



**Becker County Environmental Services**  
**Event Recycling**  
Spring 2016

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## Acknowledgements

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## I. Planning Recycling Program event

### a. Description

Special events vary in sizes depending on its location and time of the year. The participants of the events generate a significant amount of waste. Collecting the waste can get messy, time consuming and most importantly, some of this waste can be recycled but it ends up in the landfills. In an effort to reduce material going into the landfill and increase recycling, Becker County is launching a recycling program “Becker County Recycling at Events Initiative” goal is to establish a maintainable *event recycling program*, where the event host will facilitate their own program with the assistance of the County by lending recycling bins at no cost for the duration of the event. We will also offer a guide on *how-to-recycle* at events and minimize materials from going into the trash. The benefits of participating in this program are to raise awareness about recycling while minimizing materials going into the waste bin and reducing the use of natural resources.

According to the EPA, recycling and composting prevented 87.2 million tons of material away from being disposed in 2013, up to 1.5 tons in 1980. This prevented the release of approximately, 186 million metric tons of CO<sub>2</sub> equivalent into the air of 2013- equivalent to taking over 39 million cars off the road for a year. Event recycling will contribute to the efforts being done for a greener planet. There are people willing to help by volunteering to make this change happen, they just need an opportunity to take part and make a positive difference.

### b. What will be recycled

- Plastic bottles
- Aluminum cans
- Paper products
- Glass bottles
- Cardboard
- Other

### c. Who will be running the program

The event recycling program will be implemented by the hosts of the event. The County will provide this helpful Event recycling guide for the event and will lend the ClearStream recyclable containers at no cost. The event host will be responsible to service and return the containers in the same condition as when they were borrowed. There will be fee if the container is lost or damaged.

## II. Setting up your event recycling

### a. Getting started

Fill out the request forms (provided at the end of this manual or online) and send it to:

**Becker County Environmental Services**

**915 Lake Avenue**

**Detroit Lakes, MN 56501**

**[WWW.CO.BECKER.MN.US/DEPT/ENVIRONMENTAL\\_SERVICES/RECYCLING.ASPX](http://WWW.CO.BECKER.MN.US/DEPT/ENVIRONMENTAL_SERVICES/RECYCLING.ASPX)**

- ### b. Containers:
- Becker County will lend the recycling containers at no cost. However, the event host is responsible for collecting the recycling materials and returning them, if bins are misplaced, the borrower will be responsible for the cost of the bins.

- c. **Hauler Service:** contact the hauler of your choice (Check appendix 2 for list) to provide service. Talk to local hauler to set up the service and get appropriate garbage containers. *(If recycling service is offered, ask hauler if or containers and dumpsters are available upon request. Find out the cost per yard of waste and for the recycling).* Pair each trash bin with a recycling bin. To supply an adequate number of recycling bins at your event, this is recommended:

<u>Attendees</u>	<u>Recycling containers</u>
200 – Less .....	2
600 – 200 .....	4
1,000 – 600 .....	12
6,000 – 1,000 .....	20

### III. Managing the event

#### a. Placing Bins throughout the event

The location of the bins is very important for the event recycling to be successful. To lower recycling contamination, pair recycling containers with a trash container. Use clear bags. This will give people the opportunity to make the right choice to dispose their waste. We recommend placing containers:

- Parking lots
- Entrances/exits
- Anywhere lines form
- Outside where food/beverage is not permitted
- Food/beverage stations
- Restrooms

- b. **Signage-** This part of the event recycling is crucial to ensure that all materials are collected. Proper signage will help attendees know what is recyclable. Good signage includes pictures of what is accepted to go on recycling containers. Post signage to recyclable containers depending on where the containers are being placed “Recycle these here” specify materials. **Becker County may assist you with signage, call or email us for signage.**

### IV. Recycled material transportation options:

- Speak to hauler about recycling pick up and charge fee(IF NEEDED). (Appendix 1)
- Haul the recycling material yourself bring it to one of 45 Becker County recycling sites or to the transfer station. (Appendix 2)
- Becker County in a case by case may have available recycling accommodation for recycled materials.

### V. Setting up volunteers

**a. Volunteer and Staff (If applies)**

It is important to organize the right amount of people to maintain the event on trajectory.

- a. Set up a deadline. Hire or assign a coordinator for the volunteers. The staff in charge of collecting the trash could be in charge of collecting recycling.
- b. Recruit volunteers and staff (use the environmental service website to advertise your event and get the volunteers).
- c. Recruit volunteers **2-4 months** before the event (Collect a refundable deposit from volunteers if there is a cover fee for the event).
- d. Schedule volunteers three weeks before the event.
  - Provide each staff member or volunteer with a name tag.
  - Schedule short breaks and provide volunteers with refreshments, it is a way of thanking them for their service.
- e. Describe in detail the role of every staff involved. Create three groups:
  - **Recycling collectors/ Runners** should maintain that the bins are not over filled, replace the bags and bring the full bags to the assigned dumpster. Consider having a vehicle to collect bagged materials from each container location.
  - **Recycling Processors**, in charge of reporting the waste generated and sort containers for contamination.
  - **Recycling Educators** will provide education to the attendees of the event.

**VI. Forms that you will need (provided at the end of this document)**

Bins release form  
Post recycling worksheet  
Volunteer application  
Conduct Agreement



# Becker County Environmental Services Bins Release Form

The recycling bins are open to the public to be lent for public and private events. These are limited to Becker county residents and businesses only. The borrower will be responsible for the following:

- Pick-up and drop off of bins from the Becker County Environmental Services Department.  
**Becker County Solid Waste Facility**  
**24413 County Rd 144**  
**Detroit Lakes, MN 56501**
- Maintain bins clean, return bins same condition as when they were borrowed.
- Responsible to report any damage to bins.
- Secure bins from different weather.
- Must report number of full bags of recyclables collected.
- Provide a space for volunteers to have an information table (if requested).
- If bins are misplaced, the borrower will be responsible for the cost of the bins.
- Bins must be returned by the date agreed. Otherwise, there will be a \$5 late fee per day.
- Plastic bags for the recycling bins are \$ 0.33 each, or you can use your own **clear bags**.

**To supply an adequate number of recycling bins at your event, it is recommended that:**

<u>Attendees Recycling containers</u>	
200 – Less .....	2
600 – 200 .....	4
1,000 – 600 .....	12
6,000 – 1,000 .....	20

Event: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Borrowed: \_\_\_\_\_  
Phone #: \_\_\_\_\_

# Of Bins Borrowed: \_\_\_\_\_  
Return Date: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Event Date: \_\_\_\_\_

By signing this form I agree to the terms stated above. I am responsible for the number of bins borrowed on the date of the event. Failure to these terms will result in a fine.

\_\_\_\_\_  
**Printed Name of Borrower**

\_\_\_\_\_  
**Signature of Borrower**

\_\_\_\_\_  
**Signature of Representative**

\_\_\_\_\_  
**Date**



# Post Event Recycling Worksheet

Event: \_\_\_\_\_

## Size of Event

# Of Attendees: \_\_\_\_\_

Event duration: \_\_\_\_\_

# Of Food Vendors: \_\_\_\_\_

# Of Nonfood Vendors: \_\_\_\_\_

## Recyclables Generated:

Recycling bags collected:

Cardboard: \_\_\_\_\_

Glass Bottles, aluminum cans, and plastic bottles: \_\_\_\_\_

Trash collected:

\_\_\_\_\_ Full

\_\_\_\_\_ 3/4 Full

\_\_\_\_\_ 1/2 Full

\_\_\_\_\_ 1/4 Full

\_\_\_\_\_ Roll-out cart

\_\_\_\_\_ Dumpster

\_\_\_\_\_ Trailer

How many volunteers participated in the event? \_\_\_\_\_

How would you rate the service? \_\_\_\_\_

Any suggestions:

\_\_\_\_\_  
\_\_\_\_\_

## **OFFICE USE ONLY**

Recyclables: \_\_\_\_\_  
(Estimate 12 LBS per bag of recycling)

Trash: \_\_\_\_\_  
(Estimate 43 LBS per trash bag)

Containers borrowed: \_\_\_\_\_

Containers returned: \_\_\_\_\_

Containers missing: \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

Estimate pounds of recycling: multiplying the number of bags (60 gals) by the estimated weight of commodity in pounds.

# Volunteer Application

## Event Recycling

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of the event: \_\_\_\_\_

Why are you interested in volunteering in event recycling?

\_\_\_\_\_  
\_\_\_\_\_

### Availability:

What hours/days are you available to work? \_\_\_\_\_

### References:

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Emergency Contact Information:

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

# Volunteer Conduct Agreement

The main task of volunteers is to set up bins and signs in the locations where is expected to generate the higher volume of waste in the event, monitor these sites to ensure the recyclables go to the right bins and are not over filled, educate the participants of the event on recycling and help record and report the volume of overall waste generated by category.

You will be part of an amazing volunteer group who are fantastic people, which is why you are here! We want you to have fun and make the most out of your time in this event. We have put together a few bullet points that will allow you to know what is expected of you;

- Please know which group you sign up for and what are the responsibilities before you get to the event. If you have any questions contact the event coordinator at any time.

**Coordinator contact info:**

- Throughout your shift, please be attentive and engaged. Take a lot of photos!
- Maintain a positive and friendly attitude at all times for the rest of the team and public.
- The coordinator will ask you what time you prefer to take your break. Please take your breaks!
- Remember we are a TEAM! We might ask you to help in other roles if necessary.
- Let the coordinator know if you will be late or would like to change your hours.
- Remember you are representing the Event. Conduct yourself in an appropriate manner.
- Respect your peers personal boundaries and space.
- Smile and have fun! It will make others around you feel welcome and set a most friendly environment.
- Remember you are doing something amazing for the community and that is admirable!

# Becker County Haulers

<b>NAME</b>	<b>AREA SERVED</b>	<b>MSW TYPE</b>	<b>ADDITIONAL SERVICES OFFERED</b>	<b>Telephone Number</b>
<b>AAA Roll Off Svs</b>	Eastern Becker County	Residential, Commercial	Demolition	(218) 564-4743
<b>Ballard Sanitation</b>	Pelican Rapids, Vergas	Residential, Commercial	Full service	(218) 863-1386
<b>Detroit Lakes Disposal Svs</b>	Becker County	Residential, Commercial	Full service	(218) 850-9944
<b>Fuchs Sanitation Svs Inc</b>	Western Becker County	Residential, Commercial	Full service	(218) 498- 2875
<b>Jon &amp; Son's Disposal Svs</b>	Becker County	Residential, Commercial	Full service	(218) 849-1225
<b>Metro Disposal Inc</b>	Becker County	Residential, Commercial	Full service	(701) 281-3010
<b>Minnkota Recycling</b>	Becker County	Residential, Commercial	Recycling	(701) 293- 8428
<b>Waste Management</b>	Becker County	Residential, Commercial	Full service	(800) 226-6042
<b>White Earth Sanitation</b>	Northern Becker County	Residential, Commercial	Full service	(218) 935-5639

# Recycling Sites Locations

TOWNSHIP/CITY PUBLIC LOCATIONS	LOCATION
AUDUBON	Just East of the intersection of 5th St and W Falcon St
BURLINGTON	App 4 miles East on Co Hwy 54 (Across from 30086 Co Hwy 34)
CALLAWAY	City of Callaway - on South side of City Shop (Dakota St)
CARSONVILLE	West side of Fire Hall - Hwy 26
CORMORANT -5 & 6	Co Hwy 5 North to Co Hwy 6 - then app 200 yds East
CORMORANT North	16019 S Big Cormorant Rd
CORMORANT- Turtle	1/2 mile N of Co Hwy 4 at intersection of Co Hwy 1 and Braseth Bay Rd
CUBA	Cuba Town Hall (26080 CO HWY 9)
DETROIT LAKES- Human Services	Lot located South of Becker County Human Services Annex
DETROIT LAKES-Arena	NE Parking lot of Becker County Kent Freeman Ice Arena (1308 Rossman Ave)
DETROIT LAKES-College	Behind MN State Community & Tech College (900 St Hwy 34)/North end
DETROIT LAKES-Thrift Store	NW Corner of Thrift Store Parking lot (605 US HWY 10 E)
ERIE	Parking Lot of 4 Corners (18203 CO HWY 29)
EVERGREEN	Evergreen Town Hall
FOREST	Forest Town Hall
FRAZEE-29	1/2 Mile North of Frazee on Co Hwy 29
FRAZEE-Elementary	West lot of Frazee Elementary School
FRAZEE-High School	North-East side of High School
HOLMESVILLE	Holmesville Town Hall (25511 CO HWY 27)
LAKE EUNICE TH	Lake Eunice Town Hall
LAKE PARK- City	1st St - East of the VFW
LAKE PARK-High School	North-side parking lot of High School
LAKE VIEW-7 Sisters	Parking lot of 7 Sisters Liquor Store on South Melissa Dr (25275 S Melissa Dr)
LAKE VIEW- Bentley	Compost site (25933 130th St)
LAKE VIEW- Shorham	Just East of intersection of Co Hwy 22 and W Lake Sallie Dr (Shorham)
LAKE VIEW- Tesoro Gas/Store	Parking Lot of Gas Station on Co Hwy 6 (24997 Co Hwy 6)
OGEMA	West side of Hwy 59 (West of Store)
OSAGE	Located between 54321 and 54473 ST Hwy 34- SWI parking lot
OSAGE- Becker County Transfer Site	Becker County Transfer Station-Osage0 (23330 Co Hwy 47)
RICHWOOD	Richwood Store Parking Lot (27487 CO HWY 21)
ROUND LAKE- North	Elbow Lake Store (40419 Elbow Lake Store Rd)
ROUND LAKE- South	Ice Cracking Resort (30388 CO HWY 35)
RUNEBERG	Runeberg Town Hall (11736 CO HWY 49)
SILVER LEAF	Silver Leaf Town Hall (11524 363RD AVE)
SNELLMAN	Snellman Store- 47075 State Highway 34, Osage, MN 56570
SPRUCE GROVE	Spruce Grove Town Hall (13000 Co Hwy 45)
SUGAR BUSH	31837 Co Hwy 34
TOAD LAKE	Toad Lake Town Hall (19267 Co Hwy 117)
Becker County Transfer Station	Becker County Transfer Station (24413 CO RD 144)
TWO INLETS	Two Inlets Town Hall (55644 CoHwy 44)
WALWORTH	South of intersection of 360th St and Co Hwy 7
WHITE EARTH	NW Corner of lot at Tribal Health By 26246 Crane Rd
WOLF LAKE	West of Liquor Store (120 N Manninen Ave)
59'ER CAFÉ/STORE	19389 Frontage Rd, Detroit Lakes, MN
SHOREWOOD PUB	1743 Long Bridge Rd, Detroit Lakes, MN 56501