



HANDBOOK

BEST PRACTICES FOR ORGANIZING PUBLIC E-WASTE COLLECTION EVENTS

Indoor and Outdoor Settings

Authors

Tien Le,¹ Yuan-Yuan Lee,¹ Ruby Nguyen,¹ Julia Gilfillan,¹ and Michelle A. Goff¹

CONTRIBUTORS

Daniel Forbush,² Philip Bove³

EDITORIAL STAFF

Nikki Peterson,¹ Rachel N. Hansen¹

¹Idaho National Laboratory, Idaho Falls, Idaho 83415, United States

²ECyclers of Idaho, Idaho Falls, Idaho 83401, United States

³Sunnking Sustainable Solutions, Brockport, New York 14420, United States

Prepared for

The U.S. Department of Energy
Vehicle Technologies Office
Under DOE Idaho Operations Office
Contract DE-AC07-05ID14517

First published in July 2025

Document number: INL/MIS-25-84174

Disclaimer

This information was prepared as an account of work sponsored by an agency of the U.S. Government. Neither the U.S. Government nor any agency thereof, nor any of their employees, makes any warranty, expressed or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness, of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. References herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the U.S. Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the U.S. Government or any agency thereof.

© 2025 Idaho National Laboratory. All rights reserved. This report is the intellectual property of Idaho National Laboratory, Sunnking Sustainable Solutions, and ECyclers of Idaho. Unauthorized use, distribution, or reproduction of this report, in whole or in part, is strictly prohibited.

If you refer to details in this handbook in any of your materials, please cite it as shown below.

Suggested citation:

Le, T., Lee, Y.-Y., Nguyen, R., Gilfillan, J., & Goff, M. A. (2025). Best practices for organizing public e waste collection events. Indoor and outdoor settings. Idaho National Laboratory.

FOREWORD

This handbook was created to share best practices of organizing public e-waste collection events in the United States. The steps and checklists outlined in this handbook have been drawn from Sunnking's decades-long experience of organizing large-scale outdoor collection events in New York. These practices have been verified by the Idaho National

Laboratory and ECyclers of Idaho to work well for both indoor and outdoor events in Idaho at a smaller scale. Understanding that the local conditions vary significantly, we have compiled key deciding factors to share in this handbook. Following these steps will enable successful event organization. Although e-waste events typically require careful logistics planning due to the nature of the materials, the experience of bringing the community together is a fulfilling reward.

Table of Contents

FOREWORD	ii
SECTION 1. INTRODUCTION	1
SECTION 2. CHECKLIST AND GENERAL CONSIDERATIONS	3
2.1. Step 1: Define the Goals	4
2.1.1. Objectives and Outcomes of the Collection Event	4
2.1.2. Event Audience and Audience Expectations	5
2.1.3. Partnership	5
2.2. Step 2: Develop Event's Description	5
2.2.1. Event Title	5
2.2.2. Event Scale	6
2.2.3. Event Programming and Budget	6
2.2.4. Date, Time, and Length of the Event	7
2.2.5. Event Location	7
2.3. Step 3: Establish Organizing Team	9
2.3.1. Project Management	9
2.3.2. Marketing, Promotion, and Communication	10
2.4. Step 4: Acquire Event Resources	10
2.4.1. Permit and insurance (if applicable)	10
2.4.2. Marketing	10
2.4.3. Registration (if applicable)	11
2.4.4. Supplies	11
2.4.5. Labor	12
2.5. Step 5: Leading Up	13
2.5.1. The Event Checklist: 1–2 Weeks, 1–2 Days Prior to the Event	14
2.5.2. Setting Up for the Event	14
2.6. Step 6: Event Day	15
2.6.1. Safety Meeting, Rules, and Responsibilities	15
2.6.2. Running the Event	15
2.6.3. Cleaning and Transportation	16
2.7. Step 7: Post Event	16
2.7.1. Evaluation	16
2.7.2. Acknowledgements	16
SECTION 3. EXAMPLE OF AN INDOOR EVENT	17
SECTION 4. EXAMPLE OF AN OUTDOOR EVENT	21
APPENDIX. ADDITIONAL RESOURCES	26
A.1. Example of Supply Preparation List for Indoor Events	27
A.2. Example of Supply Preparation List for Outdoor Events	28
A.3. Example of Staffing Plan	29
A.4. E-Waste Recycling Program Training Guide	29
A.5. Outdoor Event Policy	32
A.6. Potential Event Location Information and Questionnaire	32
A.7. Example of indoor event Accepted Items Poster (36 × 48 inches) and table display (11 × 17 inches)	34
A.8. Example of Future Event postcard, 5 × 7 inches	34
A.9. Example of event flyers for letter size (8.5 × 11 inches) and tabloid size (11 × 17 inches)	35
A.10. Example of tent card for foldable signs, 24 × 18 inches	36
A.13. Example of event flag, 28 × 138 inches	37
A.12. Example of yard sign at exit, 24 × 36 inches	37

A.11. Example of tent card for check-in lane, 24 × 18 inches.....	37
A.14. Example A of event logo.....	38
A.15. Example A of “I recycled” sticker.....	38
A.16. Example B of event logo.....	38
A.17. Example B of “I recycled” sticker.....	38
A.18. Example of education poster, size (36 × 48 inches).....	39
A.19. Example of education poster (cont.), size (36 × 48 inches).....	40



SECTION 1. INTRODUCTION

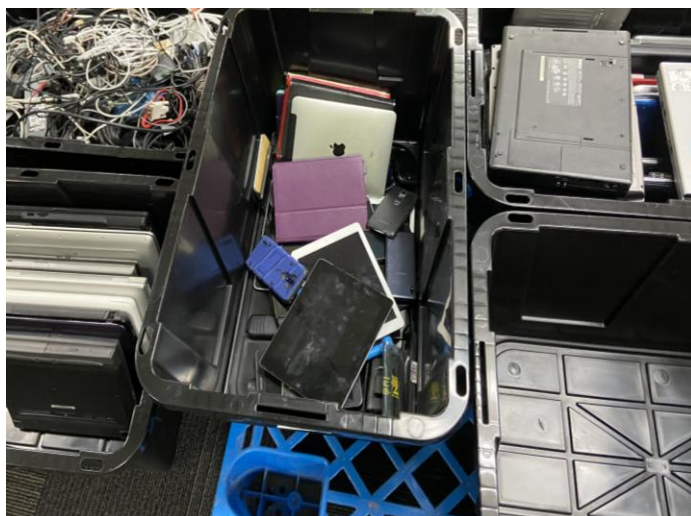
Handbook Purpose

The purpose of this handbook is to provide practical instruction and guidance on how to organize an effective and efficient public e-waste collection event in the United States. The handbook is intended for first-time and experienced organizers. For first-time organizers, it aims to provide an overview of the process—from event brainstorming to running—an understanding of the importance of each step, and ways to complete the event. Step-by-step instructions are provided to help organizers navigate all event-planning tasks, including selecting partners, choosing location events and marketing materials, and being prepared to identify and troubleshoot common problems. Understanding that the local conditions vary significantly, key deciding factors were compiled to share in this handbook to ensure success.

The handbook intends to be a reference for experienced organizers in the recycling industry to verify their procedures and standardize e-waste collection event planning. They can also use this handbook as a training resource for their employees. The operational guideline in this handbook was gathered from Sunnking's experience in organizing large-scale outdoor collection events in states with electronics recycling laws. Their practice was then verified by the Idaho National Laboratory (INL) and ECyclers of Idaho by organizing smaller scale, indoor and outdoor collection events in a state without electronics recycling laws. This guideline, therefore, should be applicable for both indoor and outdoor settings and at any scale regardless of the presence of electronics recycling laws. With the support from this handbook, the authors hope that more public e-waste collection events can be organized, more locations will be reached by recycling programs, and a new recycling habit for residents can be established.

How to Use the Handbook

In this handbook, Section 1 provides an overview of the handbook's purpose and the main content of each section. In Section 2, a high-level checklist provides an outline of seven major planning steps and their corresponding lead time. Readers are encouraged to study this checklist and access it during the preparation process. Additionally, in Section 2, step-by-step instruction is provided to organize a public e-waste collection event and to facilitate comprehension of executing each step as it happens. In each step, find the key deciding factors, its importance, its relation to other steps, general considerations, and common problems and their mitigations. Section 3 and Section 4 give a detailed example of an indoor and an outdoor setting, respectively, including actual event layouts and setup. Finally, the appendix provides additional resources, such as a supply checklist and graphic examples, that users might find helpful.



RECYCLE *your* **E-WASTE**



SECTION 2. CHECKLIST AND GENERAL CONSIDERATIONS

The following checklist outlines seven major planning steps and a general timeline to implement the steps before the event (**Table 1**). Use the checklist to track

progress and evaluate the resources needed for the events.

Table 1. High-level checklist of major planning steps.

Step	Description	Starting Time Prior to Event	Complete
1	Define the goals		
1.1	Objectives and Outcomes of the Collection Event	3–4 months	☐
1.2	Event Audience and Audience Expectations	3–4 months	☐
1.3	Partnership	3–4 months	☐
2	Develop Event's Description		
2.1	Event Title	2–3 months	☐
2.2	Event Scale	2–3 months	☐
2.3	Event Programming and Budget	2–3 months	☐
2.4	Date, Time and Length of the Event	2–3 months	☐
2.5	Event Location	2–3 months	☐
3	Establish Organizing Team		
3.1	Project Management	2–3 months	☐
3.2	Marketing, Promotion, and Communication	2–3 months	☐
4	Acquire Resources		
4.1	Permit	8–10 weeks	☐
4.2	Marketing and Communication Materials	8–10 weeks	☐
4.3	Registration	6–8 weeks	☐
4.4	Supplies	6–8 weeks	☐
4.5	Labor	6–8 weeks	☐
5	Set Up		
5.1	Event checklist: 1–2 Weeks and 1–2 Days Prior to Event	1–2 weeks	☐
5.2	Set Up the Event	1–2 days	☐
6	Run the Event		
6.1	Safety Meeting, Rules, and Responsibilities	0 days	☐
6.2	Run Event	0 days	☐
6.3	Cleaning and Transportation	0 days	☐
7	Evaluate Post Event		
7.1	Evaluation	-1 week	☐
7.2	Acknowledgements	-1 week	☐

2.1. Step 1: Define the Goals

2.1.1. Objectives and Outcomes of the Collection Event

Start the planning process by developing clear and concise objectives and outcomes of the collection

event to meet larger programmatic goals. Some example objectives of the e-waste collection event could be to raise public awareness, reduce environmental impacts, recover materials, reduce waste, increase sustainability, comply with regulatory requirements, increase health and safety, or create new job opportunities. The goals and objectives will

impact marketing, budgets, and needed supplies. For example, if the goal is to collect data on the recycling populations, survey protocols are required before the event. If the goal is to raise awareness about how to recycle e-waste properly, more attention is needed to design educational posters and communication materials. If the goal is to collect e-waste, providing convenience for participants is necessary. Regardless of the goals, the objectives should be measurable such as a target number of participants or the amount of e-waste to collect.

2.1.2. Event Audience and Audience Expectations

Based on objectives and outcomes, target audiences can be defined to achieve these goals. Some factors to consider regarding the target audience are age range, home ownership, education level, geographic location, preferable communication methods, and availability. Based on the interests and needs of the target audience, plan for the right event type to attract specific demographics.

The audience of the e-waste collection event could be residents, businesses, students, and educators from educational institutions, non-profits organizations, or non-profit groups. Since the audience can vary, it is important to capture the main interest of the target audience, which affects the selection of communication and outreach methods to help maximize participation.

Audience expectations of the e-waste collection event could be the convenience to drop off e-waste (e.g., ease to access, less time-consuming to participate in, have suitable drop-off times), data security for data-sensitive devices, proper handling, waste reduction, or recycling benefits.

2.1.3. Partnership

There are various levels of partnership that need to be established before organizing an e-waste event. If the event organizer is an e-waste recycler, they can work with other entities to broadcast the event, secure a location, or obtain sponsorship for certain supplies. Example partners include local government agencies, elected officials, corporate sponsors, recycling facilities, non-profit organizations, educational institutions, community centers, and libraries. If the

event organizer is a non-profit organization, it is critical to partner with an e-waste recycler as they have the equipment, expertise, and license or certification to handle e-waste properly. While the primary partnership will directly involve organizing the event, the secondary partnership will help the event reach a broader audience. Those primary partnerships will inform the location and the scale of the event. More details about a partnership with the event location will be described in Step 2.2.5 and Appendix A6.

Another organizational strategy would be to co-organize the event with other recycling events such as community paper shredding, household hazardous waste events, tire collecting, collection of mattresses, or any other hard-to-recycle materials. Another option is to pair e-waste collection events with donation events; however, be aware that some individuals want tax benefits from donating, which may not be available for recycling programs. The more partners involved, the larger the event and more aspects to manage. Before talking to potential partners, it is important to prepare the event description, expectations from the partnership, potential benefits from partnering, and benefits to the community. Depending on the city/state the event organizer lives in, the organizations or local public agencies available to work with and how to approach them may vary; however, this handbook recommends starting by contacting the city's administration and non-profit organizations. These groups may have available information pertinent to the event or may be able to offer references to the right people. Make sure to keep their contact information in some form of spreadsheet for ongoing and continued partnership development.

2.2. Step 2: Develop Event's Description

Once all the information from Step 1 is gathered, start Step 2 to build a portfolio of what the event day will look like.

2.2.1. Event Title

The event title should reflect the event objectives, outcomes, and target audience. Brainstorm a title that is clear, concise, and catchy. The title should at least include e-waste (or electronics) and recycling to let people know the main purpose of the event. Advertising it as a free event helps attract a lot of

attention. An example event name is “free e-waste drop-off.”

2.2.2. Event Scale

The scale of the event will help determine the venue, the traffic logistics, the quantity of supplies, and equipment that needs to be prepared for the event. Although it is hard to accurately predict the number of attendees for a first-time event, pre-registration could hint at how many attendees may attend. However, do not rely completely on this method. The authors of this handbook have observed many no shows for those who pre-registered, while others show up without pre-registering. Another strategy is looking at attendance from similar events. For example, an indoor 2-line event can accommodate between 100 and 200 people to drop off donations and make space for participants to take a survey, all within five hours of operation. If it is unknown how many people will attend, a good estimate will help the event organizer prepare accordingly. Should the supplies and promotional items run out during the event, prepare a back-up plan for supplies and promotional items. Include an inventory logbook at the event to help estimate how long the supplies and promotional items will last and prepare a mitigation plan (e.g., changing the protocol of promotional items or having a list of alternative items available for local purchase or restocking more supplies from facilities when possible).

2.2.3. Event Programming and Budget

Event programming: This will include event activities such as check-in, e-waste drop-off, or survey. The event programming highly depends on event goals, the feature of the event location, and seasonality. Below are some typical considerations:

- **Type of Event:** There are two options, indoor and outdoor events. Typically, outdoor events are preferable because there is no need to plan for parking separately from the main drive-through drop-off activity. However, indoor events are a good option for when the weather is not favorable.
- **Activities:** While the check-in station is optional and is mainly used to direct traffic flow into separate dedicated lines/lanes, this station could also gather information about pre-registrations (e.g., types of devices to drop off or participant’s geographic locations) or advertise upcoming

events. The drop-off station is mandatory to receive and sort e-waste into different categories for further processing. The survey station is optional, mainly to collect feedback or data for future improvement. A station to give out incentives, such as stickers and swag, is optional, but it could help increase the number of participants.

- **Event Layout:** One-way traffic is recommended to avoid congestion between inflow and outflow. Having at least two drop-off lanes also helps improve traffic conditions since the most time-consuming step is the receiving/unloading and sorting e-waste into different bins at the drop-off station.
- **Post-collection logistics:** A logistics plan for transporting e-waste from the collection site to recycling facilities is required to ensure enough trucks/trailers are available at the event once there is enough e-waste to be transported out.

Budget: Major cost items for an e-waste event include marketing (printed materials and advertising channels), logistical supplies, venue, and labor. Collaborating partners can help share some of these costs if the event organizer has a low budget.

- There are numerous marketing methods to choose from that fit various budgets. For example, creating a Facebook event or posting an event flyer on Instagram is free. Another free option is community calendars. If possible, partner with organizations who can cover the mailer cost; this would reduce marketing costs substantially. If a more generous budget allows or if it is a priority to reach audiences faster, consider running an ad campaign on Facebook, Instagram, YouTube, Google, Spotify, iHeart radio, or local radio stations. If the marketing plan is to print educational posters, event flags, stickers, or postcards for upcoming events, consider where costs can be cut such as making the design or printing the materials in-house.
- The event program should be adjustable to stay within the budget limit. Based on the event layout and potential activities, list all the necessary supplies and estimate the costs. If it is over-budget, try to cut noncritical items from the list or find alternative items such as borrowing used supplies instead of buying new. Some supplies will also be provided by the venue provider such as chairs, tables, and tablecloths.

- Renting the event location could be costly; however, some locations could be reserved for free or at a discounted rate for community events. When booking a venue, make sure to mention that the collection event is open to the community to save costs.
- Labor costs can be estimated based on how much time is needed for setting up, running the event, and cleaning up after the event. A good staffing plan and a clear event layout could help minimize the required labor time. See a staffing plan example in Section 4 and a template in the Appendix for guidance. Leverage help from volunteers to reduce labor costs significantly.

2.2.4. Date, Time, and Length of the Event

The time and date are critical as it affects venue availability and public participation level. Since the typical event audience is residents, Saturday is generally a good day to encourage maximum participation. The collection event duration is typically 4–5 hours, including both morning hours and afternoon hours to accommodate those with morning or afternoon commitments. Offering a range of hours also reduces congestion and waiting time.

Another factor to consider is seasonality. Because it gets hot around midday in the summer, summer

events typically start and end earlier than winter or spring events.

In case some permits are required for the event, consider how long it takes to obtain those permits. Permit wait times affect how soon the event can be organized.

Additionally, if the plan is to coordinate a series of events, ensure there is enough time between events for the recycling facilities to process the collected e-waste and to be ready to receive more e-waste from the next event. For example, the authors of this handbook typically wait for 3–4 weeks between events.

2.2.5. Event Location

Securing the event location is the most important part of organizing collection events. The location needs to meet requirements regarding cost, space, and convenience to ensure the success of the event. Additionally, material handling and traffic flow are crucial components to consider. Depending on the season, choose an indoor or outdoor place. For indoor events, it is likely that it will be a drop-off event. For outdoor events, there are two options: (1) drive-through only or (2) both drive-through and drop-off. **Table 2** offers factors that can be used to determine whether the location is suitable for the indoor or

Table 2: Factors to consider a location event.

No.	Factor	Indoor	Outdoor
1	Availability for setup, operating, and cleaning up	✓	✓
2	Parking space for participants	✓	N/A
3	Potential impact on traffic patterns	✓	✓
4	Parking space for material handling	✓	✓
5	Obstacles to material transport	✓	N/A
6	Main space for activities	✓	✓
7	Necessary supplies	✓	✓
8	Signage rules	✓	✓
9	Emergency exits, break area, and nearby restrooms	✓	✓
10	Cost	✓	✓
11	Insurance and permit	✓	✓
12	Familiarity of the place	✓	✓
13	Partnership	✓	✓
14	Converting to drop-off site	✓	✓

outdoor collection events. Consider these factors when touring through the event location with the facility manager.

Availability

Make sure to check for the availability of the place on the date of the event and the day before the event for setup. In some instances, having access to the event location the day after the event is critical if it is not possible to transfer all materials out on the event day. For a public collection event, a place that is available on Saturday for the event and Friday afternoon for the event setup is recommended to maximize the number of participants and to ensure sufficient preparation time. The preparation time for the indoor and outdoor event could be different depending on how many stations/activities are planned, how early the event would start, or how secure the place is to leave supplies overnight. It is recommended to have at least 2–3 hours for event setup for the first time. Once the setup process is routine, the setup time can be shortened.

Parking Space for Participants

Parking only applies for the indoor collection event as participants need to park their vehicles and bring e-waste into the building. In this instance, having enough parking spaces for constant inflow and outflow of vehicles is important. Consider ways to allow two or more lanes of one-way traffic. Depending on the estimated number of attendees, check if nearby parking lots are available for overflow parking use. Consider the impact the parking situation would have on other attendees also. Sometimes it is easy to focus on the attendees of your events and forget about the regular customers of the venue or other events happening at the same time (if any). Be mindful of the impact on such customers.

Potential Impact on Traffic Patterns

Regardless of indoor or outdoor settings, consider how vehicles entering or exiting the location might impact the surrounding traffic. If the event has the potential to congest surrounding traffic, plan for mitigation strategies by having additional staff to direct traffic, changing the route by blocking some entrances to have longer buffer zones, or working with local authorities if needed.

Parking Space for Material Handling

Material handling trucks should have a designated parking spot to easily load and unload materials. Their

parking spaces should be close to the building's entrance or exit doors for the indoor event and should be close to the drop-off stations and exit way for the outdoor event. It is especially important to consider the route the material handling truck should take to be out of the way of inflow and outflow traffic.

Obstacles to Material Transport

This factor applies to indoor events. Ensure material transport is easy for residents to bring e-waste inside the building as well as for e-waste recyclers to carry materials out of the building. This could affect the material types that can be accepted for indoor events. Imagine carrying larger e-waste items from the furthest available parking spot at the event to the indoor space. Consider what obstacles can be mitigated. Walking into the building, take note of anything that could be an obstacle such as the entrance door dimension, door types, and stairs. If there are issues with the main entrance, look for ways to adjust the doors if it is allowed. Consider alternative entrances if that is an option. In addition to the main doors, pay attention to the doors of the specific room or rooms in which the event will take place. For example, select the room with the French door without the mullion divider or the removable mullion divider. If there are stairs, look for ramps or create temporary ramps.

Main Space for Activities

For an indoor event, it is typical to set up two lines of one-way service inside the building. For an outdoor event, it is typical to set up at least two lanes of one-way traffic and unloading areas. The number of lanes can be increased if there is high pre-registration. The extra space may be needed if additional activities, such as survey stations or promotional items giveaways, take place. After estimating how many lanes/lines of traffic are needed and how many stops or stations a car or a person must make between entering the lane/line and exiting, evaluate whether the main venue space is sufficient.

Necessary Supplies

Estimate the necessary supplies, such as numbers of chairs, tables, tents, signage, easels, and other supplies, during the initial walk-through of the space. Discuss with the facility manager what supplies they have available for use and what supplies the event organizer needs to bring. The supplies will also affect the budget. It is preferable if the venue owner provides event supplies, as this will help reduce the cost. Discuss with the venue owner their policy on using

their supplies. Compile a checklist of unprovided items needed for the event setup. Remember to check the Internet service at the location if it is needed for any planned activities during the event. If free Wi-Fi is not available, consider an Internet hotspot.

Signage Location and Rules

Directing people to go to the right stations with the least amount of congestion and confusion plays a key role in the success of the event, regardless of indoor or outdoor settings. Imagine arriving at the place for the first time. Consider where to place the signs to enter and exit the lines/lanes successfully. At minimum, two signs are needed: one for entering the event and another for exiting. To raise awareness about events even for those who have not learned about the event through social media and other forms of advertisement, it might be necessary to hang flags, banners, and foldable signs. However, there may be constraints on the location with respect to the number, dimensions, and other aspects of signage for advertising materials depending on local zoning laws. Check those restrictions with the facility manager and the local government agencies beforehand.

Emergency Exits, Break Area, and the Nearest Restrooms

Remember to check the emergency exits, the emergency evacuation routes, and the nearest restrooms to direct event attendees accordingly. If there are no restrooms nearby, renting portable toilets is suggested. Ensure that all stations are staffed when team members are taking a break. In addition, plan for lunch break space and lunch and drink options for the team. Keeping staff hydrated during the summer is critical for their safety and ensuring a smooth event.

Cost

A suitable place with no rental cost is ideal. Some places allow reservations for free or offer a discounted rate for a public event. To compare between different location options, the total cost should be based on a sum of the rental cost and the supplies the event organizer needs to bring.

Insurance and Permit

Ask if there is any insurance or permit needed to organize the event at the toured location. For example, some places may require permit and event insurance to handle flammable and hazardous materials. The insurance will depend on rental requirements and agreement.

Place Familiarity

To attract more attendees, a place that is well known to everyone, close to the traffic hub, and close to a popular area is preferred if it meets the availability and convenience requirements mentioned above. Some examples include shopping malls, city halls, museums, schools, libraries, or community centers. The address of the selected location should be clear and easy to locate. If the address is difficult to locate or challenging to navigate, a mitigation plan needs to be considered such as sharing a detailed map or the exact longitude and latitude of the location in the registration or event website. It is also important for the attendees to know where the main event entrance is located.

Partnership

Rather than a landlord-tenant relationship, a partnership with the event location owner can facilitate planning and execution processes of the event. Partnerships enable access to additional resources such as spaces, facilities, equipment, and personnel. By leveraging the event partnership's communication channels, the event can be promoted and can reach a broader audience. Additionally, forming an association could increase the participants' trust in your event. A partnership with local government agencies would support logistical aspects such as traffic control or security. In short, the partnership will bring significant impact in the long-term. Therefore, a place where you can establish a partnership with the location owner is preferable.

Conversion to Drop-off Site

Check whether this location is available for temporary use or can be converted later to a long-term spot for an e-waste drop site. In general, if the goal is to create a habit of dropping off e-waste for recycling, maintaining the same location could be beneficial.

2.3. Step 3: Establish Organizing Team

Having a team of committed individuals is an important factor in successful events. The team can help brainstorm, plan, and execute the event.

2.3.1. Project Management

Make sure to dedicate at least one person as project manager who will oversee tasks, make overall decisions, schedule activities, and monitor the budget.

The following are some roles and responsibilities for consideration:

- Establish partnership
- Coordinate with partnering organization to reserve event location
- Create the event program, including activities and event layout
- Develop roles and responsibilities for each team member before, during, and after the event
- Create an event budget and ensure the event stays within budget
- Prepare, rent, and/or order necessary supplies, including food and beverages
- Arrange logistics for transporting e-waste offsite
- Run event day and keep track of employees
- Address payroll post-event and close any open vendor accounts
- Obtain needed permit or insurance.

2.3.2. Marketing, Promotion, and Communication

The success of the event depends on how many audiences are reached via communication channels, so make sure to have a great marketing team. The following are some tasks and responsibilities for consideration:

- Create an advertising and promotion plan, including advertising channels, frequency of ads, the timing of ads, and the overall marketing budget
- Develop event graphics
- Create promotional videos and manage translations to different languages, if needed.

2.4. Step 4: Acquire Event Resources

2.4.1. Permit and insurance (if applicable)

Once an idea is developed about how the event will look and where it will happen, identify whether a specific permit and/or insurance is needed to organize the event. If a permit is needed, follow the steps in this section; otherwise, move to Section 2.4.2.

- The first step is to identify which specific permits are required for the event based on the nature of the event and local regulations. Sometimes if

partnering with local authorities, waivers can be obtained for some permits, which can save time, money, and effort.

- The next step is to obtain contact information and to reach out to the corresponding local authorities for the permit application. The detailed description of the event in Section 2.2 will facilitate completing the application form more quickly.
- After submitting the application, follow up with the local authorities if the expected timeframe to receive feedback on the permit has elapsed and a response has not yet been received. Be prepared to submit additional information as requested.
- Once the permit is approved, make a copy and keep it on hand during the event.

If insurance is needed, work with the facility manager for specific requirements and an insurance company to get the right coverage for event duration. Keep a copy of your insurance on hand during the event.

2.4.2. Marketing

Communication Channels

Based on the event objectives and targeted audiences, develop a detailed plan for marketing strategies, channels, and timeline. Multiple marketing methods before and during events should be considered to maximize audiences. Engage with local media (e.g., local newspapers, radio stations, TV channels), mailers from elected officials, and local or regional business news outlets. Offering a live or recorded interview during the event could help encourage media engagement. Try to use all accessible social media channels and collaborate with partners who can help promote the event.

Graphics

Start by establishing a clear brand for the event. This will include working with a trained graphic artist to create an event logo and determining what short, catchy tagline(s) will be to accompany the event. Having more than three taglines is not recommended. For example, the INL and ECyclers team used “Keep Idaho Beautiful” and “Declutter your homes.” The design should be easy for audiences to relate to, and the message should be short and clear. Make sure to begin the design process as early as possible. Allow enough time to adjust the design and messages, so they can be included on promotional items, if desired.

Additionally, include other promotional items, such as stickers, postcards, posters, handouts, flyers, social media pictures, flags, banners, or tent cards, if desired. Graphic examples of these communication materials can be found in the Appendix. Ensure all branding designs and messages are consistent.

Once the event information and event design are finalized, update the event website (create one if not done already). Essential information about the event, such as event title, date, time, location, and any guidelines, should be found on this website. It can also be a hub to answer frequently asked questions related to events.

Example for graphics and communication can be found by referencing Appendices A7 to A19.

2.4.3. Registration (if applicable)

Registration could help estimate the number of attendees and enable efficient planning. Because the number of attendees drives the event layout, materials, equipment, labor, potential impact on traffic, and other logistics, it is helpful to set up a registration platform for a collection event. The registration can enable communication with the attendees before the event, remind them of the event, and keep them engaged and informed if there are any changes. In addition, allowing attendees to schedule a specific time to come will reduce waiting time and congestion on the event day. However, if there are restrictions on collecting personal information, the registration platform may not be applicable. Check if there are any restrictions before setting up the registration platform. Also consider your target audience and the likelihood of the attendees registering. Below are some recommendations for setting up registrations:

- First, select a reliable online registration platform.
- Second, create a registration form.
- Third, embed or link the registration form to your event website and share the registration link through all communication channels.
- Fourth, send a confirmation email.
- Fifth, use the registration data to adjust the planning strategy accordingly.

2.4.4. Supplies

Proper preparation for supplies is essential to smoothly run a collection event and reduce last-minute

issues. Supplies will cover all logistical aspects such as the following.

Station Logistics and Signage: Depending on how many stations the event will have, prepare supplies for each station as follows:

- **Entrance area:** Place event signs, flags, or banners in this area to raise awareness of the event. The event signs, entrance signs, and directional signs are recommended to direct attendees and reduce congestion to the surrounding area. It may be helpful to place a poster with a list of acceptable items for e-waste collection, so people know whether they have brought proper items and leave easily if they have not. If there are educational materials/posters, they can be placed in this area so people can read them while waiting in line.
- **Check-in station (optional):** Since the check-in station is optional, this station is mainly used to direct people into separate dedicated lines/lanes. This station may also be used to gather information such as number of attendees per household or group, types of devices, or geographic locations of the attendees. Prepare check-in tables, sign(s) for check-in tables, tablecloths, chairs, check-in equipment/notebook, or any equipment that will enable attendance tracking. The check-in station can be used to confirm pre-registered participants and to count actual attendees for comparison. This station can also advertise upcoming events. Place any future event cards at this station. In addition, this station also serves as an information desk for those who are not aware of the event but who are in the area and want to know more details. Having a location to receive feedback and address any questions or concerns is recommended. If electronic equipment is needed at this station, remember to bring power strips, power bank, or Internet access for that equipment.
- **Drop-off station:** This is the main station at which e-waste is received and sorted into different categories for further processing. Ensure sufficient boxes and pallets (including spare ones) are ready to receive e-waste throughout the event duration. Small plastic totes and pallets can be considered if there are special categories such as functional devices or loose batteries. It is important to label all boxes for efficient sorting. A copy of the sorting instruction or sorting layout should be placed

nearby to remind team members of how to sort e-waste into different bins. For drop-off events, consider whether dollies or carts are needed for easy loading and unloading. If tables and chairs are needed for this area, remember to add them to the supplies list. Finally, add enter and exit signs to the supplies list.

- **Survey station (optional):** This station may optionally be set up to collect feedback or data to improve the event. If a survey station is needed, consider adding some of the following supplies to the list: signs to enter and exit the survey area, tables and chairs for survey, promotional materials/swags, electronic survey equipment or hard copy of survey, pens, handouts, and printed materials. If electronic survey devices are used, power strips and access to electricity to recharge those devices are also needed. Internet access using Wi-Fi or hotspot may also be needed if it is an online survey.
- **Exit area:** Directing people or vehicles to exit the event area easily and quickly has a significant impact on the efficiency of the event. Therefore, clear exit signs and directions are recommended. A direct exit for non-survey and survey participants may also be helpful. If needed, add “Do not enter” sign and directional sign to the main event entrance can be used to make sure traffic moves the correct way.

Parking Area (For Indoor Events): Consider having parking signs to guide the attendees. Additional signs can help direct the attendees from the parking area to the main entrance of the building where the event takes place.

Material Handling, Transportation, and Logistics: To transport e-waste from the collection site to recycling facilities, ensure there are enough trucks/trailers available at the event for offsite transport. These vehicles need to enter and leave easily and have available parking space when they come back. Additionally, the e-waste materials need to be moved from drop-off stations to the truck/trailer by forklifts or pallet jacks. Therefore, in addition to preparing enough trucks/trailers, reserve spaces for loading/unloading and spaces for truck/trailer parking. Consider using safety cones, yellow caution tape, forklifts, or pallet jacks to smoothly run this process. At times, it is important to temporarily stop incoming traffic during loading/unloading to ensure safe operation.

Safety and Emergency: Personal protective equipment (PPE), such as safety vests, gloves, and facemasks, are recommended to unload e-waste. This is because residential e-waste collects dirt for a long time before being dropped off. First aid kits should be available for the team and the public to use when working with sharp edges. Remember to consider the impact of the weather on the event and prepare to respond accordingly. For example, if it rains, be prepared to cover the cardboard boxes with a tarp and bungee cords. If it is windy, having sandbags to anchor materials is critical. If it is sunny, having tents and umbrellas to provide shade is essential for the team’s health. Contact local security if there are potential security concerns for the event such as stealing, vandalism, or general harassment.

Equipment and Connectivity: Prepare all the required equipment and ensure that it is fully charged and connected to the Internet if needed. If Wi-Fi is not available, Internet hotspot should be considered. Having long-range walkie talkies for team members to communicate throughout the event is critical for a smooth operation, especially for outdoor and large events.

Promotional Materials (Optional): If promotional items are given out, make sure to consider the procurement and delivery lead time. Place the orders as soon as possible to ensure they are delivered on time. If the main swag items are not available, consider other substitutable swag items that can be procured locally.

Miscellaneous Supplies: Remember to prepare trash bins, sanitizers, and cleaning supplies to clean the space after the event. Additionally, prepare sunscreen, drinks, refreshments, or boxed lunches for all employees.

A detailed supplies list can be found at Appendix A1 and A2 for indoor and outdoor events, respectively.

2.4.5. Labor

Based on the estimated number of attendees and the event layout, estimate how many employees are needed to set up and run the event, consider having part-time employees or volunteers if needed. At minimum, four people are needed to set up and clean up. For running the event, at least one person at check-in, one person directing incoming traffic, two people per drop-off station, and one person at

checkout are needed. The team size can easily reach 10–20 people, considering all aspects of event planning. Examples for staffing plan, mandatory training for volunteers, and event policy can be found in Appendices A3 to A5.

2.5. Step 5: Leading Up

Table 3. The event checklist.

No.	Category	Detailed	Optional	Status Prior Event (Started, In-progress, Completed)		
				1–2 Weeks	1–2 Days	Event Date
1	Permit/insurance		✓			
2	Marketing		-			
3	Registration		✓			
4	Supplies		-			
4.1	Station logistics and signage	Event signs, flags, or banners	-			
		Directional signs	-			
		Acceptable items poster	-			
		Tables, tablecloths, chairs	✓			
		Tablets	✓			
		Boxes, box labels, and pallets	-			
		Dollies and carts	✓			
		Tents and sandbags	✓			
		Tarp and bungee cords	✓			
4.2	Parking area	Parking signs	✓			
		Directional signs	✓			
4.3	Material handling, transportation, and logistics	Pallets	-			
		Cardboard boxes and plastic totes	-			
		Trucks/trailers	-			
		Reserved spaces for loading and unloading	-			
		Reserved spaces for truck/trailer parking	-			
		Safety cones, yellow caution tape	-			
		Pallet jacks, forklifts	-			
		Safety rules and sorting instructions	-			
		Line divider	-			
4.4	Safety and emergency	PPE and first-aid kits	-			
		Raincoats	✓			
		Security	✓			
4.5	Equipment and connectivity	Internet hotspot and/or Wi-Fi	-			
		Walkie talkies	✓			
4.6	Promotional materials	Swag	✓			
		Upcoming event postcard, business cards	✓			
		Educational posters	✓			
4.7	Miscellaneous supplies	Trash bins and cleaning supplies	-			
		Sanitizers	✓			
		Drinks, refreshments or lunch boxes	✓			
	Labor	Fulltime employees	-			
		Part-time employees	✓			
		Volunteers	✓			

2.5.1. The Event Checklist: 1–2 Weeks, 1–2 Days Prior to the Event

Two weeks prior to the event, reconfirm information of the event with the e-waste recycling team, the event location facility manager, and organizing team. Finalize preparation steps and review the status with the organizing team on tasks such as permit/insurance application, purchasing supplies and promotional items, and advertising campaign. Update task statuses 1–2 days prior to the event to ensure all tasks are completed. If some supplies cannot be delivered on time, find alternative local supplies or suppliers.

Table 3 is an event checklist designed to help track the status of preparation steps.

2.5.2. Setting Up for the Event

Setting up the event provides an opportunity to ensure all elements are in place and ready for the event. Ensure the setup looks neat and organized. The event's appearance invites professional impressions from attendees and the partnering organization. The setup helps enhance the event experience and reduces potential issues for the event day. **Table 4** provides recommendations to set up the event.

Table 4. Setting up for event.

No.	Steps	Optional	Indoor Event	Outdoor Event
I.	Station set up		✓	✓
1.1	Unload supplies and equipment		✓	✓
1.2	Transfer supplies based on layout		✓	✓
1.3	Set up and label tables and collection boxes		✓	✓
1.4	Set up information and check-in tables	✓		
1.5	Set up survey station	✓		
1.6	Test equipment	✓	✓	✓
1.7	Set up line/lane divider		✓	✓
1.8	Set up event and directional signs		✓	✓
1.9	Get safety and protective equipment ready		✓	✓
II.	Other set up		✓	✓
2.1	Event flags and event signs		✓	✓
2.2	Truck loading logistics		✓	✓
III	Final walk-through		✓	✓

Stations Set Up

- First, unload supplies and equipment at the event venue such as collection boxes, signage, event poster, supplies, and promotional items. Refer to the checklist to verify all required materials are ready before setting up.
- Second, based on the layout of the event space, transfer these materials to their corresponding locations.
- Third, set up tables and place collection boxes and pallets in their designated areas, labeling the collection boxes and tables. The backup boxes should be placed nearby, if space allows. If there are rainy or windy weather conditions, conduct minimal set up the day before to get the space ready, then full set up the day of the event.
- Fourth, set up the information desk, registration tables with tablecloths, signs and check-in form, pens or tablets, and Internet hotspot, if needed. If planning to give out swag, set up those items as

well. If planning to conduct surveys, set up a survey station. Also, set up the first aid/emergency station.

- Fifth, test all equipment, including tablets, Internet hotspot, and walkie talkies if applicable.
- Sixth, set up the lane/line divider.
- Seventh, set up the foldable event signs and directional signs to guide people throughout the event and to the exit. If the event has a survey station, remember to have a sign indicating where non-survey participants can quickly exit the venue.
- Eighth, place all items for the event day, such as safety vests, gloves, and cleaning items, into one designated place.

Other Set Up

- Hang event flags and event signs and place foldable signs to guide people from the parking area through the event space (for indoor event) and from the entrance to the check-in point.

Consider all directions from which drivers could see the event location. If needed, include “Do Not Enter” signs to avoid wrong-way traffic.

- Estimate truck loading logistics to determine whether some of the parking lot spaces need to be blocked by traffic cones, yellow caution tape, or other safety barricades.
- If there is a high chance of rain, bring raincoats for employees and encourage them to bring a change of dry clothes. To protect the collection boxes, use plastic tarps with bungee cords to cover them.

Final Walk-through or Drive-through

- Conduct a walk-through from the parking area into the building, drop off e-waste, and exit to ensure everything is in place and functions properly for indoor events. Conduct a drive-through from the parking lot entrance to exit and notice narrow turns, tight lanes, or confusing signage and adjust accordingly for outdoor events.

2.6. Step 6: Event Day

2.6.1. Safety Meeting, Rules, and Responsibilities

Safety Meeting and Event Rules

- Before the event begins, it is important to go over safety protocols. Ideally, a pre-event training should be conducted especially for volunteers and seasonal workers. An example can be seen in Appendix A4. A safety meeting should be held for all organizing members, including full-time and part-time workers and volunteers.
- Remind team members to always be aware of their surroundings and to report any unsafe conditions or behaviors. Be sure to designate an individual to whom team members should report these concerns. Remind people where the first aid kit and emergency exits are located.
- Request that everyone wear the appropriate PPE, including safety vests, safety gloves, safety glasses, and any other specified gear.
- Encourage everyone to stay hydrated and take breaks on rotation so that at least one person is always present at each station.
- Go over collection event rules a final time, which include no weapons, no drugs or alcohol, no bags/packages at events, no stealing, and no destroying collected items.

- Print out the event rules and place them in a visible area of the event location.

Task Division

- Divide people into their groups and remind them of their roles and responsibilities. Clearly assign roles for handling the registration, managing the collection boxes, administering the survey, and giving out promotional items.
- If educational posters are used, designate an area to display them and assign people to oversee this area.
- Since e-waste needs to be collected according to specific categories, a printed sorting visual is recommended to remind team members to put e-waste in the appropriate bins. The boxes' labels should be clear to employees.

2.6.2. Running the Event

- Before the event starts, conduct a final check using the checklist in Table 3 and perform a walk-through to ensure everything is in place and functions properly.
- As attendees arrive, for the indoor event, they will park their cars and bring their e-waste from the parking lot into the building. As they enter the building, they should be able to quickly see the poster listing acceptable items. For outdoor events, because larger items are acceptable and more space is needed for traffic, the list of acceptable items is not used. Vehicles will be directed to a check-in lane upon arrival.
- If participants believe they have brought acceptable items, they can enter the registration station. The team members working at that station will direct each attendant to their designated lane for drop-off.
- All e-waste will be collected quickly and safely and put in appropriate bins such as functional devices, data containing materials, non-data containing materials, loose battery, miscellaneous, and trash.
- A postcard and a sticker can be given to each participant once they have completed their drop off to acknowledge their participation, advertise upcoming events, and remind them of acceptable items for the collection event. Depending on the event layout, this step could also happen before check-in as long as it makes sense with the event flow. Participants are free to leave the event after

drop-off if they decide not to participate in the survey.

- If participants choose to take the surveys, a team member can direct them to a separate area. For indoor events, this separate area has tables and chairs, whereas for outdoor events it could be a separate parking area. Team members should be available to answer any questions about the survey. After they complete the survey, the assigned team member should compensate the participant based on the survey protocol.
- Regarding the collected e-waste, once the boxes are full, they will be moved to trailers or trucks using pallet jacks or forklifts. New boxes will be put up. When the trailers/trucks are full of e-waste, they will be transported to the recycling facility for further sorting, dismantling, and shredding. Any data contained in e-waste material will be wiped before recycling.
- During the event, conduct periodic check-ins with all team members to ensure everything is running smoothly. Address any issues or concerns promptly. Having walkie talkies is helpful to address issues promptly as they arise.
- In the event of a storm, if there is lightning at the outdoor event, move the employees to a safe area until the lightning passes. There have been very rare occasions when it was not safe to work. As such, cancelling the event is the right thing to do.

2.6.3. Cleaning and Transportation

At the end of the event, clean up the event location.

- First, start by transferring all boxes to the trailers.
- Second, disassemble line dividers, collect all equipment like tablets and Internet hotspot; promotional items; tablecloths; all event signs, directional signs, fold tables, and tents. Return reusable PPE to the designated storage boxes.

- Third, load all materials into the cars/trucks.
- Fourth, dispose of all trash and sweep or vacuum floors.
- Fifth, conduct a final walk-through of the event area to ensure no hazards remain.
- Sixth, confirm all participants have safely left the area and the event location has been returned to a satisfactory condition with the facility manager.
- Finally, safely transfer all e-waste to the recycling facility for further sorting, weighing, and processing. All other materials will be transferred back to the event organizer's office for reuse at future events. Ensure all data collected in the survey and all e-waste quantities are accurately recorded and stored in a secure location.

2.7. Step 7: Post Event

2.7.1. Evaluation

After the event, it is recommended to schedule a team meeting to review the event's success and lessons learned and brainstorm areas for improvement. In this meeting, evaluate how well the event was run, whether the staffing was adequate, and how to make any time-consuming processes more efficient. Make sure that all lessons have action items to follow up and address them. Evaluate the impact on the community such as how many people participated and how much weight was collected.

2.7.2. Acknowledgements

Finally, thank the team for their hard work. Once again, acknowledge the event's partnership and sponsors for their collaboration and support. It may be worthwhile sharing some event statistics with the partners such as the number of participants and quantity of e-waste collected.



SECTION 3. EXAMPLE OF AN INDOOR EVENT

Event Description: This is an example of an indoor e-waste collection event at Idaho Falls Public Library (IFPL) in Idaho Falls, Idaho. With the objectives to raise public awareness about e-waste recycling, cultivating new habits, and conducting a survey on recycling populations, the team decided to organize a free e-waste collection event on Saturday to maximize the participation rate. Since the IFPL opens at 10 a.m., the event ran from 10 a.m. to 3 p.m.

Marketing and promotional strategy: As Idaho does not have e-waste regulations, the event message focused on decluttering homes and keeping Idaho beautiful instead of responsible recycling. The team used social media, such as Facebook, Instagram, and LinkedIn, in addition to radio ads and local news to advertise the event. Community calendars were also used for publicity. Educational posters, such as “What is e-waste,” “What is battery,” and “The benefit to recycle e-waste,” were displayed at the event to increase understanding and awareness of e-waste recycling. Promotional items, such as postcards, swag, and stickers, were used to incentivize participation and help promote upcoming events.

Parking area and potential impact on traffic patterns: Figure 1 shows a map of the location, including parking lots and surrounding streets. A nearby public parking area was used as an overflow parking lot.

Obstacles to material transport: The venue had an automatic sliding door, which was convenient for carrying things in and out of the building. Although the doors of the main event rooms were not wide enough for a 4 × 4 × 4-ft box; fortunately, the divider could be removed during the event with the permission of the facility manager. In addition, there was already an accessibility ramp that was leveraged for material handling. As a result, there were no obstacles to material transport at this location.

Inside space and necessary supplies: The team set up three stations at this event. The first station was for check-in, the second was for drop-off, and the third was for survey/communications. The team used two rooms: one for check-in and drop-off with a 2-line setup and the other for survey and communications. The team also recommended having extra space for supplies, such as first aid kits and water, and a break room for the team. Thanks to the partnership with

IFPL, the venue was furnished with tables, chairs, and free Internet access. The event layout is shown in Figure 2.



Figure 1. Parking instruction for the event at IFPL.

At this event, when attendees arrived, they parked their vehicles and followed the sign to go to the main event entrance. As they entered, they saw the acceptable items poster to check whether their e-waste could be accepted. Attendees could enter the check-in station to inform those assigned to that station of what they brought. The assigned team member directed each attendant to their designated lane. All e-waste was quickly and safely collected and placed in the right bins. Since the event's focus was data-containing devices and battery-containing devices, the team members separated the e-waste into five different boxes: (1) devices containing data and battery, (2) devices containing data but no battery, (3) battery devices without data, (4) devices without data and battery, and (5) miscellaneous non-e-waste items. Once a participant completed their drop off, a postcard and a sticker were given to them to acknowledge their participation, advertise upcoming events, and remind them of acceptable items for the collection event. Participants were free to leave the event if they did not want to participate in the survey. If participants chose to take the surveys, a team member directed them to a separate area with tables and chairs to fill out the survey. If the participants had any questions regarding the survey, there were team members available to assist. After they completed the survey, they chose a promotional item by spinning the wheel, obtained the selected items, and left the room.

Signage location: Due to the city sign code, the team was allowed to place one foldable sign outside of the building for this location, as shown in **Figure 3**. Another event sign was placed at the entrance door at the other side of the building. The team put an entrance sign in front of the check-in station to increase the visibility of the event to attendees.

How to set up and run the indoor event: Please refer to the video for detailed information [here](#). **Figure 3 through Figure 8** are pictures of the event for reference. **Figures 9 and 10** are some swag examples.

Figure 2. Layout of the event at IFPL.

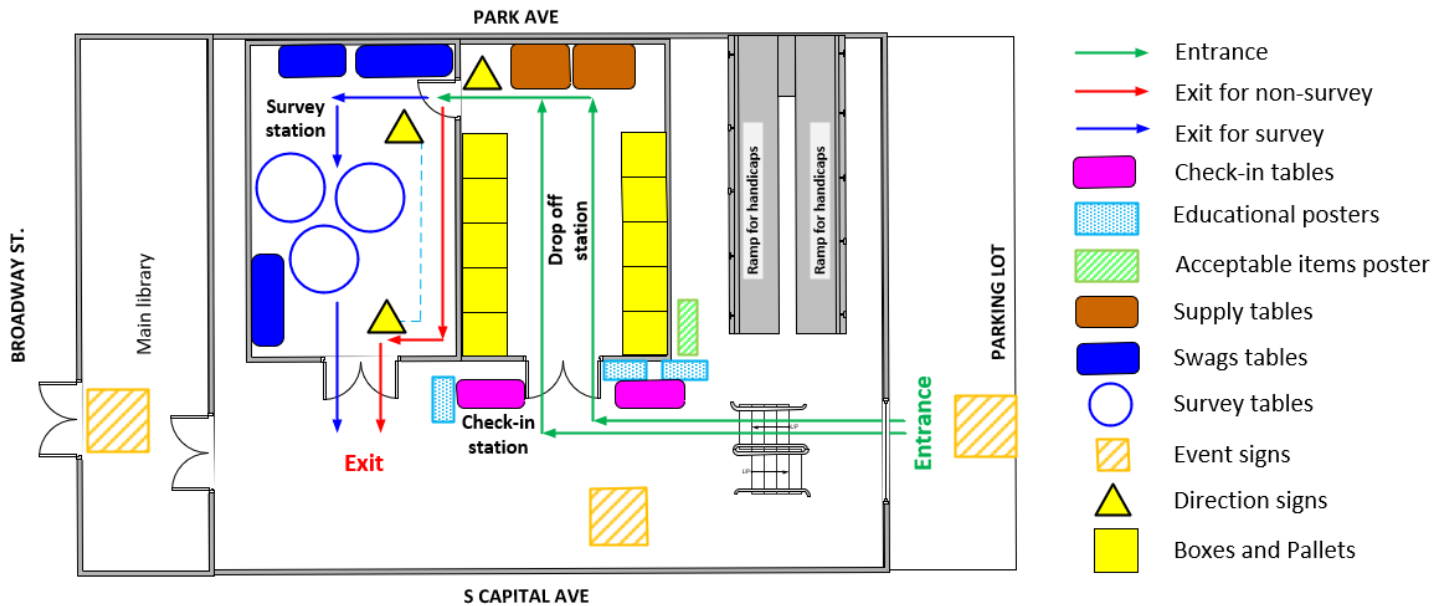


Figure 3. Example of event signs at the indoor event.



Figure 4. Example of a check-in station for the indoor event.



Figure 5. Example of drop-off station for the indoor event.



Figure 8. Example of the swag tables.



Figure 6. Example of survey station for the indoor event.



Figure 9. Example of socks and beanies as winter swag items.



Figure 7. Example of the directional signs at the indoor event.



Figure 10. Swag examples: water bottle carriers and tote bags.



SECTION 4. EXAMPLE OF AN OUTDOOR EVENT

Event description: This is a general example of an outdoor e-waste collection event held at a local parking lot. Aiming to expand outreach and provide residents with a safe way to dispose of e-waste, the team organized a free collection event on a Saturday to maximize participation. The outdoor collection event typically lasts for five hours, beginning in the morning and concluding in the midafternoon.

Marketing and promotional strategy: The collection event's messages focus on serving the community's need for responsible e-scrap disposal. The team enhances their partnership with municipalities and non-government organizations to provide a free and convenient process for residents to dispose of their electronics properly. Marketing efforts include social media posts, radio ads, and flyers distributed in public places. Additionally, flags, marquees, and digital displays around the event site alert passing traffic about the upcoming event.

Parking Area and Potential Impact on Traffic Patterns: A map of the location shows the parking lot and surrounding streets. The team modifies the route by blocking some entrances to create longer buffer zones for the entrance area, adding signs for one-way traffic flows, and helping attendees quickly exit the event location, shown as **Figure 11**. If the entrance event is located near a fire station, a hospital, or organization who serves emergency services, ensure that a traffic control member is assigned to prevent any accumulation of traffic that could obstruct emergency vehicles. Furthermore, during the construction season, it is essential to place signage to guide traffic and minimize traffic conflicts. Lastly, contact the local government, police, and street department to ensure they are informed about the collection event.

Main Space for Activities and Necessary Supplies: The team organizes multiple stations for these events, typically including handout, check-in, drop-off, rest area, and sometimes a survey station. Event setups range from two lanes to multiple lanes, requiring a spacious parking lot and extra space for supplies. Essential equipment includes tables, chairs, umbrellas, tents, a hotspot, boxes, pallets, pallet jacks

or forklifts, trucks, PPE, fire extinguishing, event signs, and directional markers. A designated tented area can be set for team members to rest and to store necessary supplies such as first aid kits, water, sunscreen, and snacks for the organizing team.

Event Process: Upon arrival, attendees enter single-file lanes and are directed to different lanes based on their registration status or the size of their e-waste items. Stickers and future event postcards are handed out before check-in. At the check-in station, team members collect information, such as registration status and the type of e-waste, and they ask if attendees are willing to participate in the survey. A green card will be placed on the windshields of survey participants to help the survey team identify them and facilitate the proper direction for those vehicles to the designated survey area. Vehicles then proceed to the drop-off point, where team members unload the e-waste into designated bins. Example bins used in the Idaho event include functional devices, battery operated devices with data, battery operated devices without data, non-battery devices, miscellaneous items, and trash. Make sure to consult with your local e-waste recyclers about their sorting practices. Vehicles participating in surveys are directed to a designated area before rejoining the exit lane shown as **Figure 12 and 13**.

Signage location: Please consult with the local government regarding the city sign code and ensure the signage design complies with the requirements of the municipality's jurisdiction. The team is permitted to place flags at the event entrance. Additionally, if the city government can assist in posting the event advertisement on digital displays, it would be beneficial for attracting attention. Other signage is equally important, such as event exit signs, which can visually direct drivers through the event. If there are several entrances, be sure to use "Do Not Enter" signs to prevent traffic conflicts.

How to set up and run the outdoor event: Please refer to the outdoor event [video](#) for detailed information. **Figure 14** through **Figure 21** are pictures of the event for reference.

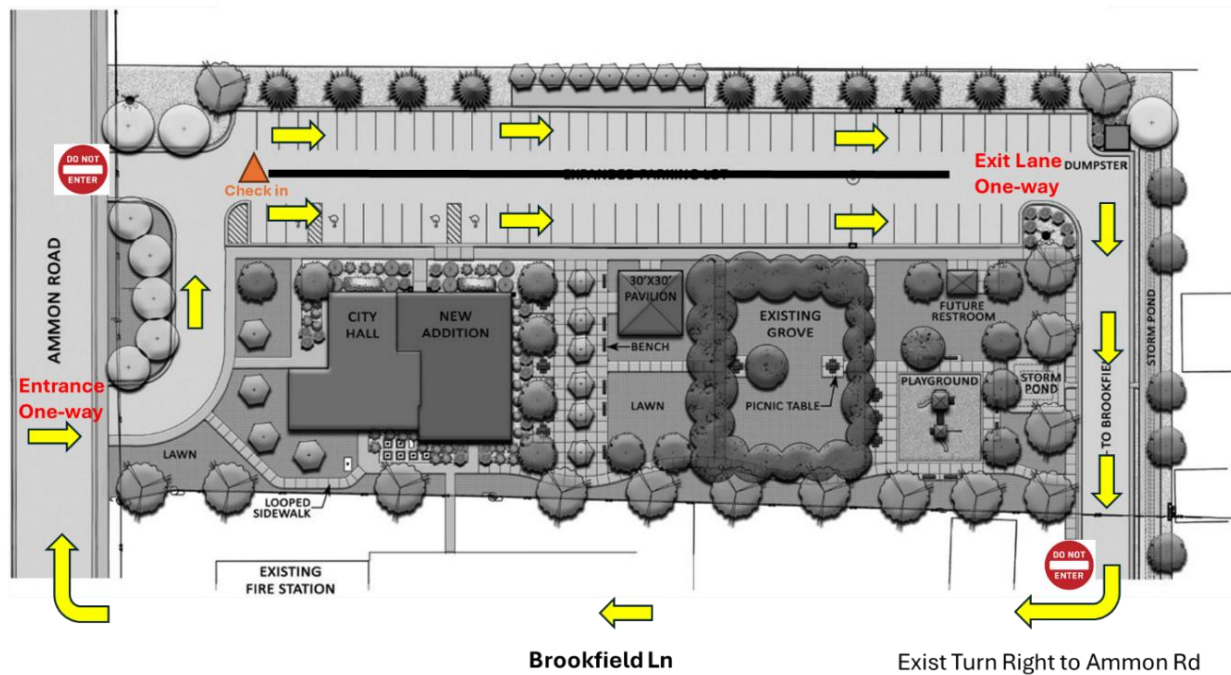


Figure 11. Event layout in Ammon, ID.

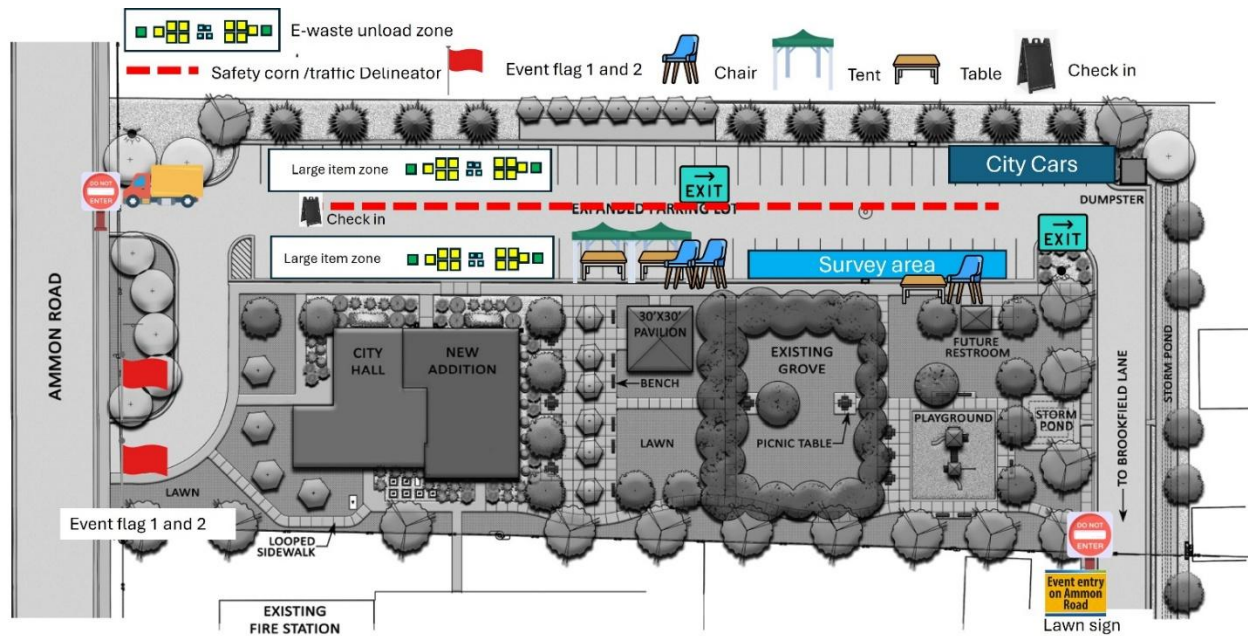


Figure 12. Detailed setup of two lanes for the event. White rectangles represent material handling trucks/trailers and drop-off stations; blue rectangles represent survey area.

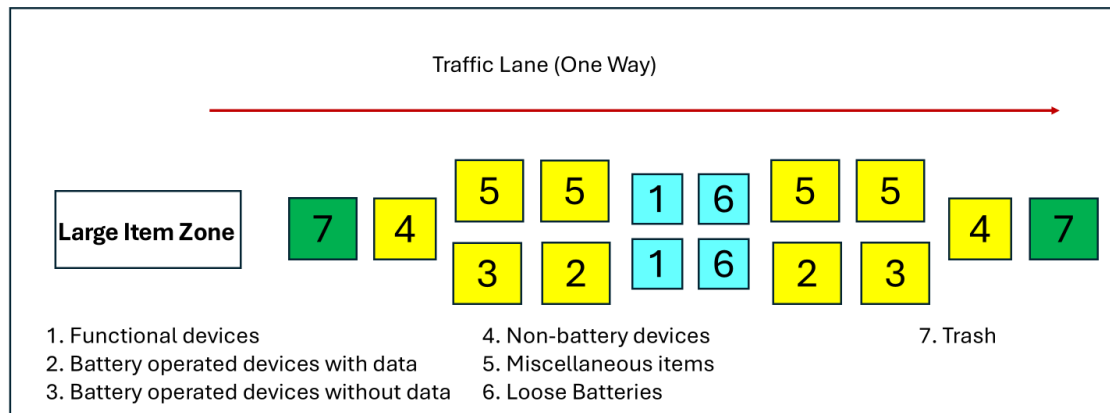


Figure 13.
Example layout
of one drop-off
station at each
lane for the
event.



Figure 14. Example of setting up the drop-off station.



Figure 16. Example of lane signs or lane dividers.



Figure 15. Example of a parking area for material handling trucks/trailers.



Figure 17. Example of positioning a "Do Not Enter" sign to prevent conflict traffic.



Figure 18. Example of lane sign and check in vehicle.



Figure 19. Example of exit sign.



Figure 20. Example of designed survey area.



Figure 21. Example of outdoor event supply.



APPENDIX. ADDITIONAL RESOURCES

A.1. Example of Supply Preparation List for Indoor Events.

No.	Category	Detailed	Example Quantity	1–2 Weeks	1–2 Days	Event Date
1	Parking Lot	Reserved space for loading/unloading	1			
		Reserved space for truck	1			
		Safety cones	4			
		Yellow caution tape	1			
2	Entrance	Foldable event signs	2			
		Flags (if any)	0			
		Directional sign to entrance	1			
		Acceptable items poster	1			
		Educational posters	3			
3	Check-in Area	Sign of check-in tables	2			
		Check in tables and chairs	2			
		Acceptable items list (table size)	2			
		Tablets to check-in	2			
		QR code for survey	2			
		Bookmark link for check-in	2			
		Future event postcards	40			
		Business cards	50			
4	Drop-off Area	Sign to enter and exit this area	3			
		Boxes and pallets (ready to use and spare)	30			
		Small totes and pallets	3			
		Labels all the boxes	16			
		Labels printer	1			
		Sorting instruction (sort layout)	2			
		Safety rules	2			
		PPE (safety vest, gloves, facemask)	20			
		Supply tables and chairs	2			
		First aids kit	1			
		Cabinet	1			
		Rolling carts	4			
5	Survey Area	Sign to survey area	1			
		Sample of swags	1			
		Stickers and future event postcards	200			
		Tables and chairs for survey	3			
		Spin wheel	1			
		Swags	100			
		Swags count logbook	1			
		Tables and chairs for swag	1			
		Tablets to survey	8			
		QR codes for survey	8			
		Bookmark link for survey	8			
6	Exit Area	Sign to exit event	1			
		Sign to exit for non-survey	1			
7	Others	Sanitizers	1			
		Drinks (bottles)	24			
		Lunch box	24			
		Vacuum	1			

A.2. Example of Supply Preparation List for Outdoor Events.

No.	Category	Detailed	Example Quantity	1–2 Weeks	1–2 Days	Event Date
1	Entrance	Flags	2			
		Directional sign to entrance	1			
		Digital display (marquee if any)	1			
		Future event postcards	100			
		Business cards	50			
		Vehicle window sign for survey	20			
2	Check-in Area	Lane sign	2			
		Table and chairs	2			
		Tablets to check-in	2			
		QR code for survey	2			
		Bookmark link for check-in	2			
3	Drop-off Area	Sign for exit this area	1			
		Boxes and pallets (ready to use and spare)	30			
		Small totes and pallets	3			
		Plastic stretch wrap (roll)	2			
		Labels all the boxes	16			
		Labels printer	1			
		Sorting instruction (sort layout)	2			
		Safety rules	2			
		PPE (safety vest, gloves, facemask)	20			
		Tarps (to cover materials for rain)	8			
4	Survey Area	Bungee cords	32			
		Sign to survey area	1			
		Tables and chairs for swags	3			
		Swags	100			
		Tablets for survey	8			
		QR codes for survey	8			
		Bookmark link for survey	8			
5	Rest Area	Sanitizers	1			
		Drinks (bottles)	24			
		10 × 10 tent	2			
		Supply tables and chairs	2			
		First aids kit	1			
		Sunscreen	1			
		Rain ponchos	20			
		Cooler and ice	1			
6	Exit Area	Sign to exit event	1			
		Sign to exit for non-survey	1			
		Yard sign	1			
7	Others	Traffic delineator	24			
		Fire extinguisher (Class D)	1			
		Breakfast/Lunch box	20			
		Heavy duty traffic cone	12			
		Yellow caution tape	1			
		Two side handheld stop/slow sign	3			
		Walkie talkies	8			
		Sandbags	20			
		Rolling carts	4			

A.3. Example of Staffing Plan

1. Event overview	
Arrival time	7:00 a.m.
Location	Ammon City Hall
Event hours	8:30 a.m. – 1:30 p.m.
Date	July 19
On-site contact	AAA 208-xxx-xxxx
2. Staffing	
Position	Name
Traffic controller 1	BBB
Handout & traffic controller 2	CCC
Check-in 1	DDD
Check-in 2	EEE
Drop-off (line 1)	FFF, GGG
Drop-off (line 2)	HHH, JJJ
Drop-off floating	LLL
Traffic controller 3	MMM
Survey	NNN, PPP, QQQ
Traffic controller 4	RRR
Truck driver	SSS
Overall supervisor	TTT
Additional floating staff	VVV

A.4. E-Waste Recycling Program Training Guide

Welcome to the Electronics Recycling Collection Event Training!

Thank you for joining us. This training will teach you how to safely and effectively work at our electronic recycling events. The community relies on these events to recycle their old electronics in an environmentally friendly way.

By the end of this training, we will cover:

1. Rules: The rules are simple but important.
2. Safety: Learn how to stay safe and protect others at the event.
3. Event Process: What to do and how the event works.

4. Best Practices: Tips to help the event run smoothly and efficiently.

Event Rules:

The rules are simple, but important. You may be asked to leave if they are not followed.

1. Be on time: If you cannot make it to the event, let the coordinator know as soon as possible.

2. Do not steal and do not destroy: Any item given to the project (broken or working) becomes project property. If you take anything, it is considered stealing, and you will be immediately dismissed. Bags are not permitted at events. Leave personal items in vehicles. Along with the property given to the project by the public, any swag item at the event is also considered project property and cannot be taken without permission. If you see anyone trying to take an item without authorization, please report the activity.

3. Stay at your station: You have been placed in a location for a reason; lanes need to be staffed at all times. If you are using the beverage station or bathroom, communicate with those around you before leaving your station. Events require teamwork, so be a team player. Avoid ignoring tasks or creating additional work for others.

4. Follow Safety Rules: This includes wearing appropriate clothing and personal protective equipment (PPE). Do not misuse equipment. Smoking is only permitted in designated areas, and drinking alcohol is not allowed. If there is an accident or injury, report it immediately.

5. Only Project Staff and their Volunteers can handle E-Waste: Only employees may lift, handle, or sort e-waste. Wear protective gear, use proper lifting techniques, and ensure materials are sorted per R2v3 standards. If you are an employee, intern, or retired volunteer, you are NOT allowed to unload, sort, or handle any e-waste.

6. Be a model employee/volunteer: Excessive bad language is not allowed at events. Racial, sexual, or other forms of expletives are prohibited. Do not swear or yell at customers or coworkers. Any conflicts with either customers or coworkers should be reported immediately.



7. Personal Protective Equipment: What to (and not to) wear to be safe from head to toe. Stay visible. Stay safe. Cars are present and always moving at events. All employees must always wear approved, high-visibility vests. If you do not have a vest, one will be provided to you and must be returned at the end of the day. Closed-toed shoes are always required during an event. Sandals or any type of open-toed shoes are not permitted. Steel toed shoes are heavily encouraged to protect your feet from heavy items that have the potential to cause punctures if dropped. For employees and volunteers, you will also need to wear leather gloves. Gloves will be provided if you do not bring your own.

8. Dress for the weather: Events outside will not be rescheduled for most weather conditions. Come prepared with appropriate clothing. Depending on the forecast, bring hats, sunglasses, sunscreen, water, rain jackets, or warm clothing. Be cautious of heat stroke during hot weather. Symptoms of heat stroke include high body temperature, red or dry skin, rapid pulse, headache, dizziness, nausea, confusion, and loss of consciousness. Stay hydrated and take necessary steps to ensure your safety.

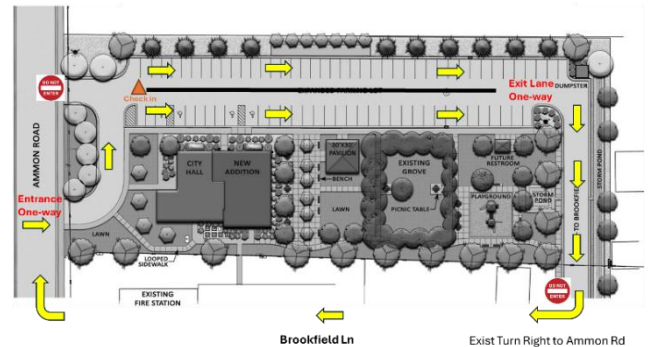
Take precautions to protect yourself from the sun:

- Wear a hat and sunglasses
- Apply and reapply sunscreen
- Drink plenty of water
- Take breaks in shaded or cool areas

Event Process:

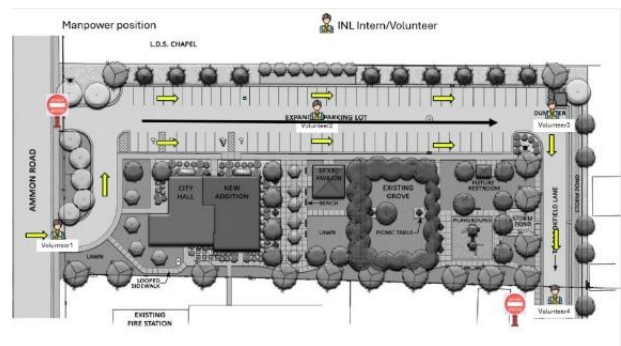
For this event, the event starts at 8:30 a.m., and volunteers should arrive at 8:00 a.m. to discuss specific tasks.

- ✓ Volunteer cars should not be parked in the event space.
- ✓ Know where and in which lane you are assigned to.
- ✓ Check in with the event manager to determine which lane you will be assigned to.



- ✓ The location that you start in may change throughout the day depending on staffing changes.

How will volunteers spend their day and where do they go?



There are some tasks that volunteers can help with, such as the following:

1. Traffic Control Jobs:

a) Traffic Control 1:

- Monitor traffic conditions on Ammon Rd.
- Ensure the road to the fire department is clear and not crowded.

b) Traffic Control 2:

- Direct individuals to the survey area and manage the return of green cards to check-in.
- Control traffic flow to the survey area or exit.

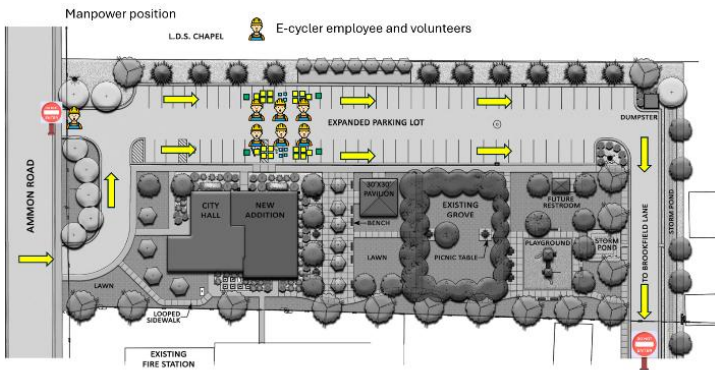
c) Traffic Control 3:

- Assist vehicles in merging back into one lane.
- Guide them toward the exit.

d) Traffic Control 4:

- Ensure no unauthorized access to the exit.
- Help vehicles re-enter the main road safely.

2. Lifting, Handling, and Sorting E-waste



Volunteers will be responsible for lifting, handling, and sorting e-waste to ensure materials are organized according to R2v3 standards. At the beginning of the day or shift, instructions on where to sort each piece of e-waste will be provided. Additionally, signs on each bin will help keep the process organized. There will be a designated area for oversized materials, such as washers and dryers, to ensure there is enough space for other items.

Volunteers will be assigned to either Lane 1 or Lane 2, where they will assist in unloading items from vehicles and ensure that drivers remain in their cars unless they need to open the trunk. Volunteers will also inform the forklift driver when a bin is full and needs to be replaced.

Please note that your starting location may change throughout the day depending on staffing needs.

3. Customer Interactions

- You are now a customer-facing volunteer.
- It is natural for people to want to help. Customers must stay in their vehicles while staff unloads electronics. It is part of your job to ensure that customers do not exit their vehicle. This holds up traffic.
- The only time a customer should get out of their vehicle is if you need help opening their trunk.
- Greet customers and answer any questions. Provide information if needed or ask another employee if you are unsure of the answer.
- Do not answer personal questions outside of the purview of the event.

Common questions from and appropriate responses to participants might be:

1. Do you have to destroy the data from these items?

Yes, they are R2 certified by an accredited, independent third-party auditor, ensuring that they meet specific standards to safely recycle and destroy personnel data on electronics.

2. What type of electronics or materials do you accept?

We accept all electronics with a circuit board, cable, metal, etc.

3. Where can I find information about public e-waste collection events?

The website has a detailed calendar of upcoming e-waste collection events, including dates, times, and locations. Public e-waste collection events are free and a great way to get rid of your old, unused, or broken electronic devices.

4. Do I get something in return for recycling?

While we do not offer trade-in services, we provide convenient, cost-free drop-off locations for responsible e-waste recycling.

5. What is the difference between indoor and outdoor e-waste collection events?

There will be both indoor and outdoor e-waste collection events throughout the year. Indoor events, held during colder months, require you to bring your e-waste inside. Outdoor events allow you to stay in your vehicle while employees retrieve the e-waste from your vehicles.

Now, it is time to review our event policy. The detail is shown in Section A5. If there are any questions or concerns, please reach out to the project coordinator.

Congrats! You have successfully completed the E-Waste Recycling Program Training!

A.5. Outdoor Event Policy

Welcome to our outdoor recycling event! All employees and volunteers should follow these important safety rules:

1. **Professionalism:** Maintain professionalism throughout the event and be polite with the public.
2. **Breaks:** Once assigned a specific task, please inform someone if you need a break to ensure sufficient coverage.
3. **Personal Safety:** Drink water hourly, apply SPF 30 sunscreen every two hours, wear protective clothing, and recognize signs of heat-related illness such as confusion, nausea, hot skin, and rapid pulse.
4. **Weather Safety:** Wear appropriate footwear, watch for slick surfaces, secure loose objects, and be cautious of falling debris when windy.
5. **General Safety:** Be cautious of uneven ground, obstacles, and vehicles. Always wear closed-toed shoes. Familiarize yourself with the traffic pattern and locations of the first aid station and fire extinguishers.
6. **Security:** Report theft or suspicious activity immediately. Weapons, drugs, alcohol, or bags are not allowed at the event. Swag, equipment, and supplies are the project's property. Ask for permission before taking anything home.
7. **E-Waste Handling:** Only authorized employees may lift, handle, or sort e-waste. Wear protective gear, use proper lifting techniques, and ensure materials are sorted according to standards.
8. **Employee and Volunteer Roles:** Help direct traffic, manage participant flow, and assist with registration and survey participation.
9. **Questions:** If you have any questions (e.g., sorting, policies), please ask first to ensure proper guidance.

Have Fun! Enjoy the event and the positive impact we are making on the community.

A.6. Potential Event Location Information and Questionnaire

A collaboration is underway on a DOE-funded project to offer free e-waste recycling events for communities throughout southeast Idaho. This initiative aims to increase e-waste awareness and the collection rate to better understand the characteristics of e-waste recycling for populations in regulated and unregulated states.

Host Sites Role for Indoor Event.

- Permit the use of your site for the event. Allow access to your building on a Friday evening for setup. Permit the setup and overnight storage of event supplies, ensuring they can be securely stored. Allow access an hour before the event starts on Saturday for final setup.
- Provide easy access for the public to attend the event on Saturday.
- Grant access to necessary cleaning supplies after the event to restore the space to its original condition.
- Identify and address any obstacles for material transport out of the building.
- Clearly define site rules for signage and advertising of the event.
- Ensure the team understands where emergency exits, break areas, and nearby restrooms are.
- Clearly communicate the potential impact of the event on local traffic.

Host Sites Role for Outdoor Event.

- Permit the use of your outdoor space for a public e-waste recycling event.
- Allow setup and potential teardown of event supplies on Friday evening if needed.
- Set up barriers to block entrances to the parking lot, ensuring no vehicles are present after 6 p.m.
- Block off entrances and exits to prevent overnight parking in the event area.
- Ensure any permanent vehicles are moved to a different space outside the event area.
- Allow access an hour before the event starts on Saturday to finish setting up.
- Ensure the public has easy access to the site during the event.
- Provide parking spaces for employees away from the event location.

- Identify and address any obstacles for material transport out of the parking lot.
- Clearly define site rules for signage and advertising of the event.
- Ensure the team understands where emergency exits, break areas, and nearby restrooms are.
- Clearly communicate the potential impact of the event on local traffic.

Event Criteria

Please help us fill out event criteria to evaluate the event location.

- Will the event be indoors or outdoors?
 - ☐ Indoor
 - ☐ Outdoor
 - ☐ No Preference
- Does the door for an indoor event have any barriers that would pose issues for logistics?
 - ☐ Yes
 - ☐ No
- Will the event be a one-time occurrence or will additional events be scheduled?
 - ☐ One-time only
 - ☐ Monthly occurrence
- What indoor space or area can you provide?
 - ☐ Conference room, room capacity: _____
 - ☐ Auditorium, room capacity: _____
- What outdoor space or area can you provide?
 - ☐ Parking lot, vehicle capacity: _____
 - ☐ Other: _____ capacity: _____
(How many people or vehicles can fit)
- Will the event last a whole day or half a day?
 - ☐ Whole day (8 hours)
 - ☐ Half day (6 hours)
- Can the site allow for setting up on Friday at 3–5 p.m. for an event on Saturday?
 - ☐ Yes
 - ☐ No, but can set up _____ on Friday.

Costs

- Will the event be free to use as it is free to the public and a community event?
 - ☐ Yes
 - ☐ No
- Is staff available for opening access to facilities?
 - ☐ Yes
 - ☐ No
- Is there a license fee for the lot (private lots: will you use this lot for the event and pay for any damages)?
 - ☐ Yes
 - ☐ No
- Is insurance coverage available for potential liabilities during the event?
 - ☐ Yes
 - ☐ No
- Is access to bathrooms available for staff and participants?
 - ☐ Yes
 - ☐ No
- Is there any equipment available for us to use?
 - ☐ Tables
 - ☐ Chairs
 - ☐ Cart
 - ☐ Others _____
- Are there any restrictions on event signage (flags, foldable signs, traffic control signs)?
 - ☐ Yes
 - ☐ No
- Can the event be promoted at your facility to raise awareness among the community?
 - ☐ Yes
 - ☐ No
- If we cannot advertise at the specific facility, do you know other channels that we can advertise the event?
 - ☐ Facebook
 - ☐ Email
 - ☐ Instagram
 - ☐ Other _____
- Is there any other place on the event grounds that would work for the event?

A.7. Example of indoor event Accepted Items Poster (36 × 48 inches) and table display (11 × 17 inches)

FREE PUBLIC E-WASTE COLLECTION EVENT



Accepted Items

- > Computers (Desktops, Laptops, Servers, Workstations)
- > Monitors (LCD, LED)
- > Printers and Scanners
- > Keyboards and Mice
- > Mobile Phones / Smartphones
- > Tablets and E-readers
- > Cameras (Digital and Film)
- > Audio Equipment (Headphones, Speakers, Microphones)
- > DVD and Blu-ray Players
- > Game Consoles
- > Cables and Wires
- > Chargers and Power Adapters
- > Electronic Toys
- > Batteries (Rechargeable and Disposable)
- > Networking Equipment (Routers, Modems, Switches, Hubs)
- > GPS Devices
- > Electronic Thermostats
- > VCRs and DVD Recorders
- > Electric Fans
- > Hair Dryers and Straighteners
- > Electric Shavers
- > Electric Toothbrushes
- > Power Tools
- > Calculators
- > Handheld Gaming Devices
- > Any Item that can be carried easily and isn't bulky



For more information and to view a complete list of acceptable items: Visit E Cyclers of Idaho website ecyclersofidaho.com or Call (208)-881-9481

A.8. Example of Future Event postcard, 5 × 7 inches.

CLEAR OUT YOUR CLUTTER FREE E-WASTE RECYCLING EVENT

Accepted Items

- > Computers (Desktops, Laptops, Servers, and Workstations)
- > Monitors (LCD, LED)
- > Printers and Scanners
- > Keyboards and Mice
- > Mobile Phones / Smartphones
- > Tablets and E-readers
- > Cameras (Digital and Film)
- > Audio Equipment (Headphones, Speakers, and Microphones)
- > DVD and Blu-ray Players
- > Game Consoles
- > Cables and Wires
- > Chargers and Power Adapters
- > Batteries (Rechargeable and Disposable)
- > Electronic Toys
- > Networking Equipment (Routers, Modems, Switches, and Hubs)
- > GPS Devices
- > Electronic Thermostats
- > VCRs and DVD Recorders
- > Electric Fans
- > Hair Dryers and Straighteners
- > Electric Shavers
- > Electric Toothbrushes
- > Power Tools
- > Calculators
- > Handheld Gaming Devices



Questions or complete list of accepted items? Visit ecyclersofidaho.com, scan the QR code, or call (208)-881-9481

Indoor Events

DATES

FEB	MAR	APR	MAY
22	22	19	17

TIME

10 AM–3 PM MST

LOCATION

Idaho Falls Public Library

457 West Broadway Street,
Idaho Falls, Idaho 83402

Keep an eye out for information about outdoor collection events, coming summer 2025.



DO YOU HAVE OLD ELECTRONIC DEVICES THAT YOU'RE NOT SURE HOW TO DISPOSE OF?

➤ Join us for a free
e-waste recycling event!

**Saturday,
February 22**

10 A.M. - 3 P.M. MST

**Idaho Falls
Public Library**

457 West Broadway Street,
Idaho Falls, Idaho 83402

Acceptable devices include

TVs, phones, laptops, desktops, monitors,
printers, other household appliances, other
small devices containing batteries, other
non-battery devices.



**You can also win prizes if you participate
in our brief survey to improve future
e-waste recycling programs!**

Questions? Looking for a complete list of acceptable devices?
Contact E-cyclers at (208)-881-9481 or visit ecyclersofidaho.com



A.9. Example
of event flyers
for letter size
(8.5 × 11
inches) and
tabloid size
(11 × 17
inches).

A.10.
Example of
tent card for
foldable
signs, 24 x
18 inches.





A.11. Example of tent card for check-in lane, 24 × 18 inches.



A.12. Example of yard sign at exit, 24 × 36 inches.



A.13. Example of event flag, 28 × 138 inches.



A.14. Example A of event logo.



A.15. Example A of "I recycled" sticker.



A.16. Example B of event logo.



A.17. Example B of "I recycled" sticker.

What is E-Waste?

E-waste or electronic waste refers to any unwanted electronics



Electronic Waste With A Plug

HOUSEHOLD APPLIANCE



Coffee makers
Electric fans
Mixers
Microwaves
Dish washers
Dryers
Ovens
Refrigerators

IT EQUIPMENT



Printers
Monitors
Photocopiers
Telephones

CONSUMER ELECTRONICS



TV
Stereo equipment
Game consoles
DVD players

OTHERS



Tools
Medical Devices
Sport equipment
Lamps



Electronic Waste With A Battery

SINGLE USE



Electronic toys
Watches
Flashlights
Key fobs
Hearing aids
Clocks
Thermostats
Digital scales

RECHARGEABLE



Phones
Tablets
Desktops
Laptops
Power tools
Power banks
Cameras
E-Watches
E-bikes
E-scooters
Golf carts
Portable radios

GENERAL E-WASTE

E-WASTE CONTAINING BATTERY

FACTS According to the Department of Energy, only 17% of e-waste was collected and recycled globally in 2019. 83% of e-waste was discarded, which equals around \$57 billion in raw material value.

A.18.
Example of
education
poster, size
(36 × 48
inches).

A.19.
Example of
education
poster
(cont.), size
(36 × 48
inches).

THE BENEFITS OF Recycling E-Waste

Environmental Benefits



Prevent toxic metals from leaking to the environment at landfills, protect humans and natural resources (soil, groundwater and air)



Reduce the extraction of new raw materials



Save energy (compared to new material production)

Economic Benefits



Minimize the consumption of critical minerals



Create additional jobs



Support a vibrant American recycling and refurbishing industry

Public Health & Safety Benefits



Reduce risk of kidney, liver, lung, and cognitive damage due to hazardous materials in e-waste



