



Helpful Hints

Using ClearStream Recycling Bins

Portage County, WI

Recycling Info Line: 345-5972 Fax: 715-345-5971
Email: powellk@recyclingconnections.org

Training Volunteers:

1. Teach them to properly secure bags and attach lids to the frame. Make sure the supervisors are trained on how to get them on and off the frames and they in turn will train their support staff. Give them a copy of the set up instructions if needed.
2. Make sure volunteers are collecting and replacing bags when they are **2/3 full**.
3. Keep the lids clean by wiping them down with rags as necessary.
4. Teach them to notice heavy traffic areas and move units to those areas.

Setting Up:

1. **ALWAYS** place ClearStream beside a trash container.
2. Set up the units.
 - a. If you restrict people from bringing beverage containers into your gates, have units available to dispose of containers right outside the gate. If you do not allow any containers to leave your facility, (for example: alcoholic beverages into the parking lot), have units available at the exit for disposal.
 - b. Place your remaining Clear Stream units evenly throughout the event trying to cover as much area as possible of your entire facility.
3. Put the bags on the day of the event.
4. "Seeding" or putting a few recyclables in each container before the event starts is helpful.
5. (Optional) Placing bike flags with a recycle logo help the crowds to see where the recycling containers are located at extremely crowded events.

After the Event:

1. Move the remaining recyclable materials to the central recycling containers (roll-offs or dumpsters) and take down the ClearStreams.
2. Check and clean the frames and lids.
3. Make sure **ALL** items checked out are collected, counted and returned (bins, lids, stakes, bungee cords, signs, unused bags, etc.) in order to receive your deposit back. Remember to **remove the signs** from the roll-off(s) or dumpsters **before** they are picked up by your hauler.
4. Return the bins and other items to the Materials Recovery Center in Plover on 600 Moore Road during open hours **on the pre-arranged time and day**.
5. Estimate the volume of recyclables collected and share with the County.
Record all information about the event in a notebook for your future use.