



# ST. JOHN'S EPISCOPAL CHURCH & SCHOOL

3427 Olney-Laytonsville Road | Olney, MD 20832

## ZERO-WASTE EVENT GUIDELINES

As we are called by God to care for creation, we support policies that protect the natural resources that sustain all life on Earth. The Church calls for policies that mitigate greenhouse gas emissions, promote sustainable energy, the safe and just use of natural resources, and support communities impacted by a lack of environmental stewardship.

As stewards of God's creation, each day we work towards a sustainable relationship with creation. Working globally, and locally, we consider the impact of our actions not just on ourselves, but on the seven generations to come.

St. John's Episcopal Church and School have developed the following guidelines to assist you in planning for any event providing food on the St. John's campus.

### Key tips:

1. Minimize use of single-use / disposable items.
2. Any disposable items that are used are required to be compostable (certified by the Biodegradable Products Institute) or recyclable.
3. Wash, dry, and return reusable items after your event.
4. Communicate any questions or concerns to the facilities manager.

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## PLANNING FOR YOUR EVENT

Choose the supplies you'll use, balancing your desire to reduce waste with practical matters, such as location and number of volunteers who can help with cleanup. If your event will be catered, tell the caterer not to provide plastic plates, cups, utensils, etc. Instead, use St. John's washable dinnerware or compostable disposables. Some caterers are able to provide washable dinnerware, drinkware, etc. and this may be an option to consider, if time and volunteers are in short supply.

### 1. Washables

- a. Unless the event is held outdoors, use washable dinnerware and serving pieces. See attached lists for items and quantities stocked by St. John's, as well as washing and storage instructions.
- b. There are a number of tablecloths of various sizes and shapes. A volunteer should take the tablecloths home to be washed after the event and return promptly. They do not require ironing.

### 2. Compostable Items

- a. Compostable items are only to be used for outdoor events.
- b. Ensure that any compostable items purchased are BPI certified.
- c. St. John's stocks compostable plates, bowls, hot and cold cups, and utensils for the use of school and church events. Please contact the Director of Facilities (301-774-6804 x 150) prior to your event if you anticipate the need for large quantities of any item(s).
- d. Take-out containers made from plant fiber, without any wax or plastic coating, are compostable. Plain white paper table cloths and place mats (without any plastic coating) are compostable.

### 3. Recyclables

- a. Plastic caterer plates and packaging can be recycled if they are marked with the triangular resin identification number (RIN) symbol with a 1-5 or 7 (number 6 is a type of polystyrene and is not recyclable; note, many of the rigid red or blue party cups are number 6 and should be avoided). Styrofoam is officially banned in MD.
- b. **Plastic tablecloths are NOT permitted.**
- c. **Bottled water is NOT permitted.**

### 4. Operations Support

- a. St. John's operations staff are available to assist you with table set up, trash removal, and assist with proper operation of equipment.
- b. Facilities staff will have the necessary tables and chairs available along with the specified number of glassware, silverware, and tablecloths.
- c. After the event, facilities staff will assist with proper removal of trash and general cleanup of the event space. Facilities staff will lock up and make sure the property has been vacated.

## EVENTS IN THE PARISH HALL

The Parish Hall has a permanent waste station which includes a **green bin with a green bag for compostable items** (including small amounts of finger food), a **blue bin for recyclables** and a **black bin with a black bag for trash**. You should consider having a volunteer stationed nearby to direct/explain the correct use of recycling and composting containers. For larger events in the Parish Hall, you may request additional waste stations to be set up.

The **tall green bins for collecting compostable items must be lined with large green compostable bags**. Large compostable bags will be provided for each event. The bags tear very easily so please use care. (Full bags should be placed in the green designated bin (Location TBD)].

If you have a large event that may result in a large volume of food waste, notify Facilities staff that you require more bins. **These must be requested two weeks prior to your event.**

**Do NOT pour liquids (including ice, ice cream, popsicles, or yogurt) into ANY trash, recycling or composting receptacles.** Extra liquids must be emptied directly into a collection bin (periodically emptied into the sink).

**If washable dinnerware and/or flatware are used**, place them in the dishwasher collection bin (or rack).

1. Provide one or more carts where participants can place their washable plates after disposing of their food.
  - a. Set up the collection station near the waste station receptacles.
  - b. Provide a small bin for liquids.
2. Place a plastic dish pan half filled with water and detergent on the second shelf of the cart to collect used stainless flatware. Dish detergent is available in the Parish Hall kitchen.
  - a. For larger events, multiple kits/carts may be required.
3. All plates should be scraped into the GREEN compostable collection container.
4. All washables need to be cycled through the dishwasher.
5. Operating instructions for dishwasher will be available near the unit.
6. Facilities staff will perform a final inventory after the event.

## ZERO-WASTE KIT

“Zero-waste kits” are available for small events or meetings in rooms that do not have permanent composting or dishwashing facilities.

Each kit includes:

1. A **small green bin** to collect compostable food waste and compostable dinnerware – good for ministry group gatherings in a meeting room where there is no permanent compost collection bin
  - a. **Compostable green bags** for the small bin
  - b. A small bucket for disposing of liquids (Please be sure that no liquids, ice, popsicles, yogurt, or ice cream are put in the compost bins).
2. A small bin to collect recyclables
3. Lists of compostable and recyclable items
4. Wheeled cart with dishpans for washable dinnerware and flatware

**For collection of liquids:** Ask participants to pour liquids into the bucket before putting cups in the bin.

**For collection of washable dinnerware and utensils:** If you are using washable dinnerware,

1. Provide one or more carts where participants can place their washable plates after removing food.
2. Place a plastic dish pan half filled with water and detergent on the second shelf of the cart to collect used stainless flatware. Dish detergent is available in the Parish Hall kitchen.
3. For larger events, multiple kits/carts may be required.
4. **If you used a “zero-waste kit”:** Tie up the **compostable green bag** and place it in the covered labeled Compost bin in the Parish Hall kitchen. Rinse & dry the green bin. Empty the bucket of liquids in the sink and wash and dry it. Return the kit with all its contents to its designated area.

## **OUTDOOR EVENTS**

Washable dinnerware may be impractical for large outdoor events. Consider setups which minimize the use of disposable items - for example, encourage attendees to bring their own reusable water bottles and provide large jugs for refills. BPI certified compostable dinnerware and cutlery are to be used for outdoor events.

Trash, recycling, and composting containers will be provided for you. You should consider having a volunteer stationed nearby to direct/explain the correct use of recycling and composting containers. If large quantities of cardboard are expected (i.e. packaging materials, pizza boxes), please flatten and stack them in a separate location.

Facilities staff will properly dispose of these items after the event.

## **POINTS OF CONTACT**

If you have questions about these guidelines, or need assistance with planning your event, please contact: Brad Child, or his staff – 301-774-6804 x150.

## INVENTORY & LOCATION OF WASHABLE AND COMPOSTABLE DINNERWARE

Item	Number / Comments	Location
<b>Washables</b>		
Large Ceramic plates	117	Lower Cabinets on your right side upon entry
Large Corelle plates	62	In the Parish Hall Closet, on a rack, directly in front, upon entry
Small Ceramic plates	124	Lower Cabinets on the left side upon entry
Small Corelle plates	96	Lower Cabinets on the left side upon entry
Ceramic mugs	80	Lower Cabinets on your left side upon entry
Small coffee cups	50-60	On the Rolling Rack inside the Parish Hall Closet
Small Water glasses (Libbey)	25	On the Rolling Rack inside the Parish Hall Closet
Large Water glasses (Libbey)	30	Far right cabinet facing the Microwave
Large water glasses (Libbey)	72	Located in the Parish Hall Closet; 2 boxes on the left side of the bottom shelf
Large Wine glasses	46	In the Parish Hall Closet, on a rack, directly in front, upon entry, middle and bottom rack
Stainless flatware	370 forks, 200+ knives, 100+ spoons*	On top of the stainless steel countertop on the left hand side or inside the lower left cabinets
Serving platters, bowls, utensils	4 plastic serving platters, 2 glass bowls; 2 bins of serving utensils	Parish Hall Closet, top shelf, on the center and right
Beverage dispensers	2 pitchers	On top of the Ice Machine, far left side upon entry.
Table cloths	Round and rectangular. Check with the operations mgr. to reserve or locate.	Parish Hall Closet, two big boxes on the right hand side upon entry.
<b>Compostable Disposables</b>		
Compostable plates, bowls, cups, napkins, corn-based utensils	Check with operations mgr. to ensure adequate supply 1 or 2 weeks in advance.	If available, it will be inside the Parish Hall Closet
Bamboo utensils	Reserved for the annual picnic and like events	
White paper placemats	Check with the office to ensure adequate supply.	N/A
Large compostable bags		Inside the Parish Hall Closet, on the bottom shelf on the right hand side, upon entry.