

# CHECKLIST FOR BIN STATION MONITORS



Make sure you have shared your Event Waste Minimisation Plan with Waste Station monitors prior to the event	
Also make sure you have shared your Event Health and Safety Plan with them prior to the event and highlighted any risks or hazards associated with being a Waste Station monitor	
Make sure they know how you are going evaluate or audit your event waste. Clearly communicate when and how to weigh or measure, how to record the data and what kind of feedback you'd like recorded from customers or their own observations	
Hold a pre-event briefing session to run through the various parts of your Waste Station	
Provide appropriate PPE (gloves, grabbers, aprons, etc) and make sure everyone knows how to use them correctly	
Point out any event-specific waste items that they may encounter during your event, and where they need to go	
Give them a general update on what can be recycled and what can't, so they can help event attendees sort their waste correctly	
Tell them the difference between compostable and biodegradable packaging	
Help them understand what contamination looks like	
Write a list of which waste companies you are using for each waste stream, and whether you anticipate waste collection during the event	
Make sure to have volunteers on short shifts (no longer than four hours at a station)	
Make sure they know when they can take a break and get refreshments and enjoy the festivities themselves	
And make sure they know a key part of their role is engagement, inspiration and being a passionate Waste Free Waitaki Ambassador	