

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 greening 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:

Set	Compost Bin	Recycling Bin	Trash Bin	Cost
Toward Zero Waste	√	√	√	\$32.08
Organics & Trash	√		√	\$22.97
Recycling & Trash		√	√	\$21.43
Zero Waste*	√	√		\$19.74

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.



Organics & Trash Only



Recycling & Trash Only



Zero Waste

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 (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.

Step 1: Location

Please tell us about where service is requested.

Site* 
Enter Site or click magnifying glass to search

Building* 
Enter Building as Quad-Building (e.g., 01-010, 09-100) or enter partial building name or ID and click magnifying glass to search

Floor 
Enter floor or click magnifying glass to search

Room 
Enter room or click magnifying glass to search

Enter the Quad and Building number in this field. It's easiest to click the magnifying glass and search for the building name, because Stanford has a specific way of designating each building code.

If you are having trouble finding the exact location, select the nearest site and provide further location info in the "Description of Work" in Step 2.

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 2: Description

Please tell us more about the request.

Title of Request*

Please describe work request in 64 characters or less.

Description of Work*

You have **1000** characters remaining for your description. To preserve your spacing, please press Enter at the end of each line

The "Title of Request" should be the name of your event.

In "Description of Work" enter the quantity of compost, recycling or trash bins needed and any additional location info (e.g. room number). If your event takes place on multiple dates, indicate that here.

>>> Step 3. Set the Event Date

PSI 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 3: Dates

Please tell us about when the work can be done.

Earliest Start Date

Latest Completion Date*

Dates Work Cannot Be Done In Location

Leave this blank

This is the date you would like the bins delivered.

This can be left blank, or used to designate a specific delivery or pick-up time.

>> 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 4: Alternate Requestor

Please tell us if there is an alternate requestor. If so, please enter the last name of the alternate contact and click the magnifying glass to search the Stanford directory.

Search
Stanford
Directory

Type in the last name of the alternate contact and click the magnifying glass to search.

To add an Alternate Requestor to your request, you must enter at least part of the name of the person you wish to add and then click the magnifying glass to search the Stanford directory.

Alternate
Requestor

Hit the "Submit" button to move on to **Step 5**.

Submit

>> 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.**

Step 5: Approval Routing

Please route this request for approval. Enter either a SUNet ID or a name. If entering by name, use the magnifying glass to search the Stanford directory.

Route Order*	SUNet ID -OR- Search Directory By Name	Project*	Task*	Award*	Percent*	Notify Me*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the following information exactly as shown*

Route: 1	Project: 1036515
SUNet ID: opatrick	Task: 1
Name: Patrick, O'Neal	Award: ATCKB
[Type "Patrick, O'Neal", click the magnifying glass, and then select the name]	Percentage: 100
	Notify Me: Yes

*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> and scroll down to the section on "Customer Funded Work Requests."

A finished form should look like this:

Step 5: Approval Routing

Please route this request for approval. Enter either a SUNet ID or a name. If entering by name, use the magnifying glass to search the Stanford directory.

Route Order*	SUNet ID -OR- Search Directory By Name	Project*	Task*	Award*	Percent*	Notify Me*	
1	opatrick	Patrick, O'Neal	1036515	1	ATCKB	100	YES
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

.....

<input type="text"/>	<input type="text"/>	<input type="text"/>	Use this line for optional FYI notifications
<input type="text"/>	<input type="text"/>	<input type="text"/>	Use this line for optional FYI notifications

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 you 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.