

Zero Waste Handbook

Residence Life



Contact:

Zero Waste Director

LEAD Sustainability Coordinator

leadsustainability@western.edu

Or Stop by the LEAD Office

University Center 118

What is Zero Waste?

A Zero Waste event is an event in which organizers work to divert as much waste from the landfill as possible. Zero waste starts with green purchasing meaning using materials that can be reused, recycled, composted, or used for pig feed. Not every zero waste event will be truly "zero waste," but typically a zero waste event is considered a huge success if 90% of waste is diverted from the landfill. Even if 90% diversion is not reached a zero waste event is successful if more waste is diverted from the landfill than what would have been diverted if the event was not zero waste. Every little bit counts!

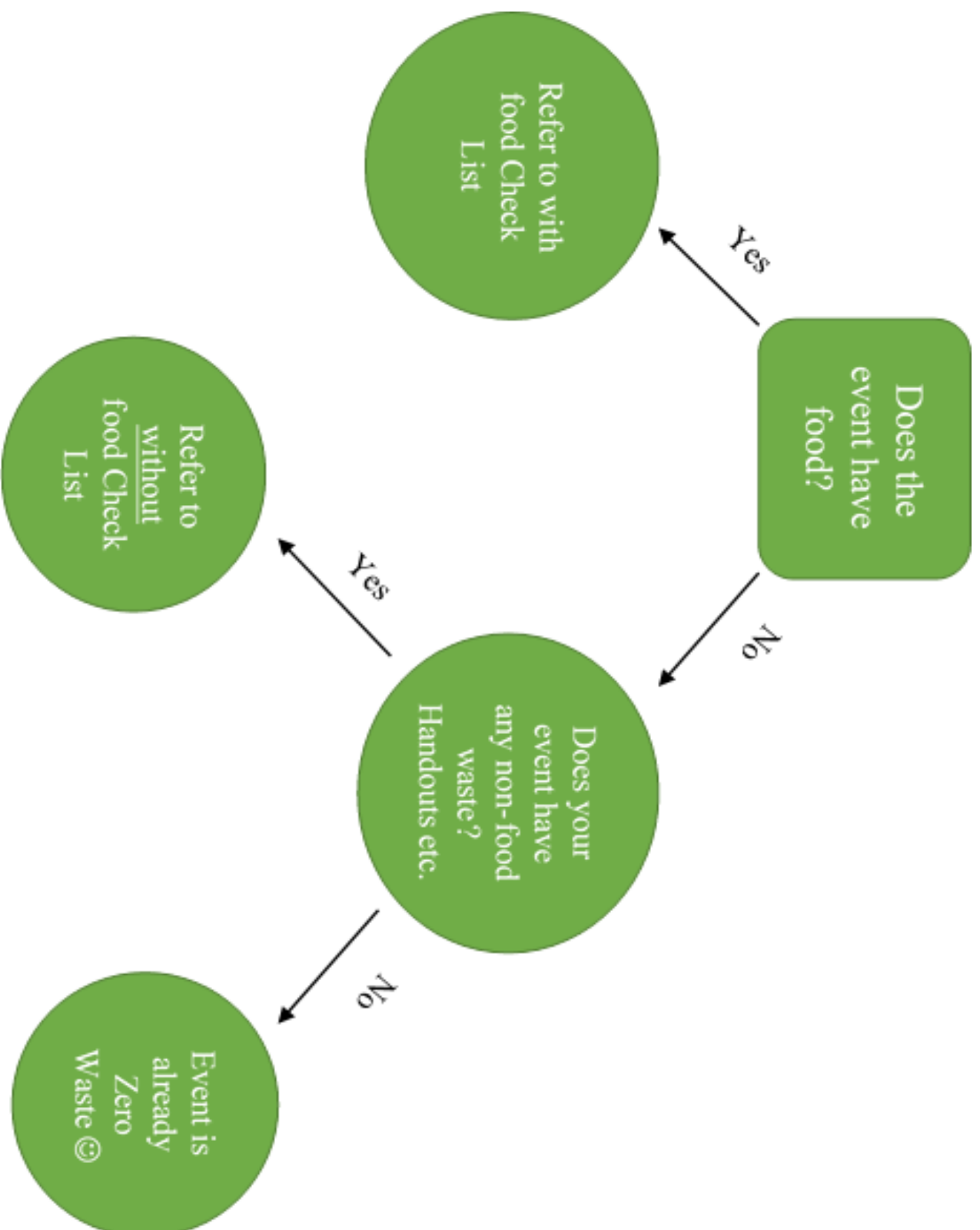
Why have a Zero Waste Event?

Zero Waste events are a great way to incorporate the environment into any activity or celebration. Having a Zero Waste event will divert close to 90% of trash from the landfill. Landfills are an imperfect place to put our trash, landfills prevent a large amount of food and products from biodegrading due to the lack of sunlight and oxygen. By having a Zero Waste event you can contribute to a healthy planet and help Western reach their goal of becoming Zero Waste by 2026!

Zero Waste Activities

- Recycling
 - Plastic 1, 2, 6
 - Aluminum cans
 - Tin cans
 - Clear, brown, green glass
 - Paper
 - Cardboard
 - Newspaper
- Compost
 - Fresh fruits
 - Fresh/steamed vegetables
 - Coffee grounds
 - Egg shells
 - Tea bags
- Pig Feed
 - Any leftover food that is not pork





Program with Food Check List

Before Program

- ☐ Contact LEAD Sustainability **two weeks before** your program with information about it and ensure that you have enough:
 - Signs
 - Gloves
 - Trash bags
 - Volunteers
 - Flags
- ☐ Advertise your program as Zero Waste on flyers or other form of advertisement.
- ☐ Determine approximate attendance **two weeks before** while planning for your program.
- ☐ Place a work order for recycling bins (combined recycling which does not include landfill bins) **one week before** the program:
 - >50 people: 1 bin
 - 50-100 people: 2 bins
 - 100-200 people: 3 bins
 - 300+ people: 4 bins
- ☐ If composting, ask facilities for extra trash bins. There should be a recycling and composting bin at each waste station.
- ☐ If collecting pig feed, inform LEAD Sustainability and they will provide you with the buckets.



Purchasing Food and Beverages

☐ Inform LEAD Sustainability on what kind of food will be served (after the following steps) and set up a time for pick up and drop off of compost and pig feed.



- ☐ If Sodexo is catering, follow these steps:
- Decide if you are going to be using reusable eating utensils (Plates, cups, silverware) or non-reusable eating utensils (we recommend reusable, but that is not always feasible).
 - If using non-reusable eating utensils ask Sodexo for compostable plates and cup that can be recycled (Plastic #1, #2, or #6).
 - Decide on what foods you are purchasing from Sodexo so that you are prepared for how to dispose of them.
- ☐ If you are getting your food from off campus, follow these steps:
- If RA funds are plentiful, have food locally sourced (try the Local Market).
 - Purchase compostable plates or paper if compostable are unavailable (avoid Styrofoam at all costs!)
 - Purchase cups that can be recycled (Plastic #1, #2, or #6-Red Solo Cups)
 - Try buying food and drinks in bulk with little packaging.

Tip: Try to avoid pork in pig feed because it must go to the landfill since we aren't cannibals!

Tip: Consider making your event a "bring your own plate and cup" (BROP&C) program. This will save you money and eliminate waste.



Day of Program

Set up:

- ☐ Arrive at least 15-30 minutes early to set up.
- ☐ Set up waste station(s) in a centralized location that include bins for:

- Recycling
- Pig Feed
- Compost
- Landfill



- ☐ Remove any trash cans that are not a part of a waste station (there should not be any stand-alone trash cans).

Waste Station Suggestions

- >50 people: 1 station
 - 50-100 people: 2 stations
 - 100-200 people: 3 stations
 - 300+ people: 4 stations
- ☐ Assign a volunteer to each waste station (not required but is suggested for events with a large attendance).
 - ☐ Ensure that there are enough bags and gloves for yourself or volunteer(s).
 - ☐ Announce that the program is Zero Waste at the beginning and in the middle, if possible.
 - ☐ Briefly educate attendees on Zero Waste and appropriate disposal of waste.
 - ☐ Ensure that waste is properly being disposed.
 - ☐ Remove items that are disposed of incorrectly.

After Program

- ☐ Double check that all bins are correctly sorted.
- ☐ Separate recycling by:
 - Plastic
 - Aluminum
 - Paper
 - Cardboard
 - Glass
 -
- ☐ Throw recycling into nearby campus recycling center.
- ☐ Contact LEAD Sustainability to pick up compost and pig feed.
- ☐ Give Feedback to LEAD Sustainability about your Zero Waste experience at:
 - leadsustainability@western.edu



Thanks for being Zero Waste!

Program without Food Check List

Before Program

- ☐ Advertise your program as Zero Waste.
- ☐ Purchase products that can be recycled or reuse products.



Tip: Look at
FreeCycle for craft
items

Day of Program

Set up:

- ☐ Arrive at least 15-30 minutes early to set up.
- ☐ Set up waste station(s) in a centralized location that include bins for:
 - Recycling
 - Landfill
 -
- ☐ Remove any trash cans that are not a part of a waste station (there should not be any stand-alone trash cans).

Waste Station Suggestions:

- 50 people: 1 station
 - 50-100 people: 2 stations
 - 100-200 people: 3 stations
 - 300+ people: 4 stations
-
- ☐ Assign a volunteer to each waste station (not required but is suggested for programs with a large attendance).
 - ☐ Ensure that there are enough bags and gloves for yourself or volunteer(s).

During Program

- ☐ Announce the program is Zero Waste at the beginning and in the middle, if possible.
- ☐ Briefly educate attendees on Zero Waste and appropriate disposal of waste.
- ☐ Ensure that waste is properly being disposed and remove items that are disposed of incorrectly.

After Program

- ☐ Double check that all bins are correctly sorted and separate by:
 - Aluminum
 - Paper
 - Cardboard
 - Glass
 - Plastic
- ☐ Throw recycling into nearby campus recycling center.





Give Feedback to LEAD Sustainability about your Zero Waste experience at:

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Thanks for being Zero Waste!