

Green Diversion Station Rental Guide

1. Material Collection and Disposal

Each diversion station can collect up to 4 different types of waste materials depending on your preference. You could host an event with 2-3 containers per station instead of 4 by opting not to collect food scraps and collecting deposit containers with the other recyclables. Note that it is your responsibility to drop off the collected materials at an appropriate facility in the correct bags.

Please ensure contamination of the containers is minimal at your event (see “Setting Up the Stations” and “Attending the Stations” for more information).

	Garbage	Recyclables	Deposit Containers	Food Scraps
Acceptable Materials	<ul style="list-style-type: none"> • Wrappers • Styrofoam • Candy bar and chip packaging • Plastic wrap and baggies • Wax paper • Gum • Diapers • Materials listed as recyclable in the City’s curbside recycling program 	<ul style="list-style-type: none"> • Glass jars and bottles • Metal cans • Plastic #1-7 (except Styrofoam) • Newsprint and paper products 	<ul style="list-style-type: none"> • Beverage cans and bottles • Juice boxes • CapriSun • Larger beverage containers 	<ul style="list-style-type: none"> • Food scraps and leftovers • Food-soiled paper products
Correct Collection Bag	Standard black or orange plastic garbage bag	Clear blue or see-through plastic bag	Clear blue or see-through plastic bag	Kraft paper bag placed inside of a clear plastic bag*
Disposal Location	Onsite commercial container or Bailey Landfill	Onsite commercial container or Emterra Environmental Depot	Chilliwack or Sardis Bottle Depots**	Parr Road Green Depot

* A Kraft paper bag (like the ones used for yard trimmings) should be placed inside of a clear plastic bag (to avoid any leaks if guests accidentally put drinks inside). The plastic bag must be removed when you drop off the food scraps at the Parr Road Green Depot.

**You can also donate your deposit return to different charities at either of the Bottle Depots.

Addresses and Costs for Disposal Locations

Bailey Landfill: 5940 Matheson Rd

(drop-off fee applies: minimum charge of \$4.50 for up to 60 kg)

Emterra Environmental Depot: 44255 Yale Rd West (free)

Chilliwack Bottle Depot: 45934 Tretheway Ave (free)

Sardis Bottle Depot: 45635 Lark Rd (free)

Parr Road Green Depot: 45175 Parr Rd

(drop-off fee applies: minimum charge of \$4.50 for up to 60 kg)

2. Setting Up the Stations

The individual containers are light-weight, collapsible and made from corrugated plastic. Generally, the set-up process may take approximately 10 minutes or less per station. Try to choose locations that are most heavily trafficked and are close to areas where guests will be eating and drinking. Bins and lids must be unfolded (gently!) and an appropriate type of bag must be placed inside (see “Material Collection and Disposal”). Please do not attach any tape, staples, or other items to the bins.

When setting up your stations and choosing your locations, there are a few additional things you should consider:

Presence of Existing Garbage Cans

The use of existing garbage cans in your event location can cause a problem if you are planning on collecting recyclables and food waste. To ensure that guests use the green diversion stations, you should cover up the existing garbage cans beforehand and include a sign directing people to the nearest diversion station.

Stability of the Stations

Due to the lightweight material of the stations, weights are provided to ensure stability. To utilize the weight correctly, fill the respective bottle with water, place a separate plastic bag in the station, and rest the bottle at the bottom of this bag. The bag that will be collecting the materials should be placed in the station after the bag holding the weight.

Vendor Garbage Cans (if applicable)

Often, vendors place garbage bins near their stands for customer use. Unfortunately, this can partly defeat the purpose of the green diversion stations. To correct this issue, please coordinate with your vendors to ensure they are aware that you will be having diversion stations at your event and to inform them of their location. You may also ask that they refrain from putting out a garbage bin and direct attendees to the nearest diversion stations or that they place a recycling bin next to their garbage bin.

If you will be allowing vendors to dispose of their waste in the green diversion stations, you should discuss with them prior to the start of the event how to properly sort their materials into each container to avoid contamination. To make your event even greener, request that your vendors use recyclable containers (i.e. no Styrofoam) and minimize the amount of packaging they give out with their products.

3. Attending to the Stations

A 4-container green diversion station works best if it is manned by a volunteer or staff member to help inform guests of how to sort their waste. If it is not possible to have the stations manned, it is recommended that a food scraps container is not included. At previous events, there was considerable contamination of unmanned food scraps containers. Note that no plastic, glass or metal of any kind can be in the food scraps container since these materials are not acceptable at the Parr Road Green Depot.

Also, depending on your event size, you may want to periodically check on your deposit bottle containers, as they may be at risk of being stolen during an event.

4. Putting Away the Stations

Following the completion of your event, you must clean the bins by wiping down the inside and outside of each one prior to returning them. All of the bins and lids borrowed from the City must be returned within 2 days of your event ending. Please refer to “Financial Reimbursement” for more information on container condition requirements upon return.

5. Responsibilities as a Borrower

When borrowing any green diversion station containers from the City, you will be held fully responsible for picking up and dropping off the containers, properly disposing of all waste materials collected at the appropriate facilities, supplying insert bags for the containers, and for the quantity and condition of the lids and bins received upon return.

6. Financial Reimbursement

The deposit of \$50 per station (4 containers each) is refundable if the diversion station materials rented are returned in the same condition as when picked up. If any components are missing, broken, damaged or unclean, the borrower will be held financially responsible for their replacement and a charge of \$50 per station will apply. If all of the bins are returned in good

condition, the total deposit amount will be refunded to you via cheque within 2 weeks of their drop-off date.