



Educational Facilities

AN ICI WASTE REDUCTION STRATEGY HANDOUT

UVic waste reduction and recycling a “learning experience!”

As this case study shows, educational facilities can implement proactive waste management programs that provide many corporate benefits while protecting the environment.

Throughout the '90s, B.C.'s University of Victoria introduced a variety of waste reduction and recycling programs. In 1998, the institution formalized its efforts with a Waste Management Policy “to protect the environment through the implementation of an effective waste management program.”

To date, recycling initiatives have significantly reduced the amount of waste being disposed of in local landfills. Successes include: recycling phone books and



donating the proceeds to non-profit organizations; recycling used cooking oil from food services' kitchens across campus; refilling photocopy machine toner containers; donating used furniture to non-profit organizations; and holding regular Surplus Sales of quality used goods.

Of particular note is UVic's composting facility, which has diverted about 8,000 cubic meters of garden and wood waste annually since 1990. Organic materials (leaves, grass, prunings, old pallets, and other wood products) are ground into small, uniform pieces by a large tub-grinder and then formed into windrows by a front-end loader. The windrows are turned and mixed regularly to ensure adequate moisture levels and



decomposition. The resulting mulch is sold publicly and used on university grounds as a fertilizer.

In 1999, the university embarked on a Sustainability Project – the mandate of which is to develop a Sustainable Development Policy that will help the school achieve its long-term environmental and financial goals. Project recommendations will help refine the waste reduction and recycling programs to maximize their effectiveness.

For more information, call (250) 721-0372 or visit web.uvic.ca/recycle

Food for Thought!

Not surprisingly, a large portion of the waste generated at educational facilities is food related. The following hints will help you lessen the impact of food waste on your bottom line and the environment.

Reduce

- Reduce portion sizes in cafeterias if most staff/students are not cleaning their plates
- Prevent overproduction of food through menu planning
- Encourage staff/students to take only as much as they'll eat and eat what they take
- Buy less food more often to avoid spoilage, and
- Clean fryers and filter oil daily to reduce oil use



Reuse

- Donate usable food to community groups or shelters

Recycle

- Compost all organic waste (e.g. through a community composting program or in an onsite facility)

The ABCs of wasting away!

Educational facilities face a unique challenge because of the wide range of solid waste they generate – everything from office waste and cardboard to food and yard waste. Compounding the challenge is a constantly-changing population. Many colleges and universities also provide housing, so residential waste is part of the mix. Here's how your school, college, or university can save money, boost its “green” image, protect the environment, and support provincial and local legislation.

1. Establish a Waste Reduction Committee, with representatives from all operational areas (e.g. administrative offices, food and catering services, and janitorial services).
2. Research waste reduction success stories in the educational field.
3. Conduct a waste audit. Contact the Regional District for a *Waste Audit Kit*.
4. Prioritize waste streams and identify how you can reduce, reuse, and recycle (in that order) the materials in each stream.
5. Set waste reduction goals, develop a Waste Reduction Plan, and introduce policies and procedures that support your plan (e.g. purchasing policies that require less packaging). Contact the Regional District for a *Waste Reduction Planning Kit*.
6. Identify “champions” and establish waste reduction programs in each work area (e.g. offices, classrooms, cafeterias, residences.)
7. Organize space to sort and store recyclables.
8. Provide suitable recycling containers for each area (e.g. well-marked bins in public areas) and arrange for regular pick-up.
9. Educate employees (including janitors) and students about proper recycling procedures. Include recycling information in your orientation for new employees and students. Recognize those who participate.
10. Publicize your achievements by posting recycling information in the newspaper, on a web page, through e-mail, or in a school calendar/handbook.
11. Monitor, evaluate and refine your recycling program regularly.
12. **Enjoy the benefits!**

The Paper Chase!

While 75 percent of organizations recycle paper and cardboard to some extent, these products still account for the biggest portion of business waste. Therefore, the most important things you can do to divert waste are to reduce, reuse, or recycle all paper products.

Reducing Packaging and Paper Waste

- Set up a purchasing system which enables all departments to buy "common" paper products in bulk;
- Optimize office and operational processes to eliminate paper waste;
- Educate staff/students about proper use of printers and photocopiers;
- Encourage staff/students to bring "litterless" lunches;
- Use e-mail, post messages on a central board, or circulate single copies for internal communication;
- Save documents on disc rather than making hard copies;
- Proof documents on screen before printing;
- Eliminate unnecessary forms;
- Circulate one draft of report for corrections by several people;
- Use self-sticking fax memo notes instead of fax cover sheets;
- Circulate reports and publications rather than making individual copies; and
- Revise mailing lists to avoid unnecessary mailings.

Reusing Packaging and Paper Products

- Educate staff/students about photocopying on both sides of paper, using paper that's been printed on one side for drafts, etc;
- Use reusable boxes and mailbags for shipping to branch offices or warehouses, and
- Relabel file folders, etc.

Recycling Paper Products

- Introduce policies that promote the purchase of materials that contain recycled content;
- Provide suitable equipment (e.g. deskside containers, large bins for areas of high paper generation;
- Provide regular pick-up service; and
- Monitor and refine program.



Waste Reduction Benefits

Financial Benefits include reduced waste management and treatment costs, reduced overhead and administrative or health and safety costs, increased productivity and/or improved product quality, and/or reduced expenses in raw materials.

Regulatory Benefits may include fewer compliance requirements, decreased risk of violating regulations, and reduced time and frustration associated with reporting, permit applications, etc.

Public Image and Marketing Benefits can be realized by promoting your environmentally-conscious practices, which could lead to free media exposure and increased enrollment.

Liability Benefits can be gained particularly if hazardous waste generation is reduced or eliminated.

Ecological Benefits include extending the lives of non-renewable resources, decreasing the volume of waste for disposal, and reducing the future potential of damaging or polluting the environment.

While many establishments enjoy the benefits of waste reduction, others face challenges that make waste reduction either cost prohibitive or of minimal benefit. These challenges include:

Waste Reduction Challenges

Lack of Information: Many educational facilities are unaware of the benefits of waste reduction, and don't know how to develop or implement a recycling program.

Variety of Recyclables: Unlike offices or restaurants, educational facilities generate a wide variety of recyclables, each of which must be managed separately.

Inadequate Space: Space constraints often make recycling prohibitive. Receiving docks are typically designed to provide space for receptacles and compactors, but not for sorting and storing recyclables.

Staff/Student Turnover and Training: Waste reduction requires additional training, and educational facilities typically experience high student turnover.

Other Waste Reduction Hints

In Kitchens/Cafeterias

- Install permanent, refillable dispensers in each room for soap, shampoo, and conditioner
- Ensure that all recyclables generated in rooms are source separated by guests or staff
- Offer the option of not replacing sheets and towels daily
- Avoid over-packaged or disposable hospitality items
- Provide complimentary newspapers only to guests who request them

In Student Residences

- Provide reusable utensils and dinnerware and refillable containers for sugar, etc.
- Use cloth napkins and tablecloths
- Place well-marked recycling bins in conference areas for beverage cans, glass containers, newspapers, and fine paper
- Avoid providing guests with individual pads of paper and disposable pens/pencils
- Provide a container for waste food which can be composted with kitchen waste

On the Grounds

- Provide reusable utensils and dinnerware and refillable containers for sugar, etc.
- Use cloth napkins and tablecloths
- Place well-marked recycling bins in conference areas for beverage cans, glass containers, newspapers, and fine paper
- Avoid providing guests with individual pads of paper and disposable pens/pencils
- Provide a container for waste food which can be composted with kitchen waste

Other Ideas

- Advertise surplus and reusable waste items through BC Materials Exchange (1-800-667-4321);
- Set up an area for staff/students to exchange used items; and
- Promote friendly competition among departments or local educational facilities.

Contact Information:

B.C. Green Economy Initiative www.gov.bc.ca/ges/

B.C. Materials Exchange 1-800-667-4321

B.C. Recycling Hotline 1-800-667-4321

Recycling Council of B.C. (604) 683-6009
www.rcbc.bc.ca

Regional District of North Okanagan (250) 545-5368
solidsolutions@nord.bc.ca