

**STAFF & FACULTY WASTE REDUCTION  
EDUCATION CAMPAIGN**

**ERS 317**

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# Staff and Faculty Recycling News

## Workplace Waste Reduction

### Benefits of Waste Reduction

#### Creating a workplace waste reduction plan:

- Saves waste disposal costs
- Shows the public that you are environmentally conscious
- Conserves valuable resources through the displacement of virgin material
- Conserves landfill space
- Lowers operating costs through more efficient use of materials/resources
- Improves operational efficiency

#### What can be done to reduce workplace waste?

- Contact the Waste Management Coordinator (Patti Cook – ext. 3245/[plcook@uwaterloo.ca](mailto:plcook@uwaterloo.ca)) to see what you can get involved in!
- **REDUCE, REUSE, RECYCLE!!!**
- Look into joining a “green team” that represents your faculty
- Set personal goals and targets that are achievable (i.e. use a reusable mug instead of disposable)
- Establish target dates (in your green team) in regards to your roles and responsibilities
- Use incentives and rewards to promote waste reduction
- Follow-up on the waste reduction plan to ensure continued success
- Get involved in any staff/faculty waste events!!

### Did You Know...?

- The average office worker produces between 55 -68 kg of recoverable office paper each year.
- It takes 6 mature trees to make a tonne of paper.
- Waste disposal costs continue to rise because of high transportation costs and lack of landfill space.
- Reckless disposal can cause serious damage to the environment and your university.
- Each tonne of waste paper recycled saves more than 2.3 cubic metres of landfill space.

## Office Clean-Out Checklist

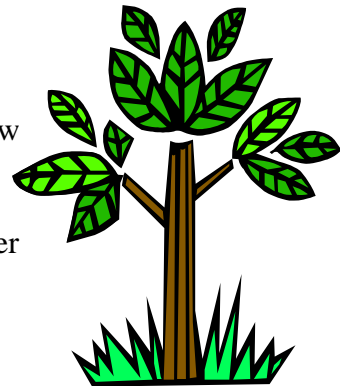
Provided below are steps that should be utilized in the event of an office clean-out and relocation:

1. **PLAN AHEAD!** Contact Patti Cook at Waste Management services (888-4567 ext. 3245) to reserve extra recycling containers when the clean-out date has been set.
2. Promote the event to office staff via email or staff meetings. The staff should be made aware of all things recyclable and not, and their proper disposal locations.
3. Make sure that all containers are properly labeled.
4. Identify all areas that need to be cleaned out. Select someone to be responsible for any shared areas.
5. Think of the best way to gather discarded materials.
6. Think Recycle and Reuse! Fill out a surplus form, which can be found at Central Stores, and call Central Stores for pick-up.
7. Follow-up to ensure that all discarded materials are being sent to the proper locations.



## Office Clean-Out Tips

- Don't pack files and papers that you don't intend to use in your new location.
- Try to use up supplies rather than move them, or offer them to other departments for reuse.
- Recycle all cardboard boxes from the move.
- Remove names from mailing lists to reduce the infiltration of junk mail.



### Did You Know...?

- Adhering to the Office Clean-Out Checklist can result in recycling figures that are 12 times the normal collection rate.

## Paper Waste Reduction



**WE CAN MAKE  
A DIFFERENCE**



### Benefits of Using Less Paper

- Creates more room in filing cabinets and other storage areas
- Mailing documents of smaller size is cheaper than mailing larger documents.
- Decreased associated purchasing costs.
- Reduces the need to mine for new resources

### What You can do

- When photocopying or printing be sure to use both sides of the paper whenever possible.
- Use old documents as scrap paper. They is especially good for leaving notes for people
- Use email and read documents such as journals on the web as much as possible.
- RECYCLE PAPER by putting it in the recycling bin instead of throwing it in the garbage.
- Use recycled paper instead of paper made of virgin materials.



### Did You Know...?

- Paper makes up the majority of Waste in the work place! The average office worker uses 10,000 sheets of copy paper each year. Recycling paper drastically reduces amounts of paper used and is also very cost efficient!!!!!!
- Paper and paper products account for more than one third of the materials discarded into Canada's municipal waste stream.

**Energy Reduction**

# What YOU can do to Reduce Your Energy Use While at Work!

## Benefits of Using Less Energy

- Reducing your energy consumption will save money on electricity bills!
- Decrease outputs to the environment (such as air pollution) the average person will not know what you mean.
- Increases one's environmental awareness by encouraging more sustainable habits!
- Reduces energy reliability, which will become a concern when conventional sources of energy (oil, gas) begin to dry up.
- Decreases the need to use dirty fuels (such as coal) in electrical generators!



## What You Can Do

- Turn off your COMPUTER at night. Use the Sleep/Suspend option when you are away from your desk.
- TURN OFF the lights when away from your office.
- UNPLUG the appliances at night (microwave, oven, toaster, etc).

## Did You Know...?

- One computer left on over night & on weekends costs an extra \$95 per year!
- One photocopier left on over night & on weekends costs an extra \$60 per year!
- Standard light bulbs give off 90 per cent of their energy as heat! New compact fluorescent "spiral" bulbs are 75 per cent more efficient and fit in standard sockets.
- Garbage equates to energy. The more garbage you produce, the more energy you require. Think about it, and try and reduce your use!

## PROCESS

The following are the three main methods used to locate resources:

- Conducted extensive web searches
- Leading institutional sources
- Academic Journals

These were then narrowed down to university institutions and similar businesses.

Overlapping material found in these resources were used to delineate the most preferred methods of waste reduction.

### **CRITERIA FOR SUCCESS**

There are many factors to consider when determining the success of a waste reduction plan. However, we chose to focus on the following themes:

- Benefits To University
- Overall Sustainability
- Costs

These three themes were of major focus for the creation of the pamphlet for their practical benefits. Benefits to the university are the driving force behind implementation of such a project. Furthermore, the overall sustainability determines whether or not the plan is successful in relation to environmental, social and economic realms. Finally costs are the major constraint in regards to implementing a waste reduction plan. If it can be shown that money can be saved or that the costs can be offset, the project should be considered successful in relation to that criterion.

### **RECOMMENDATIONS**

Our recommendations are focused mainly on the actual newsletter itself. Additions to this pamphlet can be added with each new edition that will include a broader coverage of issues. The following recommendations serve as future suggestions to improve the environmental education of staff and faculty at the University of Waterloo. These recommendations are limited to the scope of our project.

- Implement a focus group to review the materials presented in the accompanying pamphlet.
- Consider broadening this newsletter to include all sustainability issues.
- Establish a tri-annual edition aimed towards Staff and Faculty waste reduction/ sustainability issues to be released within the first month of every term
- Increased inter/intra-office and faculty networking to establish a campus-wide framework aimed at improving efficiency and reducing costs.

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