



[Wales Event Recycling Guide]

2nd Edition 2008

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Royal Welsh Agricultural Show

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Community Arts Festival

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[Introduction]

This is the second edition of the ‘**WALES EVENT RECYCLING GUIDE**’ and has been produced by the Wales Event Recycling Project to assist event organisers implement successful recycling schemes at their events. This forms part of the Project's objectives to ‘support and advise event organisers, local authorities and community sector partners in implementing ‘best practice’ systems in event recycling systems in Wales’.

Although this Project is based in Wales, the advice and information given in this Guide can be replicated at events anywhere in the UK.

The Wales Event Recycling Project is a Welsh Assembly Government funded project which started on 1st July 2006. The Project and Project Officer Post have been hosted by Cylch, the Wales Community Recycling Network. One of the aims of the Project has been to build capacity within the community sector to offer event recycling services as a potential income generating activity and ensure the longevity of the Project.

The key Project partner is Waste Awareness Wales who co-ordinate the Recycle for Wales/ Ailgylchu dros Gymru campaign and are responsible for producing all promotional branded items for the Project.

Since the first edition of the Guide, recycling at events has developed significantly in Wales. The second phase of the Project started in July 2006 and implemented recycling for the first time at the Royal Welsh Agricultural Show (RWAS) which has continued in the following years. Many other events, large and small, have received advice, support and infrastructure items to help them put recycling schemes into operation.

[Introduction]

The aim of this Guide is to be a user friendly document with useful practical advice and information gained by the Project on how to implement successful event recycling schemes as part of an integrated waste management plan.

The overarching objective of this Guide is to empower event organisers to assess current waste management practices and identify how to maximise recycling and composting and decrease the amount of material sent for disposal. The result of this assessment should be that waste minimisation, recycling and composting are considered as key elements of part of an integrated waste management contract and not as an additional optional add on service.

Case Studies are included of a variety of events that have worked with the Project, following the seven steps to event recycling. They illustrate that regardless of the size of the event the seven steps to event recycling can be applied.



i. Why recycle at events?

All events produce similar waste streams, including; cardboard, drinks cans, plastic bottles, food waste and food packaging. All these materials are valuable resources that can be collected for recycling or composting, and reprocessed into useful materials.

As more householders have access to recycling schemes and recycling rates continue to rise across Wales, Municipal waste recycled or composted in 2006-07 was 27.6% compared with 12.1% in 2002-03¹, the public are used to recycling and expect to see it when they are away from home.

Reasons why:

- Beneficial to the environment as it saves valuable natural resources and energy
- Presents a positive environmental message to visitors
- Promotes a positive public image of the event
- Contribute to reducing Wales' greenhouse gas emissions and the effects of Climate Change.

^[1] Waste Management National Strategic Indicators
<http://dissemination.dataunitwales.gov.uk/webview/index.jsp>

ii. Financial drivers

Disposing of waste in landfill is not a cheap option. The introduction of the Landfill Tax in 1996², in addition to the standard landfill fees, has meant the cost of landfill has dramatically increased over the last ten years.

Diverting waste from landfill will help an event save money on disposal costs which can be used to pay for the recycling schemes.

iii. Legislative drivers

To reduce our reliance on landfill as a waste management option there are a number of European and National Laws in place. The European Union Landfill Directive has played a major part in the changes made to waste management across Europe and must be fully implemented by July 2009.

In England and Wales the Directive is applied under the Landfill (England and Wales) Regulations 2002.

The last part of the new regulations to be implemented is the landfill ban of untreated wastes and liquid wastes October 2007. This means that all waste producers must treat waste before it is sent to landfill; treatment includes removing materials for recycling and composting.

In relation to event recycling, this means that it is no longer acceptable for events to send all waste to landfill without first maximising recycling and composting.

Who is responsible for compliance with the requirements?

It will be illegal for landfill operators to accept untreated waste. All waste producers, including event organisers, have responsibilities under the Duty of Care regulations to ensure their waste is handled in compliance with current waste legislation.

For a fact sheet on this new regulation go to <http://www.netregs.gov.uk/netregs/275207/663559/1853048/>

For more information about any aspect of waste legislation contact Environment Agency Wales.
www.environment-agency.wales.gov.uk
General Enquiries: 08708 506 506

^[2] Business Link, Environmental Tax Obligations and Breaks
<http://www.businesslink.gov.uk/bdotg/action/detail?type=RESOURCES&itemId=1074404201>

[Introduction]

iv. Recycling and Climate Change

Recycling is not only about reducing the amount of materials sent to landfill. It also makes a significant contribution to reducing greenhouse gases and Climate Change. In recent reports on Climate Change it has been reported that the waste industry is responsible for 3% of the UK's greenhouse gas emissions³ and that landfilling of waste contributes methane emissions which is a significant greenhouse gas.⁴

By re-using and recycling materials fewer resources are required to process new goods, therefore reducing associated greenhouse emissions.



^[3] The Stern Review Report October 2006. ^[4] Impact of Energy from Waste and Recycling Policy on UK Greenhouse Gas Emissions' Department for the Environment and Rural Affairs (DERFA) January 2006.



7 steps] to successful event recycling



This Guide sets out a seven step guide to event recycling, regardless of the type or size of event. The seven steps are listed below and discussed in turn;

- Step 1 – Commitment
- Step 2 – Event Waste Streams
- Step 3 – Equipment and Resources
- Step 4 – Waste Management System
- Step 5 – Standard Signage
- Step 6 – Communication and Promotion
- Step 7 – Evaluation

STEP 1 - [Commitment]

The first step and vital component of any successful recycling scheme is to have a commitment from the decision makers at the highest level within an event. This support will enable changes to be made to policies and contracts and ensure any changes are realised and put into operation. This includes the Terms and Conditions of trade or clause in traders and caterers contracts, setting out what recycling schemes are in operation and how the Traders are expected to comply with them.

A recycling plan is no good on a shelf, all parties involved with waste management, from site managers to operational staff, at an event must be made aware of and understand any changes to the usual waste management procedures.

Event organisers should also be aware of their legal obligations with regard to the management of the wastes they produce.

1.1 Waste Management Legislation

Strict legislation exists regulating waste management, i.e. the transport, storage, handling and treatment of waste.

Waste Transfer Notes must be completed for all waste being removed from an event by any contractor with a description of the waste, the person or company collecting and transferring the waste and information about the relevant waste license. Tonnage data is also recorded on the Transfer Notes.

All waste producers have a legal obligation to keep all Waste Transfer Notes for a minimum of two years. Environment Agency Wales can request to see copies of the Transfer Notes at any time.

For more information about waste management licensing and waste legislation contact Environment Agency Wales.

1.1.1 Duty of Care

As a waste producer, an event has a duty to ensure all waste, including recyclable and compostable material, taken off site is handled and processed in accordance with the law, a 'Duty of Care'. Any contractor employed to collect and process the waste must have the correct licenses. If any material is processed or transported illegally the event would be held responsible.

1.2 Terms and Condition of Trade

The Terms and Condition of Trade can include details of the recycling schemes and how the Traders must comply with them. For example, if you have a waste and recycling compound and you expect Traders to deposit all waste materials, this is where it will be specified.

It is important the information about new recycling and waste collection systems are communicated to all traders and caterers in advance of, and during the event.

By sending out the Terms and Conditions of Trade with the entrance passes for the Traders there will be no way for the Traders to say they didn't receive the information about the recycling schemes once they are on site, i.e. if they received the passes they would have also received the Terms and Conditions.



Appendix 2 includes examples of Terms and Conditions of Trade and guidance for traders in relation to all aspects of waste management at an event.

STEP 2 - [Event Waste Streams]

In order to implement a successful event recycling scheme you must first identify all waste streams generated before, during and after the event, and which can be recycled or composted.

For larger events it may be of benefit to carry out a waste audit prior to planning a recycling scheme to accurately assess and identify the waste streams generated and which ones can be recycled or composted. Appendix 3.1 includes

a template form for a waste audit. The waste audit will also identify current waste practices, locations of litter bins, trade and catering stands and is a good starting point when planning recycling schemes.

The table below lists the more common material streams generated by events that can be recycled or composted.

MATERIAL TYPE	RECYCLE	COMPOST
Drink cans – aluminium and steel	✓	
Plastic bottles	✓	
Food waste		✓
*Compostable food packaging <i>i.e. chip trays, cups</i>		✓
Paper	✓	✓
Cardboard	✓	
**Glass	✓	

*Food packaging can only be composted if it is biodegradable. See Section 2.2 for more information.

**Most events now ban glass bottles from events for Health and Safety reasons. However, events that have corporate caterers will produce glass bottle waste so it may be necessary to have a trade glass recycling facility back of house. Small events may still have glass bottles that can be collected for recycling.

2.1 The waste hierarchy – Reduce, Reuse, Recycle

Once the waste streams produced by an event have been identified the waste hierarchy of reduce, reuse and recycle can be used to assist in making further reductions to the amount of waste generated by an event.

Reduce

- The amount of non recyclable and non compostable material bought on site to minimise the waste that has to be disposed.
- Promotional items on exhibition stands and plastic ‘goodie bags’ – insist all promotional material is recyclable or made from recycled material, request all goodie bags are cotton or paper based.
- Implement biodegradable packaging only clauses to catering contracts, see section 2.2.

Reuse

- The reuse of materials at events is limited. One example of reuse is to have reusable plastic cups for the sale of beer. Visitors pay a deposit for each cup to ensure it is reused and therefore reducing the amount of waste generated.
- Where possible and practical encourage caterers to use non-disposable items for food and drink which can be washed and re-used.

Recycle

- Ensure that materials bought on site are recyclable and there are schemes in place to maximise the recycling of all waste streams.

By controlling the types of materials bought on site you will be able to implement tailored event recycling schemes to suit the recycling services available to the event. This can be done through the Terms and Conditions of trade and, or, clauses in relevant contracts stipulating which materials are permitted on site.

STEP 2 - [Event Waste Streams]

2.2 Biodegradable packaging for food and drink

A large proportion of the waste found in litter bins at any event is food and drink related. While most of this is made up of easily recycled material, i.e. cans and plastic bottles, there is still a significant amount of other materials such as chip trays, burger boxes and cups for hot drinks. The latter materials are usually made of polystyrene which is very cheap to buy but cannot be recycled. If all caterers use biodegradable packaging instead of polystyrene they can then be collected with food waste and composted.

To ensure all caterers use biodegradable packaging a clause can be included in catering contracts specifying the use of these products for the service of food and drink.

There is a British Standard Institution (BSI) Standard for biodegradable packaging, BS EN 13432:2000⁵, which can be used when looking into potential suppliers of biodegradable packaging to see if their products are accredited to this standard.

Products that are accredited to this standard supports claims that they are biodegradable. It is worth specifying that all caterers must use accredited products to ensure consistency in products used. This will then reassure composting processors that all biodegradable products collected at the event can be composted at their facilities.

Experience has shown that it may be necessary to implement a consequence for failure to comply with the clause in the contract, for example, a financial penalty, closure of the unit for a period of time or refusal to allow them to trade at future events.

The requirement to use of biodegradable packaging at events is becoming more common across the UK and caterers, on the whole, are happy to comply.



^[5] <http://www.bsi-global.com/en/Shop/Publication-Detail/?pid=00000000030144234>

Appendix 2.3 and 2.4 includes examples of text that can be used in catering contracts and guidance for caterers on the schemes in operation, reminding them they have a contractual obligation to use biodegradable packaging.

For more information and a fact sheet on suppliers of biodegradable packaging please contact the Project Officer.

A few points to remember when including a biodegradable packaging clause:

- Ensure the caterers are aware of the new clause prior to bidding for contracts so they can amend their prices accordingly.
- Have suppliers of biodegradable products and price lists available should any caterers require them – Do not specify which suppliers they should use, this information should be used to give them options if they don't already have a supplier.
- Remind the caterers shortly before the event that there is a contractual obligation to use biodegradable products.
- At the event you should have the capacity to check that caterers are complying with the contract.
- For the first year of implementing this change it may be better to be lenient to any non-compliance. The second year should be the year for consequences to be introduced.

STEP 3 - [Equipment and Resources]

The Wales Event Recycling Project now has a substantial amount of equipment or 'kit' for use at events in Wales. All signs, labels, flags and all promotional items utilise the National branding, colour scheme and icons.

The kit is intended to provide events with the items needed to implement successful recycling schemes, from practical items such as bins, bin liners and labels for the bins, to large signs promoting the fact the event has recycling facilities and schemes in place.

Below is a brief list of what the kit contains.

- 240 litre Wheelie bins
- Wooden bin lids and labels for use with all 240 litre wheelie bins
- Indoor recycling bins labelled with National branding.
- Covers for 45 gallon oil drums (and other similar size and shape receptacles) to label them as recycling bins using the National branding, colours and icons. The covers are made from hard wearing tarpaulin material.
- Bin liners to fit 240 litre wheelie bins - Green, Black and compostable
- Flags and flag poles to identify locations of recycling bins
- Advertising / promotional panels

If additional or extra items are required the Project may be able to assist. The Local Authority may be able to hire or loan events wheelie bins in a range of sizes,

plus larger skips or containers. They may also be able to provide the collection and processing of the materials from the event. Skips and containers may be more relevant for events taking place over a number of days for the storage of materials where it may not be possible for a collection and the end of each day. It may also be more cost effective to hire a container for the collection of waste for an event taking place over a number of days.

Each event must contact their Local Authority directly to enquire about the supply of equipment and services.

For assistance with any aspect of the supply of equipment please contact the Project Officer for further assistance.

3.1 Staff – Recycling Wardens

Experience has shown that a key component of successful event recycling schemes is to have staff to act as Recycling Wardens. Their role is to monitor the use of the recycling bins, interact with and educate the public on recycling issues and the schemes in place at the event.

Depending on the size and duration of the event, Recycling Wardens can also be used to empty the full recycling bins.

Recruiting Recycling Wardens can be done in a variety of ways depending on the size of event and existing staffing of the event.

Most events rely on volunteers for a variety of roles during the organisation period of an event and during the event. It may be possible to utilise existing volunteers to act as Recycling Wardens, either separate from, or in addition to, existing duties.

Volunteering Wales (www.volunteering-wales.net/index) is a website that can be used to advertise volunteering opportunities. It also has information on the network of volunteer bureaux which are located throughout Wales. Both are excellent resources which can be utilised to recruit volunteers for your event. When recruiting, incentives are a good way of attracting prospective volunteers. With regards to events the most common incentive is free entry, including refreshments, in return for working at the event.

When recruiting volunteers there is a need to be conscious of the demographic of visitors who normally attend, are there organisations you could contact with links to this demographic who could advertise and promote volunteering vacancies at your event. For example, organisers of an agricultural show could contact the local Young Farmers Clubs to advertise volunteering opportunities.

The number of events who could offer paid employment for Recycling Wardens is limited. However, if you are able to employ paid Recycling Wardens your local job centre may be able to help with recruitment.

Local Authority organised events are fortunate in that they potentially have a workforce. It may be possible to utilise the Council's Recycling Collection crew to act as Recycling Wardens at an event. This is advantageous as the collection crew will already be familiar with the recycling service in the Local Authority and be confident talking to visitors about it. Another option would be to utilise Local Authority staff who would be working at the event anyway to act as Recycling Wardens, for example, litter pickers, Waste Management or Recycling Officers.

Whether an event uses volunteers or paid staff it is essential there is one person responsible for overseeing the recycling and waste management plan. This includes operational issues such as collection methods, setting up the recycling and litter bins in appropriate locations, and being responsible for the Recycling Wardens and outlining their duties and tasks at the event.



STEP 4 - [Waste Management System]

To ensure the success of the event recycling schemes it is advisable to have a recycling and waste management plan produced in advance of the event and circulated to all parties involved. It is also recommended to arrange a meeting prior to the event with those involved to discuss the plan and any potential concerns.

Each party involved with waste at an event will have different experiences which can be used to create a workable plan.

4.1 Waste Audits

Larger events may benefit from carrying out a waste audit prior to implementing a recycling and waste plan to ensure appropriate schemes are implemented. Appendix 3.1 has a template for a waste audit including notes on how to complete it.

A waste audit can be used to identify:

- Current waste management operations, i.e. number and location of litter bins, collection methods;
- Waste producing activities, i.e. caterers, traders;
- Quantities and types of wastes produced.

Information gathered during a waste audit can then be used to focus the recycling activity on the more significant waste streams and in the more appropriate locations. For example, if the audits identify that the catering units are located in groups of three or four with

areas for the public to eat it would be appropriate to locate recycling activity in these locations collecting recyclable materials produced by the catering vans as identified in the audit.

4.2 Recycling and Waste Management Plan

When initiating event recycling schemes it is advisable to apply a stepped approach. Implementing recycling on a small scale in the first year will mean any problems encountered will be on a small scale which will ensure improved planning of the recycling schemes in future years. This is especially the case for larger events on large sites taking place over a number of days.

Appendix 3.2 is a template of a waste management plan which follows the seven steps. It includes some standard text which will apply to all events as well as useful notes on what needs to be included.

The following page has some suggestions on how to implement event recycling schemes over a three year period. Some of the points made will not be relevant to smaller events but they should give an overview of how to put event recycling schemes into operation.

The end goal for all events is a fully integrated recycling and waste plan, maximised recycling and composting and the reduction of non-recyclable and non-compostable material bought on site at an event.

Year 1:

- Focus the recycling activity in areas where waste is usually generated in significant quantities, i.e. fast food or picnic areas, or next to the main arena where attractions and displays take place. This will make the recycling easier to monitor and manage and allow you to identify areas to be included in the following years recycling schemes.
- Request that all caterers use biodegradable packaging for food and drink in the Terms and Conditions of Trade.
- Use the Recycling Wardens to monitor the use of biodegradable packaging by the caterers.
- Implement trade waste collections of cardboard.
- During the event monitor all aspects of the waste management and identify areas for improvement in the following years.

Year 2:

- Learn from the experiences and outcomes of Year 1, what can be improved?
- Expand the number of recycling areas.
- Increase the number of recycling bins in the recycling areas.
- Improve and expand the trade recycling schemes; are there more materials that could be collected?
- The use of biodegradable packaging should now be obligatory for all caterers. Depending on how successful

this was in Year 1, you may now be able to implement consequences for failure to comply.

- Recycling Wardens can be used to monitor and implement the use of biodegradable packaging, or report to the relevant person to carry out any penalties for not using the correct packaging,
- Identify areas for waste minimisation, i.e. are exhibitors giving away freebies, are they recyclable or made from recycled material.

Year 3:

- Learn from the experiences and outcomes of Year 2, what can be improved?
- Expand the recycling scheme to cover the whole event site.
- Following the waste hierarchy implement waste minimisation schemes, i.e. request that any freebies given out be made from recyclable or recycled material, for example instead of plastic carrier bags use cotton bags.

The case studies in Appendix 1 have followed a stepped approach and illustrate that regardless of the size of an event this method works.

STEP 4 - [Waste Management System]

4.3 Location of recycling bins

During the planning process a site map can be used to identify suitable locations and areas for the recycling bins. It may be necessary to slightly amend the pre-arranged locations once the event has been set up. This may be to avoid obstructing trade or catering stands or the enjoyment of the visitors.

Some useful points to consider when locating the recycling bins:

- Place the recycling bins together, one for each material stream, including one for litter, with a central sign or flag.
- Placing the recycling bins together with a litter bin will hopefully reduce the contamination levels.
- If possible, secure the bins together, or make it difficult for them to be moved, to stop traders or caterers 'borrowing' them.
- Locate them in areas where people are eating and drinking, picnic areas or near catering units.
- Depending on the size of your event site it might be advantageous in the first year not to distribute them throughout the site as this makes it much harder to manage and monitor the scheme.
- In the areas where there are the recycling bins remove any of the stand alone single litter bins. This will mean people will have to use the set of bins, hopefully putting the right thing in the right bin!

- Be prepared to be flexible when locating the recycling bins, the actual event site will look very different from the site map!

4.4 Operational issues

The size, type and duration of an event will impact on how the recycling plan will be implemented and how the operation of the collection of the materials will take place.

There are a number of options available but each individual event will need to investigate the best methods to use.

Below are some of the factors to consider when planning the operation of the recycling plan:

- Will the recycling bins need emptying throughout the day? If so, who will do this?
- Who will collect the materials after the event?
- Could the Local Authority, local community group or social enterprise collect the recyclate? Check they can collect the materials you intend to include in the recycling scheme.
- Is there space for additional storage bins or skips?
- Is it practical to collect the material each day the event is held?
- Is it practical to have storage bins or skips?
- What are the cost implications for the various options?

For events occurring over a number of days it may be advisable to hire skips from the Local Authority or private waste and recycling contractors for the collection of materials which can be collected after the event. This is especially the case for events which do not have local recycling collection schemes. The material can be stored in the skips for the duration of the event and removed once the event had finished.

Large one day events generating large quantities of material may find it useful to have large storage bins, back of house, to place full bags of recyclables and or compostables throughout the day to be collected once the event has closed.

For small events it may be possible to utilise local Civic Amenity sites to recycle material collected at an event. Each event will need to contact their Local Authority directly to find out if this is possible.

4.5 Responsibility

It is important to identify who is responsible for the recycling schemes before and during the event. Their overall responsibility will be to ensure the recycling and waste plan is adhered to and implemented.

This person will also be responsible for:

- Ensuring the recycling bins are set up and in the appropriate locations.
- Managing the Recycling Wardens and be their point of contact during the event.
- Ensure all parties involved with the collection of materials know how the scheme will operate.
- Being the point of contact for anyone involved with the event with regards to the recycling plan.
- Ensure traders, exhibitors and caterers are complying with the new schemes
- Ensure caterers are using the correct biodegradable products.

STEP 5 - [Standard Signage]

The Wales Event Recycling Project is supported by Waste Awareness Wales, therefore all Project equipment and promotional materials are branded with the bilingual 'Recycle for Wales' national campaign branding.

This ensures a consistent recycling message at events across Wales, whether the event is in Anglesey, Cardiff or Carmarthen. All bins, promotional signs and adverts in event programmes are created using this branding.

Appendix 4 includes examples of Project's promotional materials using the national branding.

The Waste Awareness Wales partner's website contains information and resources you can download and use to help support and promote the national campaign. Included on this site are material stream logos and icons which are used on the Projects recycling bins.

www.wasteawarenesswales.org.uk/partners

You will need to register to use this site simply by visiting the site and click on 'Not registered yet? Click here', Waste Awareness Wales will provide you with your username and password. For assistance with using the campaign materials please contact the Project Officer or Waste Awareness Wales directly.



STEP 6 - [Communication and Promotion]

Communicating new recycling schemes and any alterations to the usual event waste management plan is crucial to ensure its success. There are a number of groups who will need specific communications, i.e. traders, exhibitors, caterers, cleaning contractors, general public and media contacts, both pre and during the event

6.1 Pre - Event

6.1.1 Traders and Exhibitors

Ensure all traders and exhibitors are informed of the recycling schemes at the earliest opportunity. This can be done in the initial application for Trade stand space, alongside all the regulations of trading and exhibiting at an event. In the first year of the event recycling scheme it could be beneficial to include a separate letter explaining the new schemes facilities and how they can take full advantage of the additional services. Pre- warning them of changes well before the event is especially important if it is a long established event that has undergone very little change in the management of its waste over previous years.

See Appendix 2.2 for examples of guidance for traders.

6.1.2 Caterers

The introduction of the requirement to use biodegradable packaging by all caterers will have to be raised at the earliest opportunity. When catering contracts are put out to tender or selecting your caterers it will need to be made clear that all caterers must comply with the new agreement. This will enable caterers to factor in the cost of these products when bidding for catering contracts at events.

Reminders can be sent leading up to the event, including details of consequences if the new recycling schemes and requirements for the use of biodegradable packaging are not adhered to. This should ensure full compliance and that the caterers, traders and exhibitors are all well informed of any changes.

See Appendix 2.4 for examples of guidance for caterers.

STEP 6 - [Communication and Promotion]

6.1.3 Campers

If the event is taking place over a number of days and the event offers pre-booked camping facilities, information on the recycling services should be distributed alongside that of the booking forms

6.1.4 Local Schools

If the event is aimed at young people and children or local school children attend the event as part of a school trip this could be another avenue to promote the event recycling schemes and ways in which they can get involved.

Appendix 4 has an example of an information sheet that can be sent to schools prior to the event, promoting the recycling schemes and tips on how they can help reduce, reuse and recycle their rubbish at the event.

6.1.5 General Public

Programmes are designed and printed many months in advance of an event so a decision will need to be made at the earliest point on what recycling schemes are being implemented and what information you need to be included in the programme. Adverts can be included explaining the recycling schemes in operation, using the same artwork for the material streams throughout to keep

branding consistent so the public will know what to look for and know what they mean when they do come across them.

6.1.6 Press Relations/PR

Before the event, introducing recycling is an excellent opportunity to gain further media exposure for the event. . Examples of pre-event PR stories might be:

- Pre-event photo of recycling bin and event organiser/ local celebrity promoting the fact that recycling is taking place for the first time.
- Press-release focused on local volunteers/ school/ scout group etc who are supporting the recycling at the event
- Press-release on local group collecting material and where it's going (if relevant).

6.2 During The Event

6.2.1 Promotional Stand/ Information points

A promotional stand where the public can access further information about the recycling on-site.

6.2.2 Programme

As mentioned above, the information promoting the recycling needs to clearly map out exactly how and where the public should use the service.

List of other potential promotional avenues during the event:

- Recycling wardens/ assistants being highly visible and available to answer questions
- Campers should be provided with a where and what guide on arrival (see appendix four)
- Photo opportunities with local dignitaries and recycling bins.
- Announcements over public announcement systems promoting the recycling at the event.
- Posters around the event site, possibly on 'information stands', briefly listing materials being recycled at the event
- Promotional panels at the entrance, to raise awareness from the very beginning.
- Include the fact the event is recycling in all promotional material available for the public at the event.
- Ask local community recycling groups or the Local Authority to attend and help promote recycling



6.3 Post Event

6.3.1 Press Relations/PR

Press releases can also be issued after the event. If the local newspaper publishes the initial release they may be keen to follow up on the success of the recycling at the event.

STEP 6 - [Communication and Promotion]

Communication and Promotion timeline

	AT EARLIEST OPPORTUNITY	6-3 MONTHS BEFORE	3-1 MONTH BEFORE	AT EVENT	POST EVENT
TRADERS AND EXHIBITORS	Include information on recycling schemes in applications for trade and exhibition space.	Send out terms and conditions of trade specifying recycling schemes with confirmation of trade/ exhibition space.	Send reminder letters about the recycling schemes in place, how they will operate, and how they can take part.	The person responsible for the waste management of the event should make contact with traders, exhibitors and caterers to answer any questions, obtain feedback on the schemes and deal with any problems.	Contact all traders, exhibitors, caterers requesting feedback on the scheme to assist with planning for the event.
CATERERS	Include information on recycling schemes and the requirement to use biodegradable packaging in applications for catering contract.	Send out terms and conditions of trade specifying recycling schemes and the requirement to use biodegradable packaging with confirmation of catering contract	Send reminder letters about the recycling schemes in place, how they will operate, and how they can take part.		
CAMPERS		Send out flyers detailing recycling schemes with confirmation of booking.		On arrival give flyers and recycling bags to each camper.	
LOCAL SCHOOLS		If schools are booking to attend send information about recycling schemes taking place and how to reduce, re-use and recycle their waste when they visit the event.			

	AT EARLIEST OPPORTUNITY	6-3 MONTHS BEFORE	3-1 MONTH BEFORE	AT EVENT	POST EVENT
GENERAL PUBLIC		Include information about the recycling schemes in event programme or brochure and posters advertising the event.	Send reminder letters about the recycling schemes in place, how they will operate, and how they can take part.	<ul style="list-style-type: none"> • Display promotional signs and posters at high profile locations throughout the event site, e.g. entrances. • Use PA to promote recycling schemes. 	
PRESS RELATIONS		Issue press releases to local media contacts.	Arrange photographers from local media to attend the event specifically to promote the event recycling taking place.	Meet photographers and or media representatives and highlight recycling schemes in operation.	Send press releases outlining success of recycling schemes and plans for the future.

STEP 7 - [Evaluation]

The final part in the seven steps to event recycling, the evaluation, is vital in ensuring continued success when implementing recycling at future events.

All aspects of the new recycling and waste management plan will need to be assessed and evaluated.

Key areas to be evaluated include:

- How much material was collected for recycling and/or composting?
- How much material was sent for disposal?
- Are there additional materials that can be collected?
- Were the recycling bins located in the most appropriate locations? If not, identify areas for the next event.
- Were the collection methods suitable for the event, how can they be improved at future events?

Feedback obtained from traders, caterers and the public will provide very useful information when evaluating any event recycling schemes as they have been using the schemes and will be able to inform you of areas that worked and improvements that can be made for the next event.

It is important to obtain information on the amount of material collected for recycling and disposal to act as baseline data by which you can measure the success of future event recycling schemes. From this information it is possible to calculate the percentage of the waste recycled and composted and to set realistic targets for recycling and composting at future events.

By evaluating the original recycling and waste management plan will enable you to expand and improve the schemes at future events and ensure continued event recycling success!

4 appendices]

to the event recycling guide



Appendix 1

- 1.1 Royal Welsh Agricultural Show, Builth Wells, Powys
- 1.2 Caerphilly County Borough Council Events
- 1.3 Celtic Blue Rock Community Arts Festival

Appendix 2

- 2.1 Terms and conditions of trade - Examples
- 2.2 Guidelines for traders
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Appendix 3

- 3.1 Waste audit - Template
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Appendix 4

- 4.1 Information for campers at an event
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APPENDIX 1

[Case Study 1.1 Royal Welsh Agricultural Show]

**Royal Welsh Agricultural Show,
Builth Wells, Powys
23rd - 26th July 2007
Visitors: 200,000**

Background

In 2005 two studies were undertaken during the Show, 'Attitudes Towards Recycling at the Show' and 'Waste Audit and Recommendations for Recycling'. These reports resulted in recycling schemes being successfully introduced at the Royal Welsh Agricultural Show in 2006 through joint working between the Royal Welsh Agricultural Society, the Wales Event Recycling Project and the Project partners.

The recycling schemes were implemented following the seven steps as detailed in the event recycling guide. Each step is discussed briefly.

1 Commitment

Implementing recycling schemes at the Royal Welsh Agricultural Show (RWAS) has the full support and commitment from the Show's Society. This had enabled the schemes to expand since they were first implemented in 2006.

Clauses have been included in the catering contracts stipulating the use of biodegradable packaging by all caterers.

2 Event waste streams

As a result of the waste audit carried out in 2005 the Project was able to target the main waste streams generated at the event for the recycling schemes.

The waste streams included in the recycling schemes are:

- Food and food packaging
- Cans
- Plastic bottles
- Cardboard
- Glass – from corporate caterers.

3 Event recycling equipment and resources

The RWAS utilises the event recycling equipment which is owned by the Project. In 2007, new bin covers were produced for use with 45 gallon oil drums which are used as bins at this event. Each cover was labelled with one of the material streams and placed over the oil drum. A flag was placed at the centre of the 4 oil drums, 3 for recycling/ composting and one for litter, to indicate the location of the recycling bins.

The table below lists the items delivered to the Royal Welsh Show for the set up of the recycling areas. Additional bin liners were available as required. The wheel barrows and wheelie bins were used to assist with moving materials to collection points, e.g. cardboard.

APPENDIX 1

[Case Study 1.1 Royal Welsh Agricultural Show]

4.1 Showground Visitors Recycling

Summary table of Recycling Areas at Royal Welsh Show

Area	Location	Recycling bins (sets of four)	Storage Bins	Staff
A	Opposite Main Entrance	4	5	4
B	Opposite end of Auto Ave	2	0	0
C	Bank area	8	5	25
D	Opposite Public Entrance B	4	2	2
E	Opposite Machinery Entrance	4	2	2
F	Forestry Area	6	3	10
G	The Plough	4	2	4
	TOTAL	32	19	47

The recycling system utilised the existing litter bins used by the Society, 45 gallon oil drums. The oil drums were set up in clusters of four, other waste, cans, plastic bottles and food waste and food packaging (compostable waste).

Each area also had larger 1100 litre wheelie storage bins to store full bags of dry recyclables and compostable material for collection each evening. If there was a problem with capacity the storage of compostable material took priority over the dry recyclables due to the nature of this material.

The residual waste was collected by the Shows waste management contractor throughout the day. The Recycling

Wardens took full bags of residual waste to a pre-arranged collection point to avoid the need of the waste contractors removing any bags from the recycling areas.

It was the responsibility of the Recycling Wardens to ensure the bags of collected dry recyclables and compostables did not become a problem for caterers or members of the public.

Recycling Wardens were instructed to liaise with caterers in the Recycling areas to assist them with the recycling schemes. This was an area identified in the 2006 evaluation report as an area to be improved upon.

4.2 Showground Trade Recycling

There was a collection of glass and cardboard waste from trade stands as in 2006. Improvements were made to both services to ensure improved material capture.

4.2.1 Glass

Powys County Council (PCC) provided 240 litre wheelie bins for stands that produce glass bottle waste. These were exhibitors and trade stands with corporate hospitality as refreshments sold in glass bottles are forbidden on the Show ground.

PCC also carried out the collection and processing of this material.

To maximise the quantities of glass collected the Project Officer ensured all glass bins were located back of house to prevent them being used as litter bins during the Show.

4.2.2 Cardboard

Cardboard was collected, as in 2006, by Powys County Council during the Saturday and Sunday before the Show and the Friday after the Show, i.e. the set up and take down of the trade stands.

During the Show days cardboard was also collected from the Trade stands in the four main trading Avenues. The Recycling Wardens collected cardboard from the avenues throughout the open hours of the Show and took it to the Recycling

Areas. This was then be collected each evening and taken to the skips located at a nearby farm which is owned by the Society. This skip was provided and serviced by Powys County Council.

The waste contractor continued to empty the litter bins in these areas as normal, including any cardboard, as it was difficult to anticipate how frequently the cardboard would be collected by the Recycling Wardens. This ensured the litter bins continued to be emptied regularly without the need for the waste collection crews to leave any materials and cause complainants about waste not being collected.

4.3 Caravan Park Recycling

Dry recyclables were collected from three caravan parks.

In 2006 each of the caravan parks had a recycling pod for them to place the recyclable material in for collection. There were high contamination levels and so it was felt the recycling schemes in the caravan parks should be changed. In 2007, on arrival at the caravan park, each caravan received a bag to place recyclable material in. Full bags were then placed at the central collection point in each caravan site. This material was collected on the Friday after the Show.

Recycling Wardens also patrolled the caravan sites each day to interact with the campers and answer any questions they may have.

Information sheets were produced and were issued with confirmation information when visitors booked their pitch.

APPENDIX 1

[Case Study 1.1 Royal Welsh Agricultural Show]

5 Standard Signage

All promotional material and signage used by the RWAS, as at all events working with the Project had the bilingual national 'Recycle for Wales' branding.

6 Communication and Promotion

All communication and promotional material was produced by Waste Awareness Wales, one of the Wales Event Recycling Project partners.

The promotional material for 2007 included:

- The 'Recycle for Wales' icon on the Showground map in the Shows programme indicating the recycling areas.
- Full page colours advert in the Shows programme.
- Promotional boards at all the entrances.
- Press releases before and after the event promoting the Project.

7 Evaluation

The evaluation report on the recycling schemes in 2006 identified areas for improvement and expansion. In agreement with the Society these were incorporated into the plans for 2007.

Below is a table comparing the key figures from the recycling schemes from 2006 and 2007.

	2006	2007
Recycling areas	6	7
Recycling bins	60	152
Recycling Wardens	50	40

Materials collected	Tonnes	Tonnes
Cans & Plastic Bottles	0.54	1.76
Compostables	0.94	1.32
Cardboard	1.05	1.56
Glass	1.50	2.50
Total collected for recycling/ composting	4.03	7.14

The main outcomes from the recycling schemes at the Show in 2007 were to increase the number of recycling areas on the Showground and increase the amount of material capture from exhibitors in Back of House schemes, for example, food waste from corporate caterers and all catering providers.

Cardboard is a significant waste stream at the Show and improved methods of collection need to be identified.

In 2007 the amount of material collected for recycling and composting rose by 77%. This increase is despite terrible weather conditions and a fall in attendance figures. The experiences learnt from the recycling schemes in 2006 were learnt from and contributed to the significant increase the amount collected.

APPENDIX 1

[Case Study 1.2 Caerphilly County Borough Council Events]

**Caerphilly Big Cheese,
Caerphilly Castle**
27th - 29th July 2007
Visitors: 80,000

**Big Balloon Festival,
Blackwood Show Fields**
26th - 27th July 2007
Visitors: 35,000

Background

The Big Cheese is an annual free event held in the town of Caerphilly with the main activities taking place around Caerphilly Castle, one of the largest in Europe. There is a wide range of activities and attractions including street entertainers, living history encampments, music, dance, traditional funfair, folk dancing, and falconry.

The Big Balloon Festival is the finale to Caerphilly CBC's annual summer events programme with balloons of all shapes, sizes and colours. The festival includes spectacular mass balloon launches, colourful performances from a variety of street entertainers, live music and funfair.

1 Commitment

The Project Officer was invited to attend the event committee meetings, organised by the Local Authority's Tourism Unit, during the planning stages of the events. This clearly demonstrated the commitment from Caerphilly CBC to implement successful recycling schemes at both events. Additional meetings were held with Waste and Recycling Officers

and the Project Officer to discuss in detail how to successfully implement event recycling schemes.

2 Event Waste Streams

As with most events the wastes generated at both the Big Cheese and Big Balloon are as follows:

- Food and food packaging
- Cans
- Plastic bottles
- Cardboard

Caerphilly CBC decided to implement a stepped approach and so only cans and plastic bottles were collected at both events. It is anticipated this will be expanded next year.

3 Event Equipment and Resources

In previous years CCBC had placed recycling bins, using their own recycling wheelie bins and logos, at these events but had not been very successful.

The Project provided CBCC with the wooden bin lids and signs using the National recycling campaign branding and placed them in groups of three, cans, plastic bottles and litter. Flags were also provided to easily indicate the locations of the recycling bins to the public.

APPENDIX 1

[Case Study 1.2 Caerphilly County Borough Council Events]

The table below lists the items delivered to Caerphilly CBC for each event. No flags or poles were delivered as they had not been returned from the Big Cheese.

List of Kit	Caerphilly Big Cheese	Big Balloon
Wooden bin lids	32	16
Inserts for bin lids	32	16
Cans	8	4
Plastic bottles	8	4
Other waste	16	8
Recycle Here flags	8	0
Flag poles and stakes	8	0

3.1 Staff

Caerphilly CBC was advised of the need for Recycling Wardens to interact with visitors and keep contamination levels low. As there was representation from the operational department it was agreed in advance of the events that two of the LA's recycling service collection staff would be employed during both events as Recycling Wardens. The two members of staff to be employed were known to be enthusiastic about recycling and it was felt they would be beneficial in ensuring the recycling schemes were successful.

4 Waste Management System

The recycling bins were set up in groups of three in areas where the visitors were known to congregate to eat or watch attractions and displays.

4.1 Big Cheese

The Big Cheese is the larger of the two events and has the largest site, including the whole of the castle grounds and part of Caerphilly town centre. In the first year of implementing these recycling schemes it was agreed between the Project and the waste department of the LA to focus the recycling in the main catering area of the site, shaded pink on the site map.

4.2 Big Balloon

The Big Balloon site is smaller and more contained than the Big Cheese. There are only two catering areas and so it was agreed to distribute the recycling bins, in set of three, throughout the site, including at the catering areas. Due to smaller size of the event site it was agreed the two LA staff acting as Recycling Wardens would be able to manage the recycling schemes despite being located across the event.

5 Standard Signage

All promotional material and signage used by the Caerphilly CBC events, as at all events working with the Project, has the bilingual national 'Recycle for Wales' branding.

6 Promotion

The promotion of the recycling at Caerphilly CBC’s events was not maximised. This is an area to improve upon for next year.

7 Evaluation

In the de-brief meeting of the event committee it was reported by the waste manager that the recycling schemes at both events had been more successful than in previous years and yielded more significant quantities of useable recyclate.

The table below shows that the smaller event with fewer recycling bins, Big Balloon, recycled the higher quantity of material. This may be due to having a smaller more manageable site for the two Recycling Wardens. It may be necessary to employ more Recycling Wardens for the Big Cheese and increase the recycling facilities to cover more of the event site.

	Amount collected for recycling Mixed cans and plastic bottles
Big Cheese	45 kg
Big Balloon	108 kg

The commitment from all levels involved with the event, from the Tourism unit organising the events to the waste and recycling operational managers, ensured the recycling schemes at Caerphilly CBC’s two largest events were successful.



APPENDIX 1

[Case Study 1.3 Celtic Blue Rock Community Arts Festival]

3rd - 5th August 2007

Visitors: 10,000

Background

Celtic Blue Rock is a charity based on not for profit principles. The Community Arts Festival aims to support local music and all art forms and is inclusive to all. The festival site is on a farm in Llanfynach, in east Pembrokeshire. The festival is run by volunteers.

The festival now has 5 stages in the music zone, plus a craft zone, an expanding eco zone and a kids Zone with a family workshop area. Traders will be on site selling food and other goods and there is a licensed beer tent.

1 Commitment

The Celtic Blue Rock Committee is fully committed to implementing recycling schemes at the event in 2007 and in future years.

All traders were informed of the need to segregate waste and bins were provided for this purpose. Clear instructions were given to the traders on how the recycling schemes operated.

To ensure all mobile caterers used biodegradable packaging it was included as part of the catering agreement contract 'Terms and Conditions'. It would then be possible to enforce the use of this material with penalties, such as removal from the festival site.

The Celtic Blue Rock Committee applied to the Environment Agency

for an exemption for composting. This enabled uncooked organic material to be composted on site.

2 Event Waste Streams

The main waste streams produced at the Celtic Blue Rock is as follows:

- Drinks cans
- Plastic bottles/ containers
- Food waste
- Food and drink packaging, i.e. cups, chip trays
- Cardboard
- Glass

Information on the quantities of each material produced will be collected in 2007 and use to improve the recycling schemes in 2008.

3 Event Equipment and Resources

3.1 Equipment

Celtic Blue Rock utilised the event recycling equipment which is owned by the Wales Event Recycling Project. In 2007, new bin covers were produced for use with 45 gallon oil drums which are used as bins at this event. Each cover was labelled with one of the material streams and placed over the oil drum.

Builders bags were used around the bar area and the stages to collect drinks cans and plastic glasses.

The table on the opposite page lists the kit delivered to the Blue Rock festival. Wheelie bins and lids were provided for the collection of glass at the entrance as visitors were not permitted to bring glass

List of Kit from the Project

Bin covers	60
Other waste	20
Cans	20
Plastic bottles	20
Wheelie bins	4
Wooden lids	4
Inserts	4 (glass)
Recycle Here flags	
Flag poles & stakes	20 of each
Bin liners	
Green	2 packs
Black	2 packs
High Visibility vests	20
Protective gloves	20 pairs

3.2 Volunteers

A dedicated team of volunteers was recruited to deal with waste and recycling on site.

These were made up of two groups.

- Litter Pickers - responsible for transporting waste from around the site to the waste storage area and ensuring the site was cleared within the stipulated time scale after the event.
- Recycling Wardens – responsible for liaising with the public, educating them on the schemes in place and emptying visitors recycling bins as required. They will also man the drop off site, next to the main waste storage area, where campers can deposit their waste and recycling.

4 Waste Management System

4.1 Visitors recycling

The oil drums were set up in groups of three and labelled using the Projects highly visible bin covers, one for cans, plastic bottles and one other waste. They were located throughout the event site.

The bins were emptied throughout each day and the materials taken to the storage area.

All visitors to the event were asked not to bring glass onto site and checks were carried out to remove any glass prior to entry onto the site. Bins will be located at the entrance to the site for the safe disposal of any glass.

4.2 Waste Storage

All waste and recyclable material was stored in a designated secure area, to the rear of the main stage.

The area was divided into two sections, one area for the waste and recyclable material collected from visitors and traders, and one area for the public using the campsites to deposit their waste and recycling.

Landfill waste was stored in six covered skips to the rear of the compound. Recyclable waste was stored in the front section of the waste compound and covered at night.

Compostable waste was stored in a designated compost area.

APPENDIX 1

[Case Study 1.3 Celtic Blue Rock Community Arts Festival]

4.3 Trade recycling

Waste was collected from the trader's area morning, afternoon and evening. A tipper truck was used to transport the material to the waste storage area using designated routes and adhering to a strict speed limit.

Traders also had colour coded bins and waste was segregated at source. They were informed of the recycling schemes in operation prior to the event. Particular attention was given to the compostable material being collected. Due to strict regulations regarding composting only raw vegetable waste and uncontaminated paper/cardboard could be placed in the compost bin. This was monitored throughout the festival to ensure that the correct materials were being placed in the compost bin in compliance with the composting exemption from Environment Agency Wales.

Traders must pay a clearance fee which will be refundable on inspection of their pitch after the event. All waste is to be removed by traders either to the designated waste area on site or taken by them off site.

Traders were been told that they may bring glass onto site but they must remove it themselves.

5 Standard Signage

All promotional material and signage used by the Blue Rock festival, as at all events working with the Project had the bilingual national 'Recycle for Wales' branding.

6 Communication and Promotion

Information about the recycling scheme at the festival site was available on the website.

All bins were clearly marked to assist the public with identifying which stream their waste should go into. Recycling wardens and stewards gave advice on the recycling scheme to the general public throughout the event.

7 Evaluation

Overall the recycling at the Blue Rock Festival was successful. The oil drums used with the new bin covers were highly visible and were used by the visitors with very little contamination. This could be due to the distinctive oil drum covers and the provision of Recycling Wardens at the event. The Festival organisers are very keen to ensure that recycling continues at this and other events they organise. Celtic Blue Rock Festival will be provided by the Project with their own set of event recycling kit for use at this and other Blue Rock events held across Carmarthenshire Ceredigion and Pembrokeshire.

APPENDIX 2

All event specific text is in dark green, bold italics.

Notes for event organisers are in light green italics

[Appendix 2.1 - Terms and Conditions of Trade - EXAMPLES]

Waste

Traders are responsible for keeping the area **10 metres** in front of and behind their stalls free from rubbish at all times. All waste must be placed in the appropriate skips/ placed for collection after **xxpm** each evening. Traders must leave their site as they found it. Traders leaving any items behind, i.e. waste, furniture, equipment or structures, may be charged for the cost of clearing their site and may not be invited to attend future ***name of event***.

Disposables

Polystyrene, environmentally unfriendly disposables and plastic cutlery are banned from this event. Compostable biodegradable products must be used for the service of food and drink.

Recycling

Bags will be provided for the collection for recyclable materials.

Include details of recycling schemes in place, colour of bags, collection method etc.

APPENDIX 2

[2.2 - Guidelines for Traders]

You will be provided with **two** bags for your Back of House waste.

Amend this sentence accordingly.

Green bags

- Cans – food and drink cans
- Plastic bottles

Biodegradable bags

for composting

- Food waste
- Paper based food service products

Black bags

THIS WASTE WILL BE LANDFILLED

- Materials that cannot be composted or recycled.

Cardboard

Must be flat packed and taken to the cardboard skip/ placed in front of your stand for collection.

Amend above accordingly

APPENDIX 2

[2.3 - Catering contract - EXAMPLE]

Food traders must use compostable, biodegradable items for the sale of their food and drinks.

Back of House waste must be separated and placed in the provided bags, white for compostable food waste and packaging, **colour of bag** for cans and plastic bottles and black sacks for non-recyclable waste. **Show contractors/ recycling wardens** will collect this waste each **time of day/ must be taken to waste and recycling compound**.

Biodegradable Packaging suppliers:

It may be useful to include a list of possible suppliers for the caterers as a starting point. They may already have their own supplier. The inclusion of a list of suppliers is at the events discretion. For more information about suppliers of biodegradable packaging contact the Project Officer.

There is a British Standard Institution (BSI) Standard for biodegradable packaging, BS EN 13432:2000, which can be used when looking into potential suppliers of biodegradable packaging to see if their products are accredited to this standard.

(www.bsi-global.com/en/Shop/Publication-Detail/?pid=000000000030144234)

Products that are accredited to this standard supports claims that they are biodegradable.

It is worth specifying that all caterers must use accredited products to ensure consistency in products used. This will then reassure composting processors that all biodegradable products collected at the event can be composted at their facilities.

APPENDIX 2

[2.4 - Guidelines for Caterers]

The following guidelines back-up your requirements relating to biodegradable packaging and recycling as laid out in the contract.

ALL FOOD PACKAGING USED ON SITE MUST BE BIODEGRADABLE.

You will be provided with **two bags** for your Back of House waste.

Amend this sentence accordingly.

White biodegradable bags:

THIS WASTE WILL BE COMPOSTED

Yes please:

- All food waste
- All paper based food packaging
- Paper

No thank you:

- Any plastic material i.e. plastic film, plastic wrappers
- Metals, i.e. drinks cans

Black bags:

THIS WASTE WILL BE LANDFILLED

- Materials that cannot be composted or recycled.

Cardboard:

Must be flat packed and **taken to the cardboard skip/ placed in front of your stand for collection.**

Cooking oil:

Must be taken to the trade waste area / placed for collection at the end of the event.

All the above are suggestions and should be amended to reflect the recycling schemes you have implemented, including collection methods, i.e. central waste compound or collection from in front of the trade stand or catering units.

APPENDIX 3

All event specific text is in dark green, bold italics.

Notes for event organisers are in light green italics

[3.1 - Waste Audit - TEMPLATE]

A waste audit is a useful tool in planning a recycling scheme, especially at larger events. It can be used to identify the current waste management practices, which waste streams are being generated and which ones to focus on when implementing a recycling scheme.

Notes have been included throughout to assist you in completing the audit. The various tables are intended to act as a guide but may not all be applicable. You will find the need to write notes about what is currently happening to ensure the audit is useful when it comes to planning the event recycling schemes at future events.

Name of Event	
Location/address of event	
Duration of event	
Type of event Agricultural/horticultural/ cultural/family	
Contact Name	
Contact Telephone Number	

1 Waste producing activities

Activity	Quantity (Estimate)	Location/ distribution (I.e. are they centralised or throughout the site)
Catering vans		
Catering tents		
Trade stalls		
Exhibitors		

Quantity - number of catering vans, tents, stalls, exhibitors

Location - are the activities concentrated in one area, e.g., are the catering units located in one place or throughout the event site?

Example:

An event has five catering units located across the event site, one catering tent, traders and exhibitors are located in one place next to each other in an avenue would be recorded as:

APPENDIX 3

[3.1 - Waste Audit - TEMPLATE]

Activity	Quantity (Estimate)	Location/ distribution (i.e. are they centralised or throughout the site)
<i>Catering vans</i>	<i>5</i>	<i>Throughout the site</i>
<i>Catering tents</i>	<i>1</i>	
<i>Trade stalls</i>	<i>10</i>	<i>Placed next to each other in trade avenue</i>
<i>Exhibitors</i>	<i>5</i>	<i>Placed next to trade stands in avenue</i>

This would mean the catering units and tent would each need their own recycling/ composting receptacles as they are distributed throughout the site. As the trade and exhibitors are located alongside one another in the same location a collection of recyclate could be done from a central location in close proximity to all stall holders.

2 Waste streams

This will illustrate which activity is generating each waste stream

	Catering vans		Catering tents		Trade stalls		Exhibitors	
	Visitors waste	Back of House						
Food packaging:								
Polystyrene								
Paper								
Plastic								
Food waste								
Cans								
Plastic Bottles								
Paper								
Cardboard								
Glass								

Visitors waste – materials that are placed in bins by the visitors, e.g. can of drink sold by caterer and placed in bin by visitor.

Back of house – materials generated by the various activities ‘behind the scenes’, e.g. cardboard boxes that contained traders stock or catering supplies of food.

Indicate with a tick which activity is generating which material stream. This can then be used to:

- *Plan what materials will be collected for recycling and composting at the next event, and which activities to target the collections at, e.g. cardboard collection for the traders and exhibitors*
- *Identify if the caterers are currently using polystyrene or biodegradable packaging for serving food and drink*
- *Is glass waste produced, would it be worth implementing and glass free policy at the event?*
- *Identify the materials produced back of house to be used when planning the trade recycling schemes.*

3 Summary of waste streams and quantities

This is to identify which waste streams are generated in the more significant quantities and to be focused on in the recycling schemes.

	Quantity (Approx % of total waste stream)	Notes
Food packaging:		
Polystyrene		
Paper		
Plastic		
Food waste		
Cans		
Plastic Bottles		
Paper		
Cardboard		
Glass		

Quantity – this is to be used as an indication and not a true measure of how much of each waste is produced to assist with focusing the recycling schemes on the larger waste streams in the first years of the recycling plan.

APPENDIX 3

[3.1 - Waste Audit - TEMPLATE]

4 Current waste collection methods

This is to record the current waste management operations and to identify how recycling can be incorporated.

4.1 Visitor's waste

Litter bins	
Type of bin	Oil drums/ wheelie bins/ other
Number (approx)	
Distribution	In clusters or evenly throughout the event site

4.2 Trade waste

Central collection area back of house bins/ other	
Collected in litter bins	
Other – please specify	

4.3 Collection method

During event	
Post event	
Refuse collection vehicle	
Small van	
Other collection vehicle	

5 Recycling activity

Is there any recycling already taking place? If so, use this section to record it with a view to making improvements or expansion at the next event.

Waste streams collected	
Number of recycling bins	
Location/distribution	
Waste contractor	

APPENDIX 3

[3.2 - Waste and Recycling Management Plan - TEMPLATE]

Introduction

- *Brief description of event, duration, and attendance figures.*
- *Background to recycling schemes at event.*

1 Commitment

For any recycling scheme to be successfully implemented at events there must be commitment from the relevant parties involved.

- *Briefly state what commitment has been shown to ensure recyclingschemes will be implemented.*

2 Contracts

The event organiser is able to stipulate the types of materials bought onto an event site through the agreements, contracts and terms and conditions of trade.

One example of this is to include a clause in catering contracts stating that all food and drink must be served in biodegradable packaging. This can then be collected with any food waste and composted. Thereby diverting waste materials from landfill.

- *This is a standard text that is not event specific. Amend to ensure its relevance and include any specific details.*

2.1 Waste Management Legislation

Strict legislation exists regulating waste management, i.e. the transport, storage, handling and treatment of waste.

Due the temporary nature of events and the quantities of waste involved, they may be exempt from waste management legislation. This must be confirmed with Environment Agency Wales to avoid non-compliance with waste management legislation.

- *Another standard text, ensure its relevance.*

2.1.1 Duty of Care

As a waste producer the **name of event** has a duty to ensure all waste taken off site is handled and processed in accordance with the law, a 'Duty of Care'. Any contractor employed to collect and process the waste must have the correct licenses. If any material is found to have been processed or transported illegally the **name of event** will be held responsible.

For more information about waste management licensing and waste legislation contact Environment Agency Wales.

www.environment-agency.gov.uk/regions/wales

APPENDIX 3

[3.2 - Waste and Recycling Management Plan - TEMPLATE]

3 Event Waste Streams

Assessing the types of wastes generated by an event is essential in determining the method of effective recycling and waste management.

Waste audits are a useful method used to identify waste streams, current waste management practices and improvement thereof. They are not a necessity and it is possible to implement recycling schemes using the knowledge of the event organisers.

The main waste streams produced by events in general, are as follows:

- Drinks cans
- Plastic bottles/ containers
- Food waste
- Food and drink packaging, i.e. cups, chip trays
- Cardboard
- Glass

Cans, plastics, cardboard and glass are easily collected and recyclable. The composting of food waste has recently come under new stricter legislation; it can only be composted by in-vessel composting facilities. There are currently a limited number of facilities in Wales that are able to compost this waste. If all mobile caterers use biodegradable packaging when serving food and drink this can be collected with the food waste and composted.

To ensure all mobile caterers use biodegradable packaging it is recommended including it as part of the catering agreement contract 'Terms and Conditions'. It is then possible to enforce the use of this material with penalties, such as removal from the showground.

All these materials are recyclable or compostable (assuming the food packaging is biodegradable) and are commonly collected by Local Authorities and other recycling collection services. This enables implementing recycling schemes at events achievable, assuming the collections occur in the area the event is being held.

- *Standard text, ensure its relevance.*

3.1 Waste Quantities

In order to quantify the success of any recycling scheme it is essential to obtain accurate data on quantities of all waste produced. This data can be used to clearly illustrate how much waste has been diverted from landfill, recycled or composted.

- *Include methods to be used to obtain tonnage data from previous events and the forthcoming event.*

4 Event Equipment and Resources

4.1 Equipment

There is a set of standard equipment available from the Wales Event Recycling Project. This includes recycling labels for bins, promotional material and protective clothing. All items are branded with the 'Recycle for Wales' bilingual National branding.

- *Include relevant details on items being used for the event.*

4.2 Staff

Experience has shown that a key component of any event recycling scheme is to have Recycling Wardens. Their role is to monitor the use of the recycling bins and interact with and educate the public on recycling issues and what schemes are in place at the event.

- *Include how you intend to recruit Recycling Wardens or details of staff available to act as Recycling Wardens.*

5 Waste Management System

This is the section where you must detail all systems in place to manage the event waste. For example, have sub headings if there will be show ground recycling or trade recycling. Detail collection times, how it is to be collected, if there is to be a waste compound or collections throughout the day.

This is where the recycling plan is documented fully and anyone reading it would understand the systems in place. Include sub headings for visitor recycling, trade or back of house recycling and if relevant campsite recycling.

6 Communication and Promotion

Outline how the recycling schemes will be publicised and promoted before and during the event. The Project and Waste Awareness Wales will be able to assist with the promotional material.

7 Evaluation

The evaluation report will assess the success of the scheme and identify areas for improvement and development at future **name of event**. It may also be used by the Wales Event Recycling Project to assist in implementing successful event recycling at other Welsh events.

Key areas to be identified and assessed include:

- Quantities of material diverted from landfill
- Contamination levels in recycling bins
- Levels of recycle in litter bins
- Feedback from the Recycling Wardens.

See the evaluation report template for more information on what to include in the evaluation report.

APPENDIX 3

[3.3 - Recycling Schemes Evaluation Report & Recommendations - TEMPLATE]

Executive Summary

- Briefly outline the event, type of activities, expected attendees.
- Summarise the recycling schemes implemented at the event and some of the main outcomes and conclusions detailed in the report.

1 Introduction

- Background to recycling at the event.
- Outcomes from previous recycling schemes and impact on recycling at this year's event.
- Introduce main points of the evaluation report.

2 Waste Management Legislation

This section is relevant to all events.

The **name of event** has a legal obligation to know who, where and how their waste is dealt with. All parties who are involved in dealing with waste materials have a legal responsibility or 'Duty of Care' to manage those materials responsibly.

Under their 'Duty of Care' requirements **name of event** should have from their current contractor the following:

- A copy of their contractor's valid Waste Management license
- A copy of all transfer note documentation
- Weighbridge tickets relating to landfill tonnage.

The event will need to obtain the tonnage data from waste contractor to accurately assess the success of the recycling schemes and to act as a baseline figure for the recycling schemes in future years.

If you require any further information about waste management licensing and legislation please contact the Project Officer or Environment Agency Wales.

www.environment-agency.gov.uk/regions/wales

3 Partner Organisations

Most events have many organisations involved in various aspects of holding an event. This section is to detail partner organisations involved with the waste and recycling aspect of the event.

3.1 Waste Awareness Wales

If the event is using the Wales Event Recycling Project's kit include this section on Waste Awareness Wales.

Waste Awareness Wales (WAW) is one of the Projects partner organisations and co-ordinates the national 'Recycle for Wales' media campaign. WAW is responsible for designing all promotional material and branded items.

4 Recycling Schemes

This section should discuss in full all the recycling schemes implemented at the event. Every aspect of the recycling schemes should be covered in Section 4 and relevant sub headings.

4.1 Dry recyclables - Drinks cans and plastic bottles

4.2 Compostable material – Food waste and food packaging

It is recommended that all caterers at events are contractually obliged to use biodegradable packaging for the service of all food and drink. Appendix 2.3 has a draft catering contract clauses stipulating the use of these products.

This material can then be collected with any food waste and composted.

4.3 Traders Recycling

One of the more significant waste streams generated at events is cardboard from trade stands and catering units. It is recommended that events at least investigate the possibility of a cardboard collection in the first year of implementing event recycling schemes, with a view to implementing a collection in the second year.

Appendix 2.1 and 2.2 has information that can be sent to traders about the recycling schemes and how they will be expected to comply with the new schemes.

Include information about current/ proposed trade recycling in this section.

4.4 Staff

Experience has shown that a key component to any event recycling scheme is having Recycling Wardens to interact with visitors to limit contamination levels. Depending on the size of event they may also be required to empty the full recycling bins.

Include here if Recycling Wardens have been used, how they were recruited and any other issues relating to staffing the Recycling schemes.

4.5 Bins

Outline the location of the recycling bins and any improvements that can be made for next year.

5 Conclusions

Use this section to outline all successes and failures of the recycling scheme which should have been included in full in the main text of the report.

APPENDIX 3

[3.3 - Recycling Schemes Evaluation Report & Recommendations - TEMPLATE]

6 Recommendations

This table can be used to highlight the main points raised in the conclusion and as a quick point of reference when implementing recycling schemes at the following year's event. The sub headings are a guide for potential areas for improvement.

Recommendations	To be implemented by <i>(event/ waste contractor/ other partner organisation)</i>
Recycling Areas	
Material Collections	
Biodegradable Packaging	
Trade stands and caterers	
Staff	

7 Appendices

Site maps indicating the recycling areas can be included in the Appendices. Any other information relevant to the evaluation report can also be included, i.e. letters of support for the recycling schemes, results of any surveys carried out on visitors attitudes towards the recycling at the event etc.

APPENDIX 4

All event specific text is in dark green, bold italics.

Notes for event organisers are in light green italics

[4.1 - Information for campers at an event]



Include event logos

During your stay at the ***name of event*** this year you will be provided with green bags for you to recycle your rubbish.

The following materials can be put in the ***green*** bags:



Drinks cans



Plastic

Plastic bottles, yoghurt pots and carrier bags



Paper

Leaflets, newspapers

Select the appropriate icons from the WAW partner's website.

When the bags are full, or when you due to leave the campsite, please place all bags into the containers at the Recycling Point in the campsite.

Amend accordingly.

Include any additional relevant information, how to get more bags, will there be staff available to answer any questions?

Many thanks for your co-operation!

APPENDIX 4

[4.2 - Information for local schools]



Include event logos

RECYCLING AT *NAME OF EVENT*

When visiting the ***name of event*** you can help to reduce the amount of rubbish by using the recycling bins around the site for your empty ***cans*** and ***plastic bottles***.

You will also be able to use the compost bins for any food waste.

If you are bringing a packed lunch remember the three 'R's to help ***name of event*** reduce its rubbish.

Follow these tips to reduce, reuse and recycle:

REDUCE

- Try to avoid using cling film to wrap your sandwiches use a lunch box instead.
- Crisp packets and biscuit wrappers cannot be recycled.
- Bring fruit instead, apple cores or orange peelings can be put in the compost bins.

REUSE

- Instead of using carrier bags to put your lunch in, try a re-usable cotton bag.
- Instead of throwing away plastic tubs and lids why not use them as a lunch box?
- Plastic bottles can be used over and over again for drinks.

RECYCLE

There will be recycling bins around the event for you to recycle your drinks cans and plastic bottles when you visit.

Amend points accordingly.

Thank you!