
UC IRVINE'S ZERO WASTE EVENT GUIDELINES

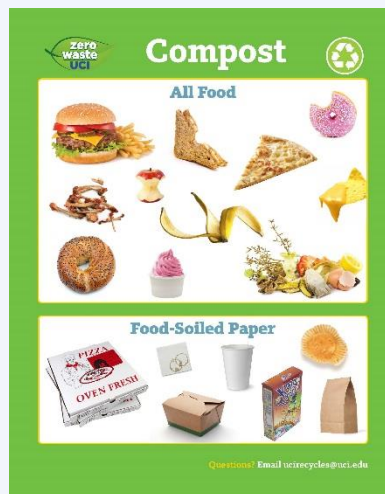


It is recommended that events with 100 people or more should follow Zero Waste Event Guidelines. In a Zero Waste event, you minimize materials going to landfill and maximize recycled and composted materials.

Facilities Management Sustainability Team

BINS/SIGNAGE

- **Zero Waste** events use the *three bin system*. No single trash cans are available. Large events over 2,000 people may need to order roll off bins and/or 3 yard bins for outside locations.
 - Bin stations include: landfill, composting, and recycling



- **Zero Waste** bins are ordered through Facilities Management using an FMR, or call **824-5444**
- Signage on bins must have images corresponding to materials allowed in each bin.
- Have **Trash Talkers** (waste monitors) stand by waste bins to assist in sorting waste.



SUSTAINABLE SUGGESTIONS

Food:

- Make use of campus catering or on-campus resources to save on gas delivery.
- Order only what you need to avoid food waste.
- Offering vegetarian options can contribute to a reduction of greenhouse gas emissions and water consumption.
- Ask caterer to purchase in bulk and serve food on reusable platters and bowls.
- Serve condiments, seasonings, creamers, sugar in bulk. Individual packets are not recyclable and create waste.
- Serving-buffet style is recommended instead of individually boxed meals or packaged foods (chips, cookies, etc.).

Water Stations:

- For formal events ask servers to pour water on request.
- For casual events provide hydration stations for refilling bottles instead of individual water bottles.



Misc.

- Request vendors to turn off vehicles when making deliveries/during setups.

Materials:

- Use paper bags, not polystyrene/plastic bags as they are not recyclable.
- Ask for compostable or recyclable serving ware for a casual event and reusable dishware for a formal event.
- Reuse materials for future events (signage, name tags, general handouts, etc.).
- Avoid towelettes or wet wipes because they are not recyclable.
- Use reusable table linens or unbleached butcher paper which can be composted after the event. Do not use plastic table linens or disposable placemats.

WASTE DISPOSAL

Before Event:

- Create a recycling/waste plan; Contact the Events Office or Facilities Management to help coordinate the delivery, set up, and pick up of waste bins.
- Plan event as ***Zero Waste*** where all waste produced is recycled or composted.
- Get ***Zero Waste*** volunteers—student groups.

After Event:

- Ask vendor to recycle excess materials, rather than disposing of them.
 - For excess food consider UCI SOAR (949) 824-5762 or Second Harvest (949) 653-2900.
- Plan to donate materials and centerpieces.
 - The Goodwill accepts: linens, art supplies, reusable center pieces, and more.

Communication with Guests:

- Announce to participants that the event is *Zero Waste* and inform on how they can participate by stating *Zero Waste* goals.
- Use electronic communication (email, Facebook, etc.) for event.
- Upload presentations onto USB flash drives for sharing purposes or post them online rather than printing.

Paper and Printing:

- Print double-sided or use scrap paper when organizing the event.
- Avoid printing handouts; if necessary, print double-sided and use recycled paper.

SUSTAINABLE TRANSPORTATION

- Encourage participants to walk or bike by making your venue easily accessible.
- Encourage participants to use public transportation or to carpool.
- Look at UCI parking for transportation options.
 - <http://www.parking.uci.edu/services/event/>
- Choose sustainable accommodations
 - https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf2/max/render.uP?pP_cmsUri=public%2FAccounting%2FTravel%2FinfoPageLocalHotels.xml

Any questions about Recycling? Please contact **Anne Krieghoff** at ucirecycles@uci.edu

