Event Recycling Cheat Sheet and Recommended Sorting Process

Provided by Oregon State University Campus Recycling

ID items that you suspect may be sources of confusion for your monitors and/or attendees and list which stream they should go into below:

Target items	Appropriate disposal stream

Recommended Sorting Process

1) Keep a hand on top of the lid of the waste receptacle (if there is one) and physically open it for people – (you will be amazed at how quickly a person can throw something in the wrong bin if you're not alert!)
2) Narrate the process – make this exchange educational for the attendee
   a) Example: "Hi there, what do you have? Well, we're going to put that can in the recycling bin [open recycle bin] and everything else you have can be composted [open compost bin]!"
3) If there is an item that you are unsure about, set it aside and alert your event coordinator as soon as you can without leaving your station
   a) Remember: there is a $20/hr fee if there is contamination to be removed from the waste containers, so reducing contamination will save money!
4) Talk and interact with the attendees
   a) Part of your job as a waste station monitor is to be an educator, raise awareness of waste reduction, and promote compost and recycling efforts