How to Order Bins for Special Events

Thanks for wanting to go Zero Waste at your events! This guide details the process for ordering special event bins for recycling, organics and landfilled trash.

Here’s How

1) Estimate the Number of Bins Needed at Your Event
   - Consider the site layout. Where will the bins be placed so guests have easy access to them?
   - How many guests will be there?
   - How long is the event? More bins may be needed to accommodate the length of the event
   - How much will the guests eat and drink? Estimating the waste produced by each guest will give a better idea of how many bins are needed

   Tip: Each 32 gallon event recycling bin holds 120 aluminum cans or 100 water bottles. One compost bin is used for every 75 people.

2) Sets of Bins

<table>
<thead>
<tr>
<th>Set</th>
<th>Compost Bin</th>
<th>Recycling Bin</th>
<th>Trash Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toward Zero Waste</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Organics &amp; Trash</td>
<td>✔</td>
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<td>✔</td>
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<tr>
<td>Recycling &amp; Trash</td>
<td>✔</td>
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<tr>
<td>Zero Waste*</td>
<td>✔</td>
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</tbody>
</table>

Extra bins can be added to any set for a fee. Please call office at 650-321-4236 or email at recycling@pssi.stanford.edu for the most current rates.

3) Ordering Recycling, Compost, and/or Landfilled Trash Event Bins

All special event bins are handled by PSSI. A Customer Funded Work Request must be submitted to order bins for an event. To submit a work request go to bgm.stanford.edu and under Quick Links click on Customer Funded Work Request, or go to https://ofweb.stanford.edu:8052/pls/eccsf/fweb.home?p_navid=104 (SU Net log in required)

Be sure to submit the work request at least one week prior to your event so it can be approved on time. It is also a good idea to call or email PSSI a day before your event to check that your work order was processed properly.
Step 1: Enter your Location
Do not use the “floor” and “room” fields. It will cause errors if not entered in the correct format. Instead add this information to the Description of work.

Step 2: Enter Event Details
Include the name of your event, estimated number of people, time of the event, and the number of bins you need.

NOTE: For landfill bins, you will need to remove the trash bag yourself. PSSI only takes care of the bin. You can also request trash bag removal and additional room cleaning from custodial services.

Step 3: Set the Event Date
PSSI operating hours are 7 a.m. to 5 p.m. M-F and 9 a.m. to 5 p.m. on Saturday. Deliveries and removals will only happen during those times. Deliveries and removals for events scheduled Sunday will happen Saturday or the following Monday. Fill in “Latest Completion Date” with the date you want the bins delivered and if applicable, days and times the bins should be serviced.

Step 4: Getting the Work Order Approved
The work order is sent to the appropriate approver to be approved. The funds will be charged to your PTA Account. Fill in the First row only.

NOTE: After you push “Submit” it may take the system a few minutes to process the request, so have patience. You will receive a confirmation email with phrase “BGM Work Request FYI” and the work request number. Forward the e-mail to your approver.

If you need to make revisions to your order e-mail or call PSSI at recycling@pssi.stanford.edu or 650-321-4236 with the updated request. Be sure to have the request number on hand or include it in the email.

MORE INFORMATION:
PSSI/STANFORD RECYCLING CENTER
http://bgm.stanford.edu/pssi_special_events

CONTACT:
Peninsula Sanitary Service Inc: Julie Muir, Manager 650.321.4236, juliem@pssi.stanford.edu