



City of Boulder
Local Environmental Action Division
P.O. Box 791
Boulder, CO 80306
Phone: 303-441-1878

Recycling Guidelines for Special Events in the City of Boulder

Special events in the City of Boulder must provide recycling to event vendors, attendees and participants if recyclable materials (bottles, cans, paper, cardboard, etc.) will be generated at the event. The following guidelines are meant to standardize the availability of recycling services at events. There are several ways to comply with these guidelines, whether you are planning a large event using a contracted hauler or a smaller event with self-managed trash and recycling. Either way, it should not be a large expense or cumbersome to coordinate. The City's goal is to create an environment where event attendees expect standardized recycling and recognize how to use these services at special events and festivals within the City.

Thank you for your attention to this requirement. If you have any questions about these guidelines, or are not sure if your plans for recycling meet these criteria, please feel free to call the City's Sustainability Specialist at 303-441-1878.

1. Recyclable Materials (Single-Stream)

- a. Provide bins that allow the public to mix all these items together in one bin:
 - #1 - #7 Plastic Containers
 - Glass Bottles
 - Cans (steel and aluminum)
 - Paper milk and juice cartons
 - Corrugated cardboard (mostly for vendors)
 - Newspapers, magazines, brochures, and catalogs
 - Clean, balled aluminum foil (2" or larger)
- b. Recycling bins should:
 - have small openings only big enough for depositing recyclables
 - be labeled for recycling with clear signage indicating acceptable materials (include pictures if possible). Recycling signage is available to be printed from several haulers' websites or from Boulder County at:
<http://www.bouldercounty.org/sustain/zerowaste/pages/single-streamrecycling.aspx>
- c. Place recycling bins next to as many trash bins as possible, with at least 70% of the trash cans having recycling bins next to them. (Never locate recycling bins where they stand alone or they will fill up with trash.)

2. Corrugated Cardboard

If there is corrugated cardboard being generated at your event, usually by vendors selling or distributing goods, you must also provide for it to be recycled in bins clearly labeled

for recycling. Alert any vendors who may be at your event that they must recycle their cardboard, and make sure they know where the cardboard collection area is located. All corrugated cardboard should be flattened before it is recycled.

You can either request a hauler to provide you with a bin for collecting it at a central drop-off location on your premises, or you can bring it to the Boulder County Recycling Center.

3. **Recycling Bins**

You may contact haulers to provide recycling bins and collection service for your event or you may provide your own containers and deliver materials to the appropriate facility. Eco-Cycle has temporary special event recycling bins available to borrow that are specially marked and signed for single-stream materials collection. There is no fee to use these containers as long as they are returned clean and empty. Contact Leigh Cushing at leigh@ecocycle.org or 303-444-6634 x106 well in advance of your event to reserve bins. The bins are collapsible and will fit in a car.

Should you decide to use a different type of collection bin, you will need to get it approved along with the corresponding signage by the City of Boulder.
Contact Kristen Hartel at 303-441-1878 or hartelk@bouldercolorado.gov.

4. **Transporting Recyclables and Trash**

After your event recyclable materials can be taken to the Boulder County Recycling Center at 1901 63rd St. in Boulder, just north of Arapahoe on the west side of 63rd Street, 24 hours a day. You may also decide to contact a hauler to pick-up your recyclables and/or trash from your event for a fee. These haulers have many container options such as rolling flip-top carts (toters), large 30-yard “roll-off” dumpsters, and zero waste collection stations.

Haulers operating in Boulder:

Eco-Cycle: 303-444-6634

Green Girl Recycling: 303-442-7535

Western Disposal: 303-444-2037

Waste Management: 303-797-1600

Republic Services (formerly Allied Waste): 303-287-8043

5. **Zero Waste Events**

If your event generates food waste and will be in a suitable location to prevent contamination, you may want to consider collecting compostable materials to make it a zero waste event. Contact Eco-Cycle at 303-444-6634 x106 or www.ecocycle.org/zwevents for guidelines. You will be able to process food waste and other compostable products such as plates, napkins, and utensils into compost instead of trash. You will also receive tips on “pre-cycling” before your event to prevent waste from occurring in the first place. For the best success, enlist volunteers/staff to help educate participants on how to separate the materials into the appropriate recycling and composting bins.