



Greenware Guidelines

Thank you for using our reusable greenware and helping us reduce waste in Truckee! Please follow our greenware program guidelines to help us keep this program available to the public at no cost.

- 1. Make a reservation.** Greenware is available for free to the public by reservation only. Be sure to submit your reservation request at least two business days in advance so Keep Truckee Green staff have time to review it. Friday and weekend requests must be submitted no later than Thursday morning, as staff work remotely on Fridays. Never take greenware without an approved reservation.
- 2. Return it on time.** Please return your greenware by the return time submitted in your reservation. Other groups may have reserved the greenware after you, so it's important to return your bins on time. If you think you may be late or need to extend your reservation, please email Greenware@TownofTruckee.gov to let us know.
- 3. Complete the check-in form.** Each bin has a check-in form that must be completed before you return your greenware. It's important for us to have an accurate count of how many items are in each bin so we can make sure the next group has a full set of 25. You won't be charged for a few missing items, but it's very important for us to restock any missing dishware before the next reservation.
- 4. Return it to the correct location.** Greenware should be returned to the Keep Truckee Green office (open 8am-5pm, Monday through Thursday) or the front entrance to Town Hall (inside the vestibule in the entryway, open 24 hours) at 10183 Truckee Airport Road. Email Greenware@TownofTruckee.gov to let us know when it has been returned. Please don't leave it elsewhere in Town Hall, as Keep Truckee Green staff need to check in your items. If your items are not properly checked in, you could be charged a replacement fee if items go missing.
- 5. Wash all greenware and collection bins.** Greenware should be returned "dishwasher clean" and the collection bin for dirty dishes should be cleaned out with soap and water. If you can't wash dishes right away, be sure to give them a quick rinse to prevent food from becoming stuck and difficult to remove. Never place dirty dishes in the clear storage containers; those are for clean dishes only.

We need everyone's help to make this program work and keep it available at no cost to our community! Organizations that do not follow the greenware guidelines may not be allowed to use the program in the future.

Tips for Using Greenware at Large Events

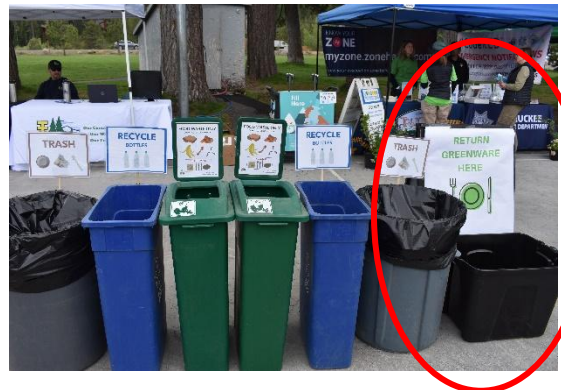
Greenware tends to go missing at large events. Here are some tips to help get as many dishes returned as possible:

1. **Make an announcement** to all event attendees that the green dishes are reusable and to please return them to return bins. Point to where return bins are located.

2. **Signage:** (large A-frame/sandwich board signs recommended)
 - a. Display signs where event attendees pick up green dishes at food service area/drink service area. "These dishes are reusable! Please drop in return bin"



- b. Display sign above greenware return bin. Place return bin next to trash and recycle. "Return greenware here" add "Please remove all food scraps" to help with cleaning later.



3. **Waste monitors:** Have monitors stationed at trash and greenware return bins to ensure greenware isn't thrown away.



Cleanup:

- Ask attendees to scrape off food scraps before placing dirty dishes into return bin. This will help later with dishwashing and cleanup.
- If all dishes can't be cleaned the same day of the event, scrape off food scraps and rinse off dishes the same day. Dishes and food left out start to stink and become difficult to clean.