

# Bin Ordering Guide

for event organisers





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Through our Sustainability Strategy 2021-2025, UQ is committed to sustainability focused targets, including those related to waste, such as:

- 80% diversion of general waste from landfill
- 100% organic waste diversion
- Established resource recovery infrastructure to increase separation at source and reduce recycling contamination
- Eliminate single-use plastics and replace with reusable or compostable alternatives where available.

In addition to these targets, it is necessary to consider ways in which waste generation at your event can be reduced.

For more information on how to avoid waste at your events, and to apply for a Sustainable Event certification, refer to the **UQ Unwrapped Sustainable Events Guide** ([sustainability.uq.edu.au/files/25018/SustEventsGde.pdf](https://sustainability.uq.edu.au/files/25018/SustEventsGde.pdf)).

It is important that every UQ event has the appropriate waste disposal options available to attendees. As such, this guide will provide a summary of the relevant waste streams, and how to best select bins for your event.

# Which bin will you need?

Based on what waste items will be generated at your event, you will be able to determine which bins you will need.



## General waste

- plastic bags
- packaging and wrappers
- conventional disposable coffee cups (non compostable)
- pens, pencils
- disposable plastic utensils
- disposable plastic straws
- condiment packets

## Co-mingled recycling

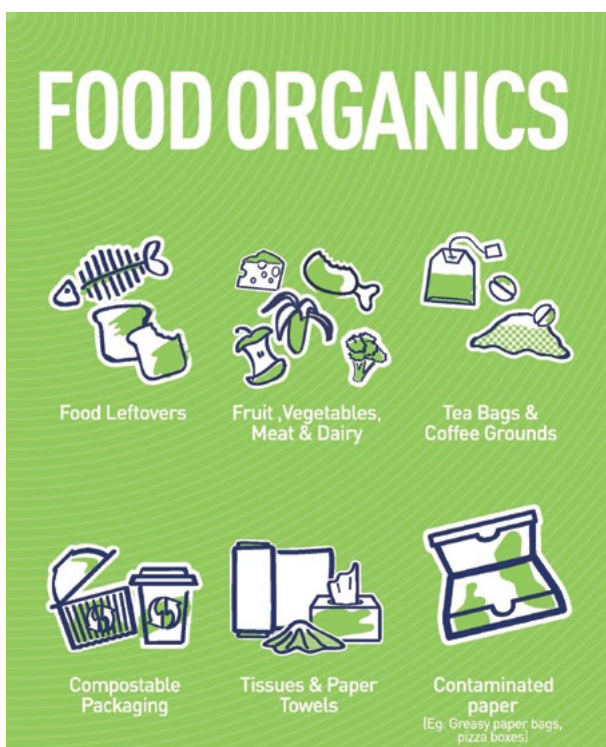
- plastic bottles, containers  
e.g. takeaway containers, milk bottles, sauce bottles
- glass jars and bottles
- conventional disposable coffee cup lids (not the cup)
- paper
- cardboard
- metal tins and cans

## Know your waste

List the types of waste items your event will generate. Take note of the specific waste items such as food and beverage packaging, food waste, pamphlets, or single-use items such as tickets or wrist bands. Remember to eliminate unnecessary waste items. Stop using

items such as straws, balloons, and condiment packets for example.

Providing recycling and organic bins at the event will reinforce a positive message to your patrons that the event is managing its waste sustainably.



## Food organics

- food leftovers
- fruit and vegetables
- tea bags and coffee grounds
- meat and dairy
- tissues, paper towels and contaminated paper
- compostable packaging and service ware e.g. cardboard, sugarcane or bamboo food containers/plates



## Container refund

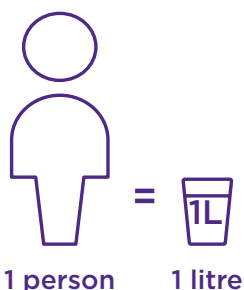
- glass and plastic bottles
- aluminium cans
- liquid paperboard cartons e.g. poppers



## How many bins will I need?

If you have organised the event before, you may already know the number of bins required for the event. If not, try asking previous organisers how many bins they had: did they have enough or too few?

If it's a new event, try to calculate the expected attendance and use the following rule:



One person = approximately one litre of waste (either general waste, recycling or organics per meal).

## How to order bins for your event

Ordering bins at UQ requires Archibus access.

### To request access:

[staff.uq.edu.au/information-and-services/facilities-services-maps/maintenance-facilities/archibus/access-modules](http://staff.uq.edu.au/information-and-services/facilities-services-maps/maintenance-facilities/archibus/access-modules)

### To login:

[archibus.uq.edu.au/archibus/login.axvw](http://archibus.uq.edu.au/archibus/login.axvw)

## Where do I locate bins?

Try to locate bins in or near to where people will consume and dispose of materials. This is not necessarily where they have bought the item.

### Bins are best located close to:

- food and beverage areas and high traffic areas.
- entrance and exits

Ensure the bins are clearly signed. During the event, if the bins are not being used, relocate them and corresponding signage to busier areas.

## Waste Education

Education can be an essential part of ensuring that your attendees choose the correct bin for their waste.

You can access signage for your events via our website [sustainability.uq.edu.au](https://sustainability.uq.edu.au).

If you are running a large event which has food and would like to have the support of waste educators, please contact the Sustainability Office ([sustainability@uq.edu.au](mailto:sustainability@uq.edu.au)), we will help put you in touch with UQ Volunteers.

Please give at least a months' notice ahead of your event to allow for time to recruit.



## UQ Sustainability

[sustainability.uq.edu.au](https://sustainability.uq.edu.au)



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