

# RECYCLING AT OUTDOOR & SPECIAL EVENTS

CITY OF HARRISBURG  
DEPARTMENT OF PUBLIC WORKS

Recycling at outdoor and special events can be difficult. Unless your program is clear and simple, the general public, the vendors and other participants will not understand your system and will not recycle or will do such a poor job that materials are unusable. The critical issue for recycling at outdoor and special events is to make your system foolproof. Even then, expect some not to follow the rules.

## The Requirements

The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101) requires commercial, institutional and municipal establishments located in Pennsylvania's mandated municipalities to recycle high-grade office paper, corrugated paper, aluminum and leaf waste. In addition, establishments must recycle any other materials included in the municipality's recycling ordinance or regulations, which may include glass, newsprint, plastics, and/or steel and bimetallic cans. As a mandated municipality, businesses and institutions with facilities located within the City of Harrisburg must implement recycling programs. **This includes outdoor and other special events.**



The City of Harrisburg's recycling requirements are as follows:

- All commercial, institutional and municipal establishments must source separate the following materials:
  - High grade office paper
  - Corrugated cardboard
  - Glass containers
  - Aluminum cans
  - Any other recyclables that may be designated by the City
- Those served by the City's curbside program must set their materials at the curb in the City's blue recycling bins for collection.
- Those not served by the City's curbside program must arrange for the collection and recycling of all designated materials.
- All commercial, institutional and municipal entities must provide written documentation as to the type and weight of materials recycled annually. Reports are due to the City by January 15 of each year on a form provided by the City.

## Steps for Successful Recycling at Outdoor & Special Events:

1. Designate a Recycling Coordinator for the event.
2. Check any special recycling requirements in your event permit. Be sure that you have enough staff or volunteers to comply with your recycling plan.
3. Determine the amount and type of waste that is likely to be generated at your event. Typically, this will be beverage containers and cardboard. Choose recycling containers that are clearly labeled and that look much different from trash receptacles. Place them in clusters near your trash containers throughout your event area and label them clearly.



## Recycling Works

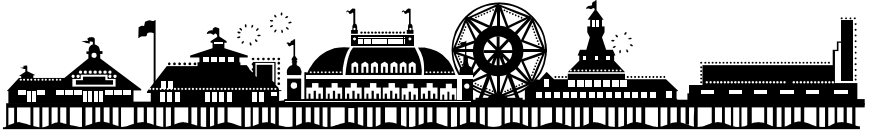
CITY OF HARRISBURG  
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1690 S. 19th Street  
Harrisburg, PA 17104

Phone: (717) 236-4802  
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4. Choose containers with lids or openings that emphasize your program.

For cans, the container should have a small round hole. For paper, use



lids with slots. Labeling your containers clearly is critical to improving your recycling results by encouraging participation and limiting contamination. It also helps to assign volunteers to monitor containers during the event.

5. Have lots of containers. The more obvious your program is, the more success you will have. Don't leave it up to people to hunt for a recycling container - they won't.
6. Discuss your recycling plan with the representative of the company responsible for picking up the waste from your event. Make sure they know what types of waste you will produce, ask for their input and find out if they have adequate equipment to take your separated trash and recyclable materials.
7. Also, include recycling information in your event brochure.

### For further information...

The following fact sheets are available from the City of Harrisburg's Department of Public Works:

- Recycling at Work: Information for Harrisburg Businesses & Institutions
- Developing a Recycling Program at Work
- Conducting a Waste Assessment
- Recycling in Hospitals & Health Care Institutions
- Recycling in Office Buildings
- Recycling in Hotels & Motels
- Recycling in Manufacturing & Warehouse Operations
- Recycling in Retail Operations
- Recycling in Restaurants and Taverns
- Recycling in Schools, Colleges and Universities
- Helping to Solve Solid Waste Problems in Your Business or Institution
- Recycling in Apartments & Condominiums



To obtain one or more of these fact sheets, contact:

City of Harrisburg  
Department of Public Works  
1690 S. 19<sup>th</sup> Street  
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For more detailed information about implementing a waste reduction and recycling program in your workplace:

Visit the Pennsylvania Department of Environmental Protection website at [www.dep.state.pa.us](http://www.dep.state.pa.us), click on the "Recycling Works" logo, and go to "Commercial Recycling."

The Professional Recyclers of Pennsylvania (PROP) has published "Developing a Waste Reduction and Recycling Program for Commercial, Institutional, Industrial and Municipal Establishments." To obtain a copy, contact PROP at:

P.O. Box 25  
Bellwood, PA 16617  
(814) 742-7777  
Fax (814) 742-8838

e-mail [prop@epix.net](mailto:prop@epix.net)  
[www.proprecycles.org](http://www.proprecycles.org)