



Recycling and Waste Reduction Policy for Special Events on the Stanford University Campus

Help reduce waste from special events of all sizes on campus! Special events create an incredible amount of trash on campus. From bottles and cans to food to single-use forks and cups, these items end up in the trash can bound for the landfill rather than recycled into a new product saving energy and resources, and reducing pollution. In order to reduce waste and increase resource conservation, Stanford University is initiating a new special event waste reduction and recycling policy.

For each event that serves beverages in bottles and cans (plastic bottles, glass bottles, aluminum cans), bottle and can recycling bins and garbage bins must be ordered in equal number and placed next to each other. Each event must make attendees aware of the recycling program. It is proven that when recycling bins and garbage bins are located next to each other, more people will choose to recycle. For recycling and composting collection services on campus, submit a work order to PSSI/Stanford Recycling via this webpage: <https://lbre.stanford.edu/bgm/submit-work-request> or call (650) 321-4236 or email recycling@pssi.stanford.edu.

For each event that produces **paper** waste (flyers, cardboard, newspapers), the event organizers will consider ordering an equal number of paper recycling bins and garbage bins and/or make plans to recycle the cardboard generated by the event. If paper is generated from one activity at the event, recycling can be arranged just for that activity.

In addition, for each event that serves **food**, organizers will consider using reusable dishware or purchasing BPI certified compostable serviceware (Biodegradable Products Institute (<http://bpiworld.org/BPI-Public/Approved.html>) and arranging for composting collection services (certain requirements apply). There must be equal number of compost and garbage bins. Food residuals and their accompanying plates, cups, cutlery, napkins and containers represent the majority of the waste that is produced at special events that serve food. All of these items may be composted if they are made of compostable materials.

Requirements for Food Waste Collection:

- Agree to purchase only BPI certified compostable service ware (Biodegradable Products Institute <http://bpiworld.org/BPI-Public/Approved.html>).
- Agree to replace all single-use and/or disposal items with a reusable, recyclable, or compostable option.
- Agree to train special event volunteers and staff on food waste and recycling program.
- Agree to develop announcements, signage, and other educational material to educate attendees on food waste and recycling program.
- Agree to assign volunteers or staff to monitor bins.

It is important for each event to reevaluate its waste container needs. It is likely that after considering recycling bottles and cans, paper, and food waste, less garbage cans will be needed. For recycling and composting collection services on campus, submit a work order to PSSI/Stanford Recycling via this webpage: <https://lbre.stanford.edu/bgm/submit-work-request> or call (650) 321-4236 or email recycling@pssi.stanford.edu.

By composting and recycling, special events can reduce their waste by up to 97% which saves energy and resources and reduces pollution and green house gas emissions.