



**GALLEGOS  
SANITATION**  
INCORPORATED



**GSIwaste.com**



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# GSI Special Event Recycling Plan

## PRE-EVENT

- Mail out pre-event letters that include recycling instructions as part of your vendor packet.
- Hire adequate staff to pick up litter, manage waste bins and collect recyclables during the event (estimate no less than 2 per 1,000 attendees).

## POST-EVENT

- Remove waste from vendors at the end of the event.
- Collect all event waste in bags.
- Empty recyclable materials from the bags and dump them loosely into the dumpsters. Put the empty bag in the trash.
- Do a sweep of the area and make sure grounds are free of trash.
- Relocate trash and recycle containers to easily accessible locations.
- Stand near recycle dumpsters to ensure vendors do not dump trash in the recycling during a heavy rush.
- If possible, lock recycle dumpsters to avoid contamination from non-supervised dumping.

## DAY OF THE EVENT

- Check-in with your staff.
- Hand out vests and litter sticks.
- Advise staff when they will break for lunch and rules of conduct.
- Place trash and recycle container side by side in convenient locations for attendees. Dumpsters are for vendors; carts are for attendees.
- Keep ground free of trash by having staff patrol their own sections.
- Assign staff to certain areas for recycle management and waste collection.
- Make sure that food and beverage booths have adequate containers.
- Hand out day of event letters and talk to vendors about waste management.

- Decide who will collect full trash bags and cardboard from vendors.
- Check for contamination in bins. Always wear gloves. If there is trash in the recycling, remove the trash with a litter stick and place it into the trash bin. Leave some recyclables in the container as examples of what to recycle.
- Recycle empty aluminum cans, cardboard, beverage bottles and glass bottles.
- Replace full trash bags with an empty one as needed.
- Empty full carts of trash and recycling and place them into the dumpsters.
- Recycle corrugated cardboard not contaminated by food.
- The breakdown of the event is when the most contamination happens. Ensure oversight of recycle dumpsters to keep recycling clean.