

UC IRVINE'S ZERO WASTE EVENT GUIDELINES

In an effort to achieve the UCOP Sustainability Policy goal of Zero Waste by 2020, UCI is adopting these guidelines of Zero Waste for all campus events larger than 200 people.

For all events larger than 200 people, Zero Waste stations will be available for rent. However, trash cans will no longer be available for rent.

When you have a Zero Waste event, you minimize the material going to landfill and maximize the materials that are recycled and composted, leading to a lower carbon footprint and a cleaner environment.

Plan bins/signage

- The Three Bin System for recyclables, food compost, and landfill/trash must be provided. No single trash cans. See images for reference:

Informal



Formal



- Set up bin stations that include: landfill, recyclables, and composting
- Post signage on bin stations that have images corresponding to the materials that will be used in the event to lessen the confusion of sorting. [Example](#)
- For events over 4,000 people you may need to also order 40 yard Roll offs and/or 3 yard bins for outside

To determine how many bins you will need during your event, please click on the link to the bin estimator at www.fm.uci.edu/files/units/ZeroWasteEventBinEstimator.pdf

- Consider having Trash Talkers (waste monitors) stand by waste bins to assist guests in sorting waste. [Helpful Guide](#)
- Zero Waste bin and services can be rented or purchased through FM services

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 your event as a Zero Waste event (all waste produced from the event is either recycled or composted)
- Get Zero Waste volunteers—student groups

After Event

- Discuss vendor's possibility of recycling excess materials after the event rather than disposing them
- Make plans to donate materials and centerpieces after the event. The Goodwill is a great place to donate items like linens, art supplies, reusable center pieces, and more.
- Excess food donation: consider Second Harvest (949) 653-2900 or check with your catering company on where best to donate food
- Collect all items that can be reused later and store them for future events

Communication Materials

• **Communication with Guests**

- Announce to your participants that this is a Zero Waste Event, and let them know how they can participate. Send out e-vites stating Zero Waste goals
- Use only electronic communication (email, facebook, etc.) for event invitations, registration, announcements, and updates
- Upload presentations onto USB flash drives for your guests, or post them online following the event rather than printing hard copies

• **Organizational Communication**

- Print double-sided or use scrap paper for checklists and materials when organizing your event
- Avoid printing handouts, if necessary, print double-sided and on at least 30% post-consumer recycled content paper

Further Ideas for Greening Your On-Campus Event

• **Food**

- Avoid individual serving supplies. Instead serve bulk condiments, seasonings, creamers, sugar, etc. All those tiny packets are not recyclable

- Serving food buffet style is recommended, rather than individually boxed meals and individually packaged foods (chips, cookies, etc.). Ask your caterer to purchase these products in bulk and serve with reusable bowls
- Make use of campus catering and other on-campus resources to save gas on delivery
- When providing caterer with an attendee estimate, avoid ordering more food than is reasonably needed
- Offer at least one vegetarian option, and avoid serving meat, especially beef, which is a significant source of greenhouse gas emissions and water consumption
- Serve food on platters that can be reused
- Water stations
 - For more formal events, ask servers to pour water only on request. For casual events, provide hydration stations for refilling bottles instead of using individual water bottles
- **Materials**
 - Do not use polystyrene and plastic bags as they are not recyclable, instead use paper bags
 - Ask for compostable or recyclable serving ware if you're having a more casual event or reusable dishware if you're having a more formal event
 - Provide reusable drink ware and utensils, and use bulk condiment serving containers to reduce the use of single use products
 - Use materials that can be reused for future events (signage, name tags, general handouts, etc)
 - Do not use Towelettes or Wet Wipes because they are not recyclable
 - Use reusable table linens to cover tables. If not available, use unbleached butcher paper and compost them after your event. Do not use plastic table linens or disposable placemats.
- **Misc.**
 - Request vendors to turn off their vehicles instead of idling when making deliveries or during setups



Sustainable Transportation

- Encourage participants to walk or bike to your event by making your venue easily accessible by foot or bicycle, to support zero emission transportation
- Encourage your 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

