



**Did you know?**

The plastic bottles that we recycle are not just made into new bottles. They are also turned into plastic lumber for picnic benches, fabric, t-shirts, toys and more!

**Strip District Drop-off Center**

(Open 24 hrs) - Also open to small businesses, bars and restaurants. Located at 30th & Railroad St (near the City's Tow Pound and the refuse collection offices - Environmental Services) **NO yard debris, scrap metal or tires please!**

**Construction Junction Drop-off**

(Open every day when CJ is opened) Located in Point Breeze at 214 N. Lexington Ave off of Penn Ave (412) 243-5025 **NO yard debris, scrap metal or tires please!**

**Recycling and Disposal Information**

**Household Hazardous Waste**  
For information on the proper disposal or recycling of Household Hazardous Waste (HHW) including paint and paint products, automotive fluids, solvents, household cleansers, pesticides, and pool and photo chemicals, contact the Southwestern PA HHW Task Force at [412.488.7452](tel:412.488.7452) or visit [www.swpahhw.org](http://www.swpahhw.org).

**"Hard to Recycle" Materials**

Donate useable building materials such as lumber, kitchen cabinets, and windows to Construction Junction, western PA's first non-profit retail store for used and surplus building materials. Call [412.243.5025](tel:412.243.5025) or visit [www.constructionjunction.org](http://www.constructionjunction.org) for more information, or call the City's Recycling Division at (412) 255-2631.



BUREAU OF ENVIRONMENTAL SERVICES  
ATTENTION: RECYCLING DIVISION  
3001 RAILROAD STREET  
PITTSBURGH, PA 15201

Postage  
Required  
Post Office will  
not deliver  
without proper  
postage.



# CITY OF PITTSBURGH SPECIAL EVENTS GUIDELINES



# Special Events Recycling Guidelines

Organizers of all special and community events that expect 200 or more individuals per day are required, under City Code 619, to recycle beverage containers such as glass, plastics, aluminum and steel cans (co-mingled material), and corrugated cardboard. You can either (1) hire a private hauler to collect your recycling, (2) self-haul recyclables collected at your event to a City of Pittsburgh recycling drop-off or a recycling processor, or (3) contact the City of Pittsburgh Recycling Division to determine logistics for the City to collect recycling at the end of your recycling event.

The City of Pittsburgh's Recycling Division is available to assist you in recycling at your event. Assistance may range from help to determine logistics for recycling to loaning collection equipment or providing collection at end of your event. However, event organizers must organize volunteers or provide staff for the collection, maintenance and supervision of containers during your event. Contact the Recycling Division at 412-255-2631 for more details.

### Tips for packaging materials for collection:

**Corrugated cardboard** - break down and flatten all empty corrugated boxes. Place them on a pallet behind your booth or at designated collection point.

**Co-mingled materials** - includes all beverage bottles and containers. Set out clearly labeled "recycling" bins throughout event area for patrons to recycle bottles and cans. Service bins regularly; collect filled liners; and place them into a larger trailer or dumpster away from main event area.



## CITY OF PITTSBURGH SPECIAL EVENTS RECYCLING COMPLIANCE FORM

City of Pittsburgh Code 619 requires that all events attended by 200 or more individuals per day to provide for the separation and collection of recyclable materials.

**Please verify how you plan to provide for recycling at your event and submit the completed form to the City of Pittsburgh Recycling Division**

Event Name (if applicable): \_\_\_\_\_

Event Type (check ONE only):  Fair/Bazaar  Social/Picnic  Festival  Sporting event  
 Other, please specify \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Completion Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Location: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_ Organization Name (if applicable): \_\_\_\_\_

Contact Person (s): \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact Telephone: \_\_\_\_\_ Alternative Contact Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

How would recycling be provided at your event? (check ONE only)

Private hauler/contractor;  Self-collection with own or rented containers  Self-collection with City-owned containers

Signature Event Manager: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to utilize City equipment for your event, please read the statement below and check the box next to it and contact the City's Recycling Division to confirm available equipment quantities and requirements.

I wish to utilize the type of equipment or service listed below at the above event. I understand that the equipment is to be returned to the city of Pittsburgh's Recycling Division by the first business day after the event and that any loss or irreparable damage of any equipment due to negligence will be my responsibility.

- Recycling Stands for Bottle & Can Collection  Cardboard Collection  
 Event Trailer/Dumpster for Storage of Recyclables  Other, \_\_\_\_\_