

Charleston County's Special Events Recycling Program

Carolina Recycling Association's 26th Annual
Conference and Trade Show

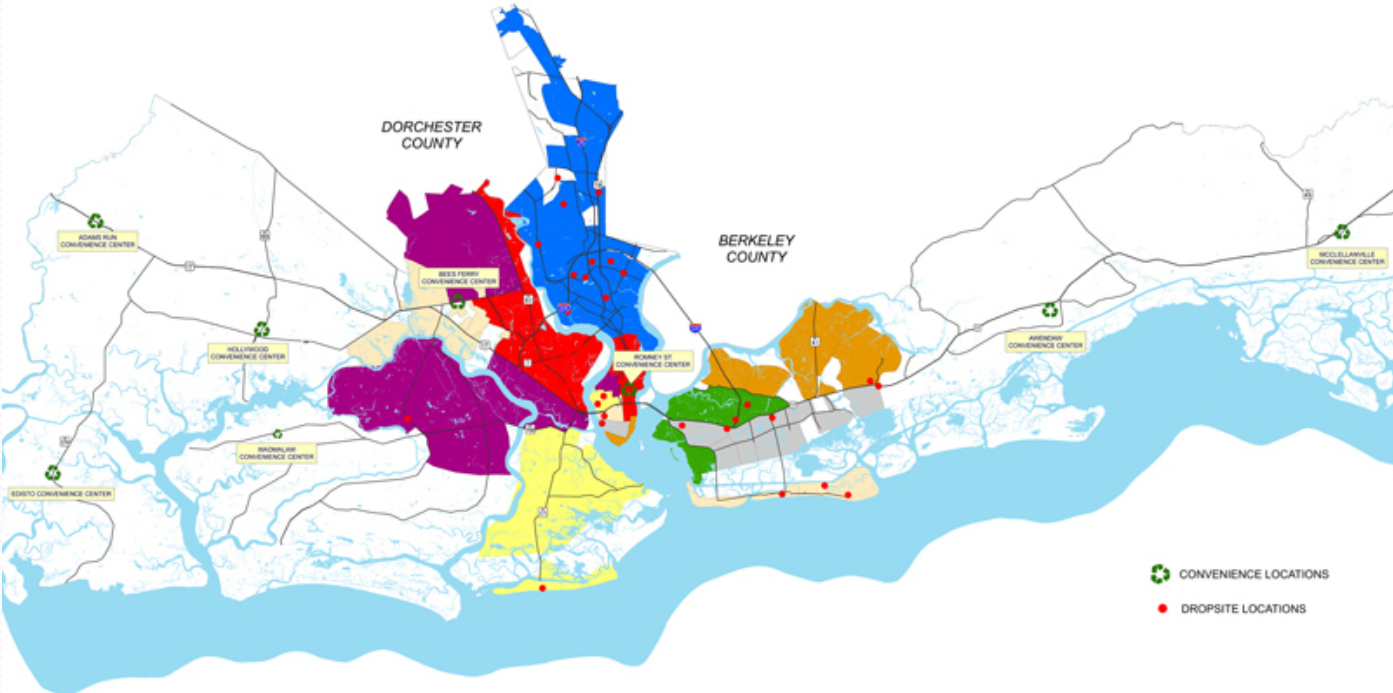


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Charleston County Environmental Management

March 24, 2016

Demographics

Land area (square miles):	1,358
Population:	350,209
Single Family Households:	115,000



Why Special Events?



- Special events are a missed opportunity for recycling
- Events and festivals represent some of the largest waste generators during a short time frame

Why should event organizers consider recycling?

- Diversion of recyclable materials from an event's waste stream can significantly lower the cost of waste collection
- Makes the event attractive to sponsors and attendees and provide a unique marketing tool
- Helps increase environmental awareness
- Fosters goodwill in the community
- Provides a clean, safe, and positive environment for attendees



Planning an Event Recycling Program

- Identify a recycling coordinator and/or committee
- Conduct a waste audit
- Reach out to local municipalities or recycling haulers to create a plan for collecting and transporting materials
- Seek & educate volunteers
- Design outreach program
- Decide on number of containers, design and placement



Charleston County's Event Recycling Program

Projected Number Of Attendees	Number Of Special Event Bins Needed
200 or less	2
200 - 600	4
600 - 1,000	6
1,000 +	Contact Charleston County's Environmental Management Department



Charleston County's Event Recycling Program (cont'd)



Event Recycling Guide & Checklist



Event Recycling Guide

A How-To Resource for Diverting Waste Generated at Events

Almost any special event, whether a small gathering or a large festival, will produce waste. Charleston County Environmental Management (CCEM) has designed a program to effectively implement recycling at these events in order to divert waste away from the landfill.

Charleston County staff is available to conduct an on-site assessment to make recommendations and assist with planning for recycling collection. Every event is different. Use these tips as an outline to begin building a successful recycling program for your event.

The County will loan bins to community groups, nonprofit organizations, businesses and citizens who plan to collect recyclables and/or food waste generated at events held within Charleston County. The special event recycling program provides equipment for on-site collection of materials. In most cases, event organizers are responsible for hauling collected recyclables to a Charleston County [recycling dropsite](#). Larger events may qualify for a collection service by Charleston County.



ClearStream® bins are available for collection of recyclables generated at events.

If food is being served at your event, consider composting in an effort to send even less material to our landfill. Check out the composting sections at the end of this guide for more details.

Beginning with pre-event planning, to day-of-event tips, and post-event evaluation, special event organizers can host an environmentally friendly and sustainable event. Use Charleston County's [Special Event Recycling Checklist](#) to help manage the collection of waste at your event.

This guide is intended to help event organizers plan for the collection of recyclable materials.

Cost

There is no charge for an on-site assessment, technical support, or to use the equipment. A refundable deposit is required to ensure ClearStream® bins are returned clean, undamaged and on time.

Number of Bins	Refundable Deposit
1-5	\$100
6-10	\$200
11-15	\$300

- Cash or a deposit check is due when the bins are picked up (Charleston County does not deliver the bins). Make checks payable to: Charleston County Treasurer.
- Charleston County reserves the right to keep all or a portion of the deposit if the bins are not returned to 13 Romney Street within two business days following your event.
- Charleston County reserves the right to keep all or a portion of the deposit if the bins are not returned in the same condition in which they were received.



Charleston County's recycling mascot, Phil D. Bin, at the County's Annual Earth Day Festival.



Event Recycling Checklist

Step-by-step tips for waste diversion at Charleston County events

3-9 months from event

- Create a recycling plan for your event, including site requirements, and recycling goals. Keep this plan in mind as you secure a site for your event.
- Create a recycling policy to set expectations for event attendees and vendors.
- Form a recycling committee who will be responsible for executing the logistics of your recycling plan.
- Contact Charleston County Environmental Management to notify them of your event; discuss what type/how many recycling containers you will need.
- Start soliciting volunteers to aid in recycling for set up, break down, and during the event.

1-2 months from event

- Develop a site layout to designate locations for waste sorting stations; determine how many containers you will need.
- Develop recycling signage and plan where it will go around the site; make sure there will be significant instructions provided on how to correctly recycle.
- Hire a solid waste hauler to remove garbage from your event. If you plan on composting, contact a food waste hauler.
- Follow up with Charleston County to verify dates and recycling containers needed.
- Contact local news media to notify them of your special event; be sure to mention your efforts to "GO GREEN".

1-4 weeks from event

- Hold initial training session for volunteers; lead a crash course on what is recyclable in Charleston County as well as how best to avoid contamination.
- Walk the site with your team and confirm where public recycling containers will be located as well as behind the scenes containers.
- Work out the logistics for the day of the event: golf carts to carry the recyclables, walkie talkies for staff to use, etc.
- Finalize recycling staff and volunteer schedule.

Day before event

- Set up recycling stations.
- Hang recycling signage.

Day of event

- Brief volunteers in a quick session once they arrive.
- Keep containers clean throughout the event.
- Note any recycling in trash or vice versa and take corrective action.

Event Recycling Guide: Highlights

- Volunteers
- Vendor communication
- Signage
- Food waste recycling
- Waste reduction & reuse



Obstacles



- Lack of recycling knowledge
- Waiting until the last minute
- No volunteer plan
- Lack of program awareness
- Requires planning!

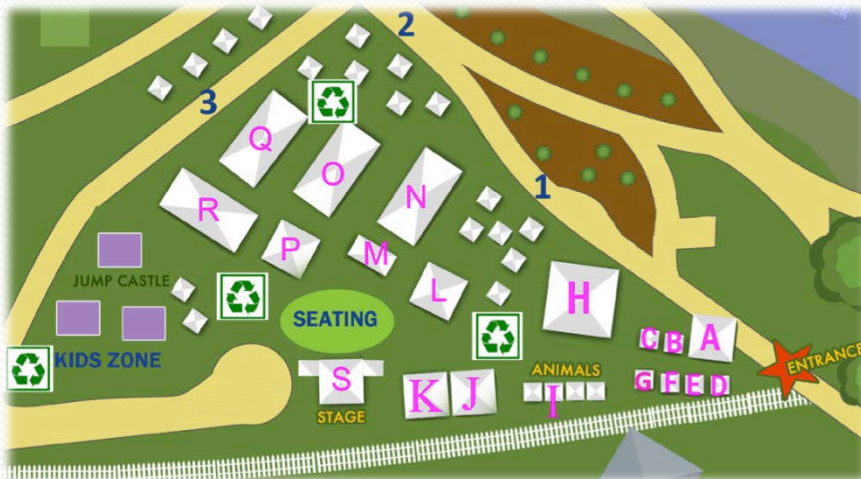
Successes



Charleston County's Annual Earth Day Festival

PLEASE VISIT A
**RESOURCE
RECOVERY STATION**
TO DISPOSE OF YOUR
WASTE.

Thank you!



Charleston County's Annual Earth Day Festival (cont'd)



RECYCLING

Plastic Bottles

Plastic Cups

Aluminum Cans



Next Steps

- Program promotion
- Instructional video for event organizers
- Ordinances



CITY OF FOLLY BEACH

1st Reading _____
2nd Reading _____
3rd Reading _____

Introduced by: Council Member Rich
Date: August 12, 2014

ORDINANCE NO. 20-14

AN ORDINANCE AMENDING CHAPTER 153 OF THE FOLLY BEACH CODE OF ORDINANCES SECTION 156.06, PERMISSION FROM THE CITY IS REQUIRED FOR SOME SPECIAL EVENTS ON PUBLIC PROPERTY, BY REQUIRING THAT RECYCLING COLLECTION BE MADE AVAILABLE AT CERTAIN EVENTS.

The City Council of Folly Beach, South Carolina, duly assembled, hereby ordains as follows:

SECTION 1. That the Folly Beach Code of Ordinances, Chapter 95.08, be amended as follows:

§ 153.06 PERMISSION FROM THE CITY IS REQUIRED FOR SOME SPECIAL EVENTS ON PUBLIC PROPERTY.

(A) Permission from the city is required for special events on public property, including the beach, that are expected to involve more than 25 people. Applicants for special event permits must be at least 21 years old.

(B) Weddings on the beach are exempt from this requirement but must provide the following as notice to the city: the time, place, duration, and nature of the event and the number of expected participants, and the name and contact information, including cell phone numbers, of the person or persons who will be responsible for responding to complaints or handling problems.

(C) *Special events that require a permit from the department of public safety:*

(1) A permit from the Department of Public Safety is required for a special event at the Folly River Park or the Community Center that is expected to have more than 25 participants.

(2) A permit from the Department of Public Safety is required for all other special events on public property, including the beach, that are expected to have 26-75 participants, except:

- (a) Events that must be approved by City Council;
- (b) Funeral processions proceeding by vehicles using the most reasonable route from a funeral home, church, or residence of a deceased to the place of service or interment; and
- (c) Peaceful demonstrations at fixed locations that are not streets, sidewalks, or rights-of-way.

(3) Applications for permits must be submitted to the Director of Public Safety at least two weeks before the event, unless the Director agrees to a shorter period.

(4) Upon receipt of a complete application for a special events permit, the Director of Public Safety shall consider the application in light of the rules for special events and notify the

(J) *Recycling collection required.* An applicant for a special event must provide proof of coordination with Charleston County Environmental Management or a suitable private business to arrange for the provision of recycling containers and post event pick up of recyclable materials. Recyclable materials must be delivered to a recycling facility for recycling, not a landfill for disposal.

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