

# Tools to Train Your Waste Station Monitors

Provided by Oregon State University Campus Recycling



## Before the event:

1. Compile a list of the items you will be distributing at your event
2. ID items that need to be kept out of certain waste streams. This is *especially* important for items that do not comply with the [OSU compost policy](#)
  - a. If you are providing compost services at your event, visit the [OSU compost policy](#)
3. Create a ["Cheat Sheet"](#) that your waste station monitors can have with them at their station
  - a. Use our Template ["Cheat Sheet"](#) to list items distributed items and which waste stream they should go into
  - b. See the list of example items below that could be recycled at your event
  - c. For a more detailed list, visit our [OSU Recycle Guide](#) to help identify items that you suspect may be sources of confusion for your monitors and/or attendees and list which stream they should go into (include these on your ["Cheat Sheet"](#))

## List of items commonly recycled on campus\*:

- Cartons (e.g. for milk or broth)
- Glass (e.g. bottles and/or jars)
- Metal (e.g. cans, foil, lids, mint tins)
- Paper (e.g. computer paper of any color, envelopes/paper folders, newspapers, magazines/ad inserts, paperboard like cereal boxes, brown bags, butcher paper, paper egg cartons, white/gray/brown paper packing material)
- Plastic (e.g. bottles, jugs, tubs, jars)

\*This list is incomplete - visit the [OSU Recycle Guide](#) for a more detailed list.

## Compost services -

- See the list of example items to the right that could be composted at your event
- Compostable packaging needs to be \*\*fiber-based only
- Visit the [OSU compost policy](#) page for a complete list of acceptable and non-acceptable compost items

ID all items that you suspect may be sources of confusion for your monitors and/or attendees and list which stream they should go into (include these on your ["Cheat Sheet"](#))

## List of items that can be composted:

- Yard debris
- Pre and post consumer food waste
- Wood waste
- Pre-approved fiber-based compostable service ware\*\*

\*\*Fiber based compostable service ware needs to be certified by the Biodegradable Products Institute (BPI)

## Day of the event:

1. Have your waste station monitors arrive at least 10 minutes early in order to get them oriented with the sorting process
2. Distribute out your ["Cheat Sheet"](#) and list of specific items that you know should not go in certain waste receptacles
3. Give them an overview of how you would like the sorting process to go, i.e. how should they be interacting with the attendees? See the Recommended Sorting Process attached to our Template ["Cheat Sheet"](#) for help

## After the event:

1. Talk to your waste station monitors and get feedback on what went right and how the process could be improved
2. Take notes and implement them for your next event

## For More Guidance

Contact OSU's Recycling Manager at 7-2856