

Event Recycling Tips for Success



■ Place recycling containers next to trash cans.

Bases are available to place under the container to catch spills and provide extra stability if needed.

■ Recruit and train volunteers or staff.

Train volunteers and staff to set up and monitor containers. Show them how to set up containers, replace bags and where to transport recyclables.

■ Choose a transfer method.

Decide how you will transfer the recyclables to a recycler. They must be emptied from the plastic bag when you make the transfer. Here are three options:

1. Arrange for pick-up service with a recycling service provider.
2. Transport your recyclables directly to:
Waste Management (formerly Advanced Disposal)
309 Como Ave., Saint Paul, 55103
651-487-8546
3. If you collected a small amount of recyclables, place them in your recycling cart or dumpster at home.

■ Encourage your guests to recycle.

Let guests know through invitations, flyers or ads that recycling will be available. Post signage at the event to encourage recycling. The county can provide signs that attach to the collection containers. Communicate with your food vendors about the recycling program, and ask them to serve food in recyclable containers.



Thank you for recycling at your event! Use these blue containers for glass bottles, metal cans, plastic bottles and cups (#1, #2 and #5)

+ Find additional ways you can green your event. Resources online at [RamseyRecycles.com/EventRecycling](https://www.RamseyRecycles.com/EventRecycling)

How to Set Up

Recycling Containers



1

Stand facing one of the blue frame's secure bag locks (the loops). Place one foot on the bottom rung to stabilize the frame. Insert empty bag inside of the frame. Using two hands, pull approximately 6" of bag through the loop as shown. For best chance of visibility, be sure the printed side is completely facing one of the open ends of the frame (*pictured on left*).



2

2

Still using two hands, pull the bag 6" over the loop and toward the center, making sure to wrap it around the corners (*pictured on left*).



3

3

Let go of the end of the bag and grasp the bag as shown on the left. Pull down on it until it tightens around the corners. The bag will tighten around the loops so it cannot slip off. Repeat on the other side.

4

Press down on the blue frame to extend to full opening width and attach lid. This will make the lid fit snugly.

5

TO REMOVE BAG: Raise bag slightly, unwrap the bag from the loops and slide it through the opening of the frame. Tie the top of the bag in a loose knot to close. No heavy lifting required!

6

Arrange for pick up or drop off with a recycling hauler. Remember to remove recyclables from the bag when you make the transfer.

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+ Remember:

Clean the blue container lid and frame with a soapy rag or disinfectant cloth before returning it to Ramsey County Environmental Health.