couple days. If you have any other questions, please feel free to call 5-8084 or email recycle@umn.edu.

U-STORES BUYERS GUIDE

<table>
<thead>
<tr>
<th>Item</th>
<th>Price (per pkg)</th>
<th>Item #</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fork (50/pkg)</td>
<td>$3.15</td>
<td>GC27130</td>
<td>Corn Based (PLA)</td>
</tr>
<tr>
<td>Knife (50/pkg)</td>
<td>$3.15</td>
<td>GC27131</td>
<td>Corn Based (PLA)</td>
</tr>
<tr>
<td>Spoon (50/pkg)</td>
<td>$3.15</td>
<td>GC27132</td>
<td>Corn Based (PLA)</td>
</tr>
<tr>
<td>Cup (cold, 10 oz, 50/pkg)</td>
<td>$4.01</td>
<td>GC27120</td>
<td>Corn Based (PLA)</td>
</tr>
<tr>
<td>Cup (cold, 12 oz, 50/pkg)</td>
<td>$5.54</td>
<td>GC27121</td>
<td>Corn Based (PLA)</td>
</tr>
<tr>
<td>Cup (hot, 8 oz, 50/pkg)</td>
<td>$4.08</td>
<td>GC27122</td>
<td>Corn Based (PLA)</td>
</tr>
<tr>
<td>Cup (hot, 12 oz, 50/pkg)</td>
<td>$4.57</td>
<td>GC27123</td>
<td>Corn Based (PLA)</td>
</tr>
<tr>
<td>Cup Sleeves (1300/carton)</td>
<td>$61.95</td>
<td>ECOEG2000</td>
<td>Compostable Recycled Material</td>
</tr>
<tr>
<td>Plate (10&quot;)</td>
<td>19.18</td>
<td>A7EPP005</td>
<td>Bagasse</td>
</tr>
<tr>
<td>plate</td>
<td>$19.18</td>
<td>GC27128</td>
<td>Bagasse</td>
</tr>
</tbody>
</table>

Evaluate all the materials that will be at the event (e.g., packaging, giveaways, decorations, banners) and try to eliminate as many disposable materials as possible. Then assess what types of waste will be generated at the event to identify recycling opportunities.
**COMMUNICATING “ZERO WASTE” AT YOUR EVENT**

**Bring a scale & calculate your diversion rate by using the following formula:** diversion rate = weight of amount recycled/weight of (amount recycled + amount disposed)

**Create a report & take photographs** of the event that demonstrate results.

**Communicate your results** with participants & share the results at your next zero waste function.

**WHAT TYPES OF EVENTS ARE EASY ZERO WASTE OPTIONS?**

**Pizza parties** – cardboard pizza boxes & napkins= compostable; cans & bottles=recyclable

**Barbeque** – Tin foil trays for products= recycle in maroon cans & bottles container; napkins + unlined/chinet paper plates= compostable

**Party sub or catered bulk events** – Events where all materials are bulk without individual wrapping; compostable cutlery, recyclable cans & bottles

**Brown paper bag lunches** – Paper bag = recyclable in the yellow news +container; napkin and food scraps = compostable; tin foil (to wrap materials = recyclable in cans & bottles; reusable bottles, cans, plastic bottles, or compostable cups for beverage

**University Dining Services (UDS) Catering**– Will provide zero waste products for events.

http://www.dining.umn.edu/UniversityCatering.aspx

* Consider caterer that can offer reusable items for serving and eating food such as silverware, glasses, mugs and plates and cloth napkins that can be washed instead of thrown away.

* Consider caterers that use local, seasonal and organic foods.

**GREENING YOUR EVENT – OTHER TIPS IN REDUCTION**

**Buy bulk!** Consider using bulk products and compostable or reusable containers for milk, butter, condiments, yogurts, and other products individually sized products.

**Serve bite-sized** or finger foods that require no utensils or choose entrées that can be served in large containers versus over-packaged box lunches (i.e. self serve pasta in a large bowl or party sub sandwiches).

**Use recyclable materials!** If serving box lunches, ask if they can be wrapped and/or packaged in recyclable containers or wraps (i.e. foil is recyclable verses plastic wrappings).

**Buy recycled products!** Use products with post consumer product for your programs, brochures, and other event tools.

http://purchasing.umn.edu/policy/sustain.html

**Accurately estimate** attendance when placing orders or confirming a catering order to reduce food waste.

**Encourage reusable** mugs, bottles and utensils; try to avoid bottled water.

**Use mass transportation.** Ride your bike, carpool or take public transportation

**Use double-sided printing** for promotional materials and handouts and avoid mass distribution of handouts.

**VENDOR ZERO WASTE AGREEMENT (Document provided by** http://www.hennepin.us/eventrecycling)

The following form is a tool for you to help your sponsors or vendors meet your zero waste goals. Print and have your vendors sign as an agreement to follow zero-waste guidelines.
Thank you for your participation in [name of event]. The organizing committee of the [name of event] is counting on you to help make this year’s event another huge success. You can do so not only by participating as a vendor, but also by reducing and recycling the material you generate at your booth. Events generate a large amount of waste, and the organizing committee is committed to making [name of event] a waste-free event. We ask that you support our efforts to be an environmentally friendly event by reviewing the following waste reduction and disposal guidelines and signing below, indicating your agreement. Please return the signed form to [event coordinator] by [date].

WASTE REDUCTION & DISPOSAL GUIDELINES

The [name of event] will collect the following materials for recycling and composting. Well-marked containers will be available to both vendors and attendees. Plan to separate and contain materials for recycling or composting inside or behind your booth during the event.

Reduction
In addition to providing products that are easy to recycle and compost, please consider the following waste reduction strategies to minimize waste generation at the event:

x Provide reusable serving ware rather than disposable
x Buy in bulk to avoid waste due to individual packaging
x Limit the number of napkins each customer may take
x Provide condiments in self-dispense/bulk

Recycling
The items listed below will be collected for recycling at the event:

x Glass – food and beverage containers
x Metal – food and beverage containers
x Plastic – food and beverage containers, lids and bottles
x Paper – Cardboard and boxes, mixed and white paper, cartons (juice boxes, milk cartons)

Composting
The items listed below will be collected for composting at the event:

x Raw and prepared food - fruits and vegetables, meat, fish and bones, bread, pasta and baked goods, egg shells, dairy products and coffee grounds
x Food-soiled paper products: paper towels and napkins, paper plates and cups, tissue paper, pizza boxes, wax coated paper and wrappers, coffee filters and tea bags, wooden stir sticks and skewers
x Compostable serving ware – must be certified compostable by the Biodegradable Products Institute (BPI)

Materials To Avoid
We ask that you avoid using or distributing the following types of materials at the event:

x Plastic packaging - plastic wrap and plastic bags
x Plastic forks, knives, spoons, stir sticks and straws
x Non-recyclable and/or non-compostable food containers such as Styrofoam® plates, bowls and cups
x Individually wrapped condiments such as ketchup, mustard, mayonnaise and coffee creamer

If you have any questions as to whether an item is recyclable or compostable, contact [event coordinator]. Thank you, we look forward to seeing you at [name of event]!

Vendor Name ________________________________________
Contact (print name):__________________________________
Signature: ___________________________________________ Date__________

Document created by: http://www.hennepin.us/eventrecycling