



## OFF-SITE RECYCLING TRAILER / RECYCLING BIN LOANER PROGRAM

### HOW THE PROGRAM WORKS

**Off-site Recycling Trailer** (includes up to 4 rolling carts and up to 75 folding metal bins with lids/bags; trailer is used ONLY for the transport of folded bins, not for collecting recyclables or housing collected recyclables)

**\*\*NOTE:** for quantities of 15+ bins and/or multiple day usage, a donation to cover recycle bag costs is kindly requested and/or use of your own recycling bags is suggested

1. Contact \* Keep Golden Isles Beautiful staff to
  - reserve the off-site recycling trailer for event date
  - schedule trailer pick-up and drop-off dates
2. Pick up trailer, keys, bags and wiring harness, complete paperwork, present current insurance and valid driver's license at Keep Golden Isles Beautiful office.
  - \*\* **Only the insured on file has the legal right to tow the trailer.**
3. Tow off-site trailer to event location.
  - \*\* **Do not leave trailer unattended while unlocked at event location.**
4. Set up and place recycle bins near trash cans at event.
5. Count bags of recyclables collected during event and record on provided report form.
  - monitor bins during event for contamination (allow empty cans and plastic bottles; no trash or liquids)
  - remove all used bags from bins, tie bags tightly and place in personal vehicle or trailer
  - clean and disassemble recycle bins/lids and stack on carts in trailer or personal vehicle
  - call Charlie at Republic Services prior to transporting recyclables to Republic Services, Inc.; dispose of contaminated bags in trash
6. Return off-site recycling trailer on designated date to back parking lot of 503 Mansfield Street, Brunswick.
7. Replace yellow lock on trailer hitch. Lock trailer door key, hitch key, completed report form, unused bags and wiring harness inside trailer. Double check to make sure door is locked.

**Off-site Recycling Bins** (reserve up to 15 folding recycle bins with lids/bags)

1. Contact \* Keep Golden Isles Beautiful staff to schedule bin pick-up and drop-off dates.
2. Pick up recycling bins and complete paperwork.
3. Set up and place recycle bins near trash cans at event. \*\* **Do not leave bins unsecured overnight.**
4. See (above) #5
5. Return recycling bins, completed report form and unused bags to Keep Golden Isles Beautiful office.