

University of Wyoming Zero Waste Event Guide



Post-Landfill Action Network



ACRES
Student Farm
Laramie, Wyoming



What is Zero Waste?

“Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use”

Zero Waste means designing products and processes to systematically avoid and eliminate waste, conserve and recover all resources, and not burn or bury them. The goal is to reach 90% diversion through actions such as resource reduction, reuse, recycling and composting.

--Zero Waste International Alliance

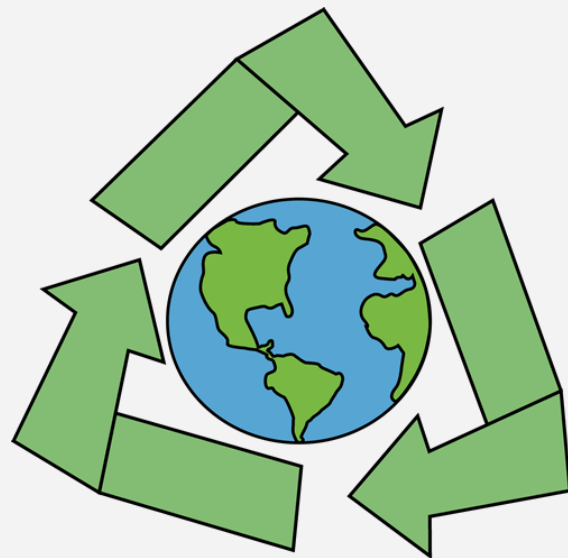


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Pre-Event Planning

In order to get your event started, answer these 7 easy questions and make initial contact with the appropriate people.

1 Where is your event located?

UNION:

Contact:

Union Events Staff
unionres@uwyo.edu
(307) 766-3161

Inform them that you are planning a Zero Waste event. Discuss questions 2 and 3.

ANYWHERE ELSE:

Contact:

Crystal Bennett
cbennett@uwyo.edu
(307) 766-6717

Inform her you are planning a Zero Waste event. Discuss with her question 2 and 3.

2 How large is your event?

<250 PEOPLE:

You will likely need 2 recycling bins, 2 compost bins, and 1 landfill bin.

>250 PEOPLE:

You will likely need 4 recycling bins and 4 compost bins.

3 Is your event multiple days?

YES:

Coordinate where and when bin pick-up will be with facilities.

NO:

Talk with contact from question 1 about where bins need to be placed at the end of event.

4 Will your event have food?

YES:

- Contact your caterer about making your event vegan*.
- Use reusable dishware, silverware and linens (UW Catering offers these services).
- Contact ACRES for composting options at: uwstudentfarm@gmail.com
- Contact attendees asking them to BYOE (bring your own everything).

NO: Be prepared for outside food and dishware. It will probably all have to go in the landfill.

5 Will your event have swag items?

YES:

Contact vendors ahead of time. Instruct them to:

- promote your event online as possible
- put free items on a table to be picked up at will instead of handed out
- reduce what they bring
- reduce packaging for what they bring

Contact attendees and encourage them to take only

NO:

Don't worry about it.

6 Want marketing materials?

YES:

Contact Sustainability Club for hard and soft copies of pre-made signs and sign ideas.

NO:

Don't worry about it (but we recommend it).

7 Still have questions or need help?

YES:

Contact the Sustainability Club for logistic and training advice at: uwyo.sustainability@gmail.com

NO:

Don't worry about it (but we're always here if you need us).

*ACRES student farm only accepts non-animal products for their composting purposes for food safety reasons, therefore any meals you serve must be vegan

During Event

Once you set up your bins, it is important to have at least one volunteer directing people to place their waste in the correct receptacles. Use this guide to help you determine what goes where.

Recycling	Compost	Landfill
		
<ul style="list-style-type: none">• Paper (mixed, white, news)• Cardboard• Plastics 1 & 2 with lids• Top of pizza boxes• NO GLASS**	<ul style="list-style-type: none">• Vegetable Scraps• Fruit• Egg Shells• Tea Bags• Coffee Grounds• NO MEAT***• NO DAIRY***• NO COMPOSTABLE OR PAPER TO-GO ITEMS***	<ul style="list-style-type: none">• Coffee cups and other "compostable" to-go items, paper napkins, paper towels, etc.***• Food Wrappers• Straws• Greasy food containers (like bottoms of pizza boxes)• Glass**• Food: meat, dairy, bread & processed snacks



* On campus only

**No glass recycling in Laramie. Options include taking glass to Colorado or looking for glass recycling days from the Wyoming Conservation Corps (WCC).

*** ACRES student farm only accepts non-animal products for their composting purposes for food safety reasons

Tips and Tricks

Challenges may arise during your event, use these tips and tricks to keep everything running smoothly.



Consider covering *landfill containers* with an easily removable cover, like a piece of cardboard. The slight obstacle causes people to stop and think about what they are throwing away. This is a great opportunity to display instructional signs too!

Post signs around your event about the purpose of Zero Waste and signs directing people where to put their waste.



Do not get *frustrated* if things are not going as expected. This is a learning process for everybody, but you can overcome any complications.

Communication is important

with attendees. Some people may be confused and even frustrated with Zero Waste procedures at first. Be patient and take the time to show them how to use the waste station. Be open towards them and thank them for their help.



Not sure if it's *recyclable?*

Do not panic! Look for the recycling symbol on the item; if it is not present, it is most likely not recyclable.

Need more *information?*

Watch:

<https://goo.gl/photos/VGpFeGBE1sq5e3677>

or visit the Post-Landfill Action Network (PLAN) web site.

Not sure if it's *compostable?*

A good rule of thumb is if it cannot be grown, it cannot be composted.



After Event

Once your event is over, follow this chart to take the necessary steps to wrap up the Zero Waste part of your event.

Make sure to clean up any additional resources around your site and distribute them to the correct bins.



Tie off bags and make sure they are in the right location to be picked up by facilities.



If you borrowed signs, or if you made reusable signs, please leave them with the Sustainability Club so that they can be used for other events.



Call ACRES for compost pickup if you have food waste.

MOST IMPORTANT: Celebrate your success! Share pictures of your event through social media and contact the Sustainability Club and Campus Sustainability Committee about your awesome efforts.



SUCCESS!

Contact List*

Department	Category	Name	E-mail	Phone #
Union Events Staff	Venue		unionres@uwyo.edu	(307) 766-3161
Central Scheduling	Venue	Crystal Bennett	cbennett@uwyo.edu	(307) 766-6717
Facilities/ Recycling	Recycling/ Landfill		recycle@uwyo.edu	(307) 766-3590
ACRES (compost student farm)	Food Waste	Urszula Norton (advisor)	uwstudentfarm@gmail.com	(307) 766-5196
UW Catering & Events	Food Waste/ Reusable Dishware	Derek Jones	djones32@uwyo.edu	(307) 766-2050
Sustainability Club	Help/ Advertising		uwyo.sustainability@gmail.com	
Soup Kitchen	Food Waste	Ted Cramer	laramiesoupkitchen@gmail.com	(307) 460-1605
Campus Sustainability Committee	Help/ Advertising		uwsustainability@uwyo.edu	
Wyoming Conservation Corps	Glass Collection Days		wcc@uwyo.edu	(307) 766-3048

*Please be aware staff and contact positions are always subject to change, individual contacts may vary.

If you have comments or suggestions regarding this guideline, contact the Sustainability Club. We love your input! - uwyo.sustainability@gmail.com



PLAN Post-Landfill Action Network