Student Guide to Ordering
Recycling and Composting Bins for Campus Events

Stanford University requires any campus event serving beverages in bottles or cans (including plastic, glass and aluminum) to order bottle and can recycling and/or composting bins and trash bins in equal numbers and place them next to each other. When recycling and/or composting bins and trash bins are located next to each other, more people will choose to recycle and/or compost. Events are also encouraged to recycle paper and cardboard. In addition, the event must make attendees aware of the recycling/composting program through simple announcements or signs.

This guide walks you through how to order recycling bins and compost bins, a crucial step in greenining your event.

1. How many bins do I want?
Estimate the number of bins needed at your event:

- Think about site layout. How many entrances and exits are there? Where will you locate your recycling and compost bins so guests can readily use them?
- Think about number of guests. You may need to increase the number of bins, or have them checked periodically, in each location to accommodate larger crowds.
- Think about how much waste each guest will produce. How many drinks will each guest consume? How many compostable plates/utensils will each guest use? How much food waste will be generated?
- Tip: Each 32-gallon event recycling bin holds about 120 aluminum cans or 100 plastic water bottles. Consider the number of guests expected to attend and multiply by the number of drinks each person will consume during your event. A rule of thumb for compost is roughly 1 compost bin for every 75 people.

2. Pricing
The following sets of bins may be ordered from PSSI (Peninsula Sanitary Service, Inc)/Stanford Recycling:

<table>
<thead>
<tr>
<th>Set</th>
<th>Compost Bin</th>
<th>Recycling Bin</th>
<th>Trash Bin</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toward Zero Waste</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>$32.08</td>
</tr>
<tr>
<td>Organics &amp; Trash</td>
<td>√</td>
<td></td>
<td>√</td>
<td>$22.97</td>
</tr>
<tr>
<td>Recycling &amp; Trash</td>
<td></td>
<td>√</td>
<td>√</td>
<td>$21.43</td>
</tr>
<tr>
<td>Zero Waste*</td>
<td>√</td>
<td>√</td>
<td></td>
<td>$19.74</td>
</tr>
</tbody>
</table>

Extra bins can be added to each set. If you want more than one compost bin in the set, add $10.63 per additional bin. Extra recycling bins cost $9.08 per bin, while additional trash bins cost $12.35. Rates subject to change. For most current rates or questions about bins call PSSI/Stanford Recycling at recycling@pssi.stanford.edu or (650) 321-4236.

You are responsible for the bins you rent from PSSI. You will incur a charge for the full replacement cost of bins or lids lost, damaged or otherwise altered. Check the PSSI website for more information on event bins and planning: http://bgm.stanford.edu/pssi_special_events
3. Ordering recycling, composting and/or trash bins

All recycling, composting and trash bins are handled by PSSI. To order event recycling, composting, and trash cans on campus, you must submit a “Customer Funded Work Request” to the University. To submit the work request, go to [https://ofweb.stanford.edu:8052/pls/eccsf/fweb.home?p_navid=104](https://ofweb.stanford.edu:8052/pls/eccsf/fweb.home?p_navid=104) (SUNet log-in required) and follow the next five steps. Work orders must be approved and received at least 3 work days before the event. A fee may be charged for same day service requests. You may want to email or call PSSI to check that your work order was properly processed.

>>> Step 1. Enter your location.

<table>
<thead>
<tr>
<th>Site*</th>
<th>STANFORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building*</td>
<td>Enter Building as Quad-Building (e.g., 01-010, 09-100) or enter partial building name or ID and click magnifying glass to search</td>
</tr>
<tr>
<td>Floor</td>
<td>Enter floor or click magnifying glass to search</td>
</tr>
<tr>
<td>Room</td>
<td>Enter room or click magnifying glass to search</td>
</tr>
</tbody>
</table>

Do not use the “Floor” and “Room” fields. It will cause errors if you do not enter values exactly as it appears in the database. Instead, you can provide this information in Step 2’s “Description of Work.”

>>> Step 2. Enter Event Details

Include the name of your event, the estimated number of people, time of your event, when you want the bins delivered/picked up, the number of compost, recycling and trash bins you wish to order, and the exact location of your event (i.e. - room number, courtyard, lawn etc.). Adding a cell phone number is really helpful since emails are not always a reliable source of communication.

**Note:** Any extras bags of recyclables, compostables, or trash left on the ground will be charged as an extra bin of that material type. You are responsible for the bins you rent from PSSI. You will incur a charge for the full replacement cost of bins or lids lost, damaged or otherwise altered. Work orders must be approved and received at least 3 work days before the event. A fee may be charged for same day service requests.
>>> Step 3. Set the Event Date

PSSI operating hours are 7 a.m. to 5 p.m. M-F and 8 a.m. to 5 p.m. on Saturday. Deliveries and removals will happen during those hours. Deliveries and removals for Sunday events will occur on Saturday and the following Monday.

>>> Step 4. (Optional) Alternate contact information.

You may add a secondary point of contact (other than yourself) for the event. This person must have a Stanford University e-mail.
>> Step 5. Getting the Work Order Approved

This step sends the work order to the appropriate ASSU office so it can be approved. The funds will then be charged to your ASSU account. Fill out the first row only.

*This information is current as of September 2015. To check that it is still up to date, please visit the Student Affairs site: [http://studentaffairs.stanford.edu/sal/planning/order-equipment](http://studentaffairs.stanford.edu/sal/planning/order-equipment) and scroll down to the section on “Customer Funded Work Requests.”*
A finished form should look like this:

After you hit “Submit” button, it may take the system several minutes to process the request, so patience is required. Once the order has been placed, you will receive a confirmation e-mail with the phrase “BGM Work Request FYI” and a six-digit work request # in the subject line. **Forward this e-mail to opatrick@stanford.edu** (or to the current approver if different). In the e-mail, also include your ASSU group name.

**Note:** PSSI does not follow up with anyone unless there is a problem with their request. If you want to be sure your event is processed, follow up with your approver or email/call us to look it up to see if it has been approved. PLEASE DO NOT wait until the last minute as same day requests may be charged an additional fee.

If you need to make any revisions to your order, **e-mail PSSI at recycling@pssi.stanford.edu** with your updated request, and include the six-digit work request # in the e-mail, or call us at 650-321-4236.