

SHOWERS, SANITATION & RECYCLING COMMITTEE

Meet with RAGBRAI Staff

West March 28/29

East April 11/12

Campground Walk-through with Moore's Portable Toilets May & July

Chairperson's Role & Responsibilities

Advice from previous committee chairpersons of RAGBRAI overnight towns varies, but the top recommendation from all is to read the chapter pertaining to your committee. Familiarize yourself with all the duties and responsibilities discussed in the handbook. Educate your other committee members about the content in your chapter. Reading the entire book is also recommended to eliminate duplication of effort among committees. Establish a game plan. Then develop a timeline with specific completion dates for critical steps.

Keep these points in mind when conducting committee meetings:

- Have an agenda
- Keep meetings short, no longer than one hour
- Take minutes at each meeting
- Ask your Executive Committee Chair to attend
- Prepare for contingencies ... "What if?"

These are the overall responsibilities of a committee chairperson. And above all else-

DON'T LET GREED BE THE MOTIVATOR. YOU SHOULD GET ALL AGREEMENTS IN WRITING. A COPY OF ALL AGREEMENTS SHOULD BE FORWARDED TO THE TREASURER.

The Showers, Sanitation & Recycling Committee's main responsibilities include four things:

1. Showers
2. Portable toilets
3. Waste and recycling collections
4. Clean-up; during event and post event clean-up (possibly a separate sub-committee)

If you anticipate any cost for clean-up, you should include it in your budget. Your Showers, Sanitation & Recycling Committee may want to designate a clean-up chair to work with ALL the committees in making sure everything is cleaned up after RAGBRAI leaves. Most towns do this with great success each year.

Showers

Your town will need **125-150 showerheads** (60-70 for the starting town) to accommodate the crowds. Rule of thumb is that an average shower lasts 10 minutes, so if a school has 50 showerheads, you could shower approximately 300 people per hour. If the weather is hot, they won't shower as long as if it's cold and rainy.

Showers 2017

Town	Showerheads	Use of Mobile
Orange City	100+	Yes
Spencer	150	Yes
Algona	140	Yes
Clear Lake	101	Yes
Charles City	120+	Yes
Cresco	80	Yes
Waukon	104	Yes
Lansing	30	Yes

You should plan on a minimum of two volunteers for each shower facility. Be ready to make change or have the ability to get change throughout the day. Showers should be open 7:00 a.m. – 10:00 p.m. on arrival day and 5:00 a.m. – 9:00 a.m. the next day for the riders and support vehicle drivers and personnel. **We suggest that one location should be open all night, if possible.** This will benefit the bike shop crews and mechanics who work well into the night fixing bikes for the next day.

Charging for a shower is justified if the water is at least warm. There should be a modest charge for showers, with proceeds going to school groups, parents clubs, etc.

A typical fee for showers is \$5 for riders with wristbands, \$6 without a wristband.

If a towel is included the fee could be higher. A drive to collect towels from local citizens to rent at shower locations will alleviate the need to purchase them. Some communities choose to rent towels from a laundering company.

In addition to charging them a higher fee, you should consider having those without wristbands sign liability waivers. RAGBRAI can provide these forms for you. A copy of the shower waiver can be found at the end of this chapter. (CD)

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Community centers, YMCA, YWCA, swimming pools, schools, converted car washes, and converted cattle barns have been used for showers. Challenge yourself to come up with an innovative shower plan. All shower locations should be identified on your maps and on your Web site.



If you are having trouble acquiring enough local showers, the RAGBRAI Director can provide information about different shower companies that could come in to your community to augment your showers. Work with these companies to determine a fee structure. Some will pay a vendor fee, and keep all money collected from riders. Some will provide you with a portion of all showers sold (\$1 per shower sold). Some will ask for payment from you up front, and you will then collect and keep all the money for showers sold. If you are collecting the money for the showers sold, you will need to provide volunteers to work the showers. Otherwise the shower company will staff the showers.

Private Homes

Some riders will also go to private homes and ask to take a shower. Some communities in the past had a citywide effort to shower as many bikers in private homes as possible. Residents were furnished yard signs, with the RAGBRAI shower symbol, announcing that showers were available in their home. That kind of program works very well and is very much appreciated by the bikers.

Special Regulations and Laws Regarding Accessible Showers and Toilets for the Disabled

You must provide toilets and showering systems that are accessible for the disabled. In 1991, federal government issued the following under 28 CFR Part 36-Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities; Final Rule: (6) If toilet facilities are provided on a site, then each such public or common use toilet facility shall comply with 4.22. - **For single user portable toilet or bathing units clustered at a single location, at least 5% but no less than one toilet unit or bathing unit** complying with 4.22 or 4.23 shall be installed at each cluster whenever typical inaccessible units are provided.

Accessible units shall be identified by the International Symbol of Accessibility. Of the portable toilets RAGBRAI provides, six physically-disabled accessible units will be included.

Wastewater Regulations

Wastewater: Section 455B.186 of Iowa, law prohibits the discharge of wastewater to waters of the State without a permit issued by DNR. A pollutant shall not be disposed of by dumping, depositing, or discharging such pollutant into any water of the state, except that this section shall not be construed to prohibit the discharge of adequately treated sewage, industrial water, or other waste pursuant to a permit issued by the director.

A pollutant whether treated or untreated shall not be discharged into any state-owned natural or artificial lake. If portable showers are brought in, you must find a permissible means of disposing of the "gray" water.

For information call the Environmental Protection Division at 515-281-4367.

Portable Toilets

Town	Beer Garden	Vendor Area	Campground
Orange City	50	10	110
Spencer	20+	50	70
Algona	50	20	125
Clear Lake	70	70	75
Charles City	50	15	100
Cresco	40	40	115
Waukon	50	30	12
Lansing	10	10	40

The number one complaint we hear all week is there were not enough portable toilets in the campgrounds. You will work with the Campground and Housing committees to ensure that all

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designated campgrounds are serviced with portable toilets.

RAGBRAI provides 84 regular portable toilets, 6 handicapped units and 24 hand wash stations for the official campgrounds (not to be used at the beverage garden or food vending area) to supplement the town's facilities. If there are no permanent facilities, more portable toilets may be needed from your local vendor. These can be placed in a maximum of 6 locations (one handicap accessible unit per location), and each cluster must stay together and can't be split up.

The location for the portable toilets will be established in advance by the town's Sanitation Chair, the Campground Chair, their respective Co-chairs, and RAGBRAI's portable toilet contractor, Action Services. The Action Services representative will inspect the location(s) in May.

A portion of the toilets are set up the day before, with the remainder arriving before noon. The portable toilet company personnel have instructions to set the units only as previously arranged with the local committee. Once the toilets are set, they cannot be moved except in an emergency. **The Sanitation Committee chair is the only one who will be able to make changes and only through the company supervisor after discussing with RAGBRAI officials. There is too much confusion when too many people are involved.**



Requirements: The portable toilet contractor will service his own units regularly. The location must be accessible for servicing. The contractor will need:

- A water source
- A location identified where they can dump waste

It is assumed that any local dumping charge will be waived. Chemicals used by the contractor are compatible with sewage treatment plants or lagoons.

It is the responsibility of the local committee to service their own rental units, as well as the permanent facilities in schools, churches, community

centers, etc. **A toilet tissue patrol is very important and a Showers and Sanitation contact is recommended at each campground.**

Iowa State Law requires that portable toilets MUST not be placed within 100 feet of food being prepared or served!

The typical rule of thumb on portable toilets is one toilet for every 125 people expected during peak times. If you pay for the cleaning service, you can double the usage of each unit. Every establishment that will be serving food or drink during RAGBRAI must provide bathroom facilities that are ADA accessible. The local committee is responsible for securing additional portable toilets. The Beverage Garden requires at least two additional units for every 150 people in attendance.

Most Beverage Gardens hold about 4,000 people; this size garden would require 40 units.

It is very important to get several bids and everything in writing. Including when the portable toilets are to be set, when they will be cleaned, and when they will be removed.

A few towns suggested having a handful of portable toilets on hand that the community would rent that would be moved to needed locations as the day progressed. This flexibility is nice when the campground committee opens up additional camping space for a group.

Towns typically add 100 extra total units, but towns have ranged between 75 and 200 extra toilets depending on how spread out their entertainment, beverage gardens and campgrounds are across town. You should expect to pay from \$80 - \$120 per unit for rental. Fees can greatly differ depending on cleaning during the day. Consider requiring the rental company to include hand sanitizer in each unit.

Clubs & Teams

Various Committees might receive phone calls from clubs and teams wishing to rent toilets for their private group. If this occurs, please direct the team to contact the portable toilet company directly to make all arrangements and payments necessary.

It is suggested that if a group or team requests camping or housing outside of the designated campgrounds, they should be asked to secure and pay for their own portable toilets. Once again you can direct the team representative to contact the portable toilet company directly to make all arrangements and payments necessary.

Litter, Waste & Recycling Committee

One of the main goals of planning a large event is to keep in mind the environmental impact it will have. The goal should be to “leave only tire tracks behind”. It is well known that if trash and recycling receptacles are available, riders will use them.

The Facts:

- A typical town will collect 9 tons of trash total
- A total of 10 roll offs located throughout the town: 2-3 downtown, 2 in the main campground, and 1 at each additional campground
- Convenience is important – the public generally will not walk further than 15 to 20 feet to dispose of an item.
- Friday towns will need additional dumpsters as riders unload their supplies before heading to the Mississippi River.

Things to Consider:

- The best trash receptacles are small, moveable dumpsters and plastic-lined, plastic barrels. Appliance boxes are also a good choice since most can be thrown away with the trash or recycled. Box containers may need to be weighed down for windy situations and don't hold up in the rain. Some of the larger waste disposal companies have temporary cardboard boxes with plastic liners that can be used in protected areas.
- Some communities have handed support vehicle drivers trash bags as they come into parking areas in the campgrounds.
- Many out-of-state visitors are not aware of Iowa's recycling laws, so an explanation on the receptacle will help reduce sorting the trash. Collecting the cans and bottles all day at regular intervals is a potential money-making project for the Boy and Girl Scouts, 4-H clubs or the local schools. Information about the group who will be collecting the recyclable containers should be published so others don't take them.

Other things to keep in mind when thinking about trash and recycling receptacles:

- ✓ Organization – Place a trash container directly next to a recycle container. Try to have all recycling containers be the same color, as well as all trash containers the same color.
- ✓ Location – Place multiple receptacles in areas of high pedestrian traffic (i.e. in the food vendor area). Consider making a “recycle pit”, created with snow fence, in an area where an abundance of cans or bottles will need to be disposed, such as the beverage garden or

entertainment venue. Make sure that you can access the receptacles during the event.

- ✓ Cleanliness – Containers should be kept clean and well maintained. Keeping an area clean discourages littering.
- ✓ Labels/Signage – The containers should be *clearly* labeled with what should or should not be put inside.



Signage and Labeling can have a big impact on the success of your recycling efforts. As mentioned before, containers should have clear, bold signs visible from a distance, so receptacles can be easily located, which in turn will reduce litter. Clear signage is also necessary to help people understand which container is for recycling and which is for trash. Recycle containers should provide a list or graphic explaining what can be recycled and the rules for recycling. RAGBRAI attracts many out of state riders and visitors who might not know about our bottle/can redemption. If your city doesn't already, signage about littering fines should be posted and enforced.

Work with the Vending committee to encourage Vendors to be as eco-friendly as possible.

- The use of alternative eco-friendly packaging and also to purchase and sell products that have less packaging, which will reduce waste in general
- Provide a suggestion of a local business or website from which they can buy eco-friendly products and make it known that these products are not as expensive as some people think
- Each vendor pay a deposit and only returning the deposit if they leave the area as clean as they found it
- Place recycle bins only by vendors that are using recyclable containers – this will avoid trash in recycle containers
- A large dumpster should be located near a large concentration of vendors
- A grease receptacle should be available
- Consider a compost container for each vendor

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Volunteers are another part of a successful event. A schedule of volunteers going around to empty trash containers is necessary. Volunteers should also be walking around picking up litter. The less litter that is seen on the ground, the less likely people are to litter. In areas of high pedestrian traffic, where many waste containers are placed, volunteers should be positioned to help people separate their garbage into the correct containers.

Arrangements should be made with your local landfill operator to have garbage and recycling trucks periodically come pick up collected waste. It is also suggested that the landfill operator hold a position on the RAGBRAI committee in their town. Invite your local waste hauler / recycler to be a part of the planning committee.

Resources

Communities are encouraged to contact overnight towns from previous years for tips regarding posters, signage, graphics, pre-event information, etc. You are also encouraged to make a flyer to pass out around town before the event. Be sure to make it known throughout your community that RAGBRAI is a CLEAN and GREEN event – include litter, waste, and recycling rules.

- For additional help in planning for litter prevention and trash or recycling needs beyond the information in this handbook contact Keep Iowa Beautiful at www.KeepIowaBeautiful.com.
- Check the Keep American Beautiful web page for additional information. www.kab.org
- For more information to improve recycling in your home, school, or business visit the IRA website at iowarecycles.org.
- To find a waste management specialist in your area visit recycleiowa.org.
- Involve your local waste authority (Iowa Society of Solid Waste Operations) in your planning efforts. www.ISOSWO.org
- Consider involving the local County Conservation Board naturalist in your planning. www.iaccb.com

Gray Water Disposal

If portable showers are brought in to supplement the showers in or near the campground, you must find a permissible means of disposing of the “gray” water. If you have any questions, please contact the State’s Environmental Protection Division.

RV Dump Sites

Find a location where RVs may dump while entering and leaving your community. The location of the dumping station should be on your Web site, noted

in the town tabloid and pinpointed on your tear-off and vehicle route maps.

Signage should make this location easy to find. The best locations for RV dumping seems to be a good distance from the campgrounds. Peak times at the RV dump site can create long lines. You can also indicate RV dumping locations outside of town on the support vehicle route. Some communities made a temporary RV Dump Station with the public works department lifting a manhole cover of a sewage drain. If you choose to use a temporary dump station, it should be manned at all times.

It is estimated that 600 RVs will be traveling with RAGBRAI. Although not all will dump every day, you should plan on servicing around 200 RVs. And if you are a Friday town, RVs will want to dump that morning as opposed to the next morning. Providing an opportunity for RV campers to dump will help make sure they don’t show up at the next town full.

Signage Suggestions

- Directional signage to Shower and Porta-Pot Locations
- RV Dump Site location information

Post-Event Clean-Up

The more planning and maintenance that occurs before and during the event will lessen the load the morning that RAGBRAI departs town. Constantly checking and removing trash from containers throughout the day will reduce over-flowing cans.

Most riders are good about cleaning up their mess if receptacles are provided in the campground. Most riders leave the land cleaner than they found it to begin with.

The Sanitation Committee should also remove all fliers that are tacked to poles and buildings by riders and local businesses. The RIDE RIGHT Committee will remove all route arrows in town. Please collect the route signs and the RAGBRAI staff will pick them up during the wrap-up meeting in August.

Plan to coordinate the clean-up of the Beverage Garden with the Beverage Garden Committee. Committees will often promise a group the funds from plastic bottle redemption in exchange for picking up the bottles.

We suggest that you do not allow children or individuals on work release the opportunity to pick up bottles.

SHOWERS, SANITATION & RECYCLING COMMITTEE TIMELINE & CHECKLIST

This is a schedule that worked for a town last year. Set a timeline that is reasonable for your community.

MARCH 2022

- Determine how many volunteers you will need
- Obtain appliance boxes or plastic barrel and liners
- Determine number of available showers in the town
- Written bids for toilets to suppliers (see Budget section for sample bids)
- Written bids for shower trucks, if needed (see Budget section for sample bids)
- Budgets due to Budget/Fundraising Committee
- Attend the Overnight Host Town Meeting in Des Moines
- Meet with Beverage Garden and Food Service Committees

APRIL 2022

- Work with Beverage Garden and Food Committees on number of toilets and discuss post-event clean-up
- Place order for portable toilets
- Meet with Housing Committee regarding private toilets
- Meet with Campground Committee to discuss showers
- Meet with Publicity's Signage sub-committee to develop signage for Sanitation (especially promoting Recycling and Iowa's Bottle Bill)
- Meet with Web site Committee
- Meet with RAGBRAI Staff

MAY 2022

- Determine proposed locations for portable toilets
- Determine proposed locations for showers
- Work with Publicity's Map sub-committee to map locations of toilets
- Work with Publicity's Map sub-committee to map locations of showers
- Written clean-up plan
- Walk-thru with Campground Committee to discuss trash collection
- Walk-through with Action Services and Campground Committee

JULY 2022

- Volunteer orientation and training meeting
- Community clean-up
- Second walk-through with Action Services and Campground Committee

AFTER RAGBRAI

- Start the clean-up
- Send out thank you notes
- Complete surveys
- Wrap up meeting with RAGBRAI Staff

**RAGBRAI® SHOWERS, SANITATION & RECYCLING BUDGET
CENTERVILLE, IOWA (JULY 27, 2016)**

REVENUE

**Showers, Sanitation & Recycling
Income**

	Budgeted	In-Kind	Actual
Shower Income	2,250	0.00	0.00

TOTAL REVENUE	\$2,250.00	\$0.00	\$0.00
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EXPENSES

**Showers, Sanitation & Recycling
Expenditures**

	Budgeted	In-Kind	Actual
Portable Toilets	7000.00	0.00	10,060.00
Clean-up / Hauling	900.00	0.00	1658.80
Garbage Containers	500.00	0.00	0.00
Garbage Sacks	250.00	0.00	0.00
Miscellaneous	250.00	0.00	0.00

TOTAL EXPENSES	\$8,900.00	\$0.00	\$11,718.80
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	Budgeted	In-Kind	Actual
Total Revenue	\$2,250.00	\$0.00	\$0.00
Total Expenses	\$8,900.00	\$0.00	\$11,718.80
TOTAL PROFIT/LOSS	-\$6,650.00	\$0.00	-\$11,718.80

RAGBRAI®

Non-Registered Riders (without wristbands)

SHOWER SIGN-IN SHEET

MYSELF AND ANYONE ACTING ON MY BEHALF RELEASE, WAIVE, DISCHARGE, COVENANT NOT TO SUE AND AGREE TO HOLD THE DES MOINES REGISTER; RAGBRAI OFFICIALS, EMERGENCY AND SUPPORT PERSONNEL, VOLUNTEERS AND THEIR REPRESENTATIVES; AND THE OFFICERS, DIRECTORS, EMPLOYEES, REPRESENTATIVES, AGENTS, INSURERS, INSURANCE BROKERS, AND SUCCESSORS OF ALL OF THE ABOVE, HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS AND ACTIONS OF ANY AND EVERY KIND I HAVE, MAY HAVE OR MAY HEREAFTER ACCRUE AGAINST THE RELEASED PARTIES DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING IN ANY RESPECT TO MY ATTENDING OR PARTICIPATING IN RAGBRAI AND ITS RELATED EVENTS. MY WAIVER AND RELEASE OF ALL CLAIMS, ACTIONS AND LIABILITY SHALL INCLUDE WITHOUT LIMITATION, ANY INJURY, DAMAGE OR LOSS TO MY PERSON OR PROPERTY WHICH MY BE (A) CAUSED BY ANY ACT, OR FAILURE TO ACT, BY THE ABOVE-IDENTIFIED PERSONS AND ENTITIES OR (B) SUSTAINED BY ME BEFORE, DURING OR AFTER RAGBRAI AND ITS RELATED EVENTS. I UNDERSTAND THAT I AM OBLIGATED TO PAY FOR SERVICES, SUPPLIES AND CONSULTATION.

**Non-Registered Rider
Signature**

**Non-Registered Rider
Printed Name**

Date
