



WasteNot Recycling Loaner Bin Volunteer Responsibilities & Tips

1. Call, schedule and pick up recycling bins and all associated materials during normal business days/hours (M-F, 8:30-5) at 35 4th Street West in Kalispell.
2. Volunteer leaders need to complete a short training to learn how to set up and take down recycling bins, what can and cannot be recycled, and how to manage full bins during the event. We will provide you with a simple form to track how much recycling is collected at the event.
3. To increase the recycling at your event, we can provide you a food vendor guide and survey to distribute at your request. We can also provide signs and handouts to promote recycling. *(Note: for best result, get vendor guide to vendors as early as possible in the planning process so they can plan to use materials that are recyclable)*
4. You may want to bring some towels/rags for drying hands or wiping down equipment when packing up at the end of the day.
5. During the event check the recycling bins periodically and replace full bags with empty bags. Check bags for trash and items that are not recyclable and remove.
6. Make sure all of your volunteers are trained on how to safely remove covers from the recycling bins before they are given the task of emptying recycling containers (see handout on bin set up for this). All volunteers should be trained on what is or is not locally recyclable.
7. Take full bags of recyclable materials to a staging area identified for their storage. **You are responsible for getting this material to recycling centers and hauling these bags away at the end of the event.**
8. You are responsible for both recycling bin set up and take down. Bins **MUST** be disassembled and returned in the same compact package in which you picked them up. Please wipe down bins if wet or muddy as much as possible. Remove signs from bins, wipe dry, and return in stack for reuse at another event.
9. All bins, signs, extra bags, and event forms must be returned following the event to our office at 35 4th Street West in Kalispell. Office Phone: 756-8993. Our office hours are generally 8:30am to 5pm.

If you have problems contact Allison or Mayre at the WasteNot Project.
Office: 756-8993 • Allison: 651-214-4838 • Mayre: 755-4521 or 253-0872



Recycling Planning Worksheet

Need help figuring out how many recycling bins to use at your event?
Consider the following points to make your recycling collection a success!

General Information

- Event Name:
- Event Date(s):
- Event Location:

Size of Event

- What is the footprint of the event in acres or square feet?
- How many people generally attend?
- How many vendors attend?
- How many of the vendors sell food?
- How many trashcans will you have?
We recommend providing at least 1 recycling bin per trashcan

Vendor Waste

- Where are vendors supposed to put their waste (e.g., behind their booth, in central dumpster, in garbage cans, pack it out themselves)?
- When are contracts with vendors negotiated?
- Can you share the food vendor suggestions to encourage them to use recyclable containers?

Waste Haulers Identify your waste hauler for this event (see list on back). You may be able to coordinate with the waste hauler to pick up the recycling as well. If not, you may try to work directly with local recycling company.

Company	Contact	Phone	Email	Recycling?

Recycling Targets

Check all the following materials that would be the easiest and most productive to reduce, reuse, or recycle.

- Metals (Aluminum/Tin Cans)
- Paper
- Food serving packaging (i.e., plates, cups, utensils, etc.)
- Cardboard
- Other _____
- Plastics #1 & #2 (Bottles, clamshells)
- Glass

Point People and Contacts

List people and their contact information that would be good candidates to be involved in the recycling committee or effort (Include local recycling organizations, municipal or state recycling agencies, volunteers in community, etc.).

Company	Contact	Phone	Email

Recycling Resources and Contacts

Waste & Recycling Haulers:

Valley Recycling and Evergreen Disposal
257-2574, www.valleyrecycling.com.

North Valley Refuse (Whitefish only)
862-4381, no website.

Recycling Drop Off Sites:

Pacific Steel & Recycling – 105 Montclair Dr, Kalispell
755-7011, www.pacific-recycling.com

Flathead County Landfill – 4098 Hwy 93 N
758-5910, www.flathead.mt.gov/waste

Flathead County Sites (open 8-5 daily, residential recycling only, **must get permission for event recycling**):

Bigfork – 133 MT Hwy 83, behind Crossroads Church

Columbia Falls – 1073 Best Way Rd

Creston – 161 Broeder Loop

Lakeside – 276 Stoner Creek

Somers – 863 Hwy 82

City Sites (open 24 hrs):

Whitefish – Northeast corner of Railway St. and Columbia Ave.

Kalispell – Albertson's Grocery parking lot, 900 W Idaho St

Kalispell Medical Equipment, 55 3rd Ave EN, enter from 4th Ave.

WasteNot Project

Please contact us with any questions or concerns: Allison or Mayre at 756-8993 or WasteNotProject@flatheadcitizens.org.

Learn more about local recycling options and download a copy of our Where to Recycle in the Flathead Valley brochure at www.WasteNotProject.org.