



Helpful Hints

Using ClearStream Recycling Bins

Portage County, WI

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Training Volunteers:

1. **ALWAYS place a recycling bin right next to a trash container. And have the same amount of bins as trash containers. This helps curb cross-contamination of recyclables and trash.**
 - a. Teach them to properly secure bags and attach lids to the frame. Make sure the supervisors are trained on getting them on and off the frames. They in turn will train the 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 damp rags if need be.
4. Tell them to notice heavy traffic areas then move units next to trash cans there.

Setting Up:

1. We cannot say this enough:
ALWAYS place a recycling bin right next to a trash container. Have the same amount of bins as trash containers. This helps curb cross-contamination of recyclables and trash.
 - 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 recycling units next to trash containers spaced evenly throughout the event trying to cover as much area as possible.
3. Put the bags on at the beginning of the day of the event.
4. "Seeding"- putting a few recyclables in the container before the event starts - is helpful.
5. (Optional) Put bike flags (with a recycle logo on them) on recycling bins at extremely crowded events to help crowds to see where they are.

After the Event:

1. Move the remaining recyclable materials to the central recycling containers (roll-offs or dumpsters).
2. Before folding bins for transport, hose down and/or wipe the frames and lids with a rag.
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. Before the recyclables leave your possession make sure to estimate and write down the volume of recyclables collected to provide to the County. Record all information about the event in a notebook for your future use.