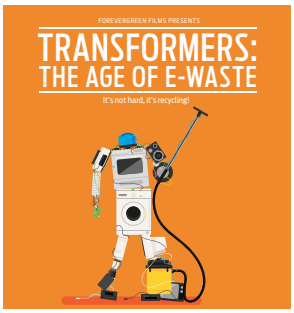
FOREVERGREEN

TEAM PACK

SESSION GUIDE



September: E-Waste

E-Waste is the fastest growing waste stream globally and a hazard to human health. In September we will focus on raising awareness about the issue of e-waste and provide suggestions to collect and responsibly recycle e-waste in your workplace.



October: Recycling

In October we will focus on waste diversion in the workplace and provide resources to ensure correct recycling practices are in place. Suggested activities will include an assessment of recycling practices in your workplace to identify key areas for improvement.



November: Reusable Coffee Cups

Disposables coffee cups are extensively used, and they end up generating a lot of waste. In November we will promote the benefits of choosing a reusable coffee cup over a disposable cup and encourage our colleagues to do the same.



December: Community Giving

December is a time for giving back to our communities. We will draw attention to social issues that are prevalent in our urban environment and suggest ways in which you can make a difference in your community. We will also ask you to review progress of priority projects identified through the Walk-Through Checklist and report on barriers.

E-WASTE



What is e-waste? Electronic waste (e-waste) is defined as being any discarded, surplus, obsolete or broken electronic devices such as computers, video game consoles, mobile phones and televisions.

E-waste is one of the fastest growing waste streams in the world. 40 million metric tonnes of e-waste is produced each year (StEP initiative). That's equivalent to the weight of almost 16 billion average sized laptops (2.5 kg in weight). According to some estimates, only 5-15% of this e-waste is actually recycled responsibly. The rest of it is likely being stored, disposed of in landfills, or is in some cases illegally shipped overseas.

According to a United Nations University report, in 2014, 42 million tonnes of e-waste was generated. This represents $52 billion worth of potentially reusable resources. However, only less than one sixth of this was recycled or made available for reuse.

E-waste contains both toxic and recyclable materials, so disposing of these items properly is essential. Quantities of lead and mercury, for example, are found in laptop computers. While these materials pose no threat to the user during the computer's useful life, these materials are harmful when sent to landfill.

Why is e-waste recycling important? Irresponsible e-waste disposal practices like shipping the waste to developing countries and dumping it in landfills pose serious environmental, social and health risks. Between 60-90% of the world's e-waste, worth nearly $19 billion, is traded or dumped in developing countries like China, Ghana, Bangladesh and Nigeria each year, according to United Nations Environment Prorgram.

It turns out, that a large number of what is labeled e-waste is not actually waste at all, but rather complete electronic equipment or parts that are readily marketable for reuse or can be recycled for materials recovery. When recycled, substances such as gold, cadmium, barium, or copper can be recovered in large amounts and reused in new devices. For example, to produce 1 tonne of copper it takes only 14 tonnes of recycled e-waste compared to 80,000 tonnes of raw material acquired from underground mining.

E-waste disposal programs are widely available; however they may differ depending on where you live.
For residential e-waste disposal, check with the manufacturer of the electronics you are wishing to dispose of, your local electronic retailer or your municipality to inquire about e-waste disposal services.
If your company is looking for a way to recycle its e-waste, the best solution would be to partner with a credible e-waste recycling provider. There are also a number of non-profit organizations that take old electronics that are still in working condition, such as Computers for Schools.

FOREVERGREEN ENGAGE: E-WASTE COLLECTION EVENT

Activity Description:

Hold a small electronics e-waste collection drive in your workplace to encourage employees to bring in their small electronics, such as batteries and cellphones for recycling. You can also use this as an opportunity to educate your colleagues about the issues surrounding e-waste by ensuring they received a copy of the ForeverGreen newsletter.

How:

- Advertise the e-waste event and provide information and education around the issue of e-waste and the benefits of recycling. You may want to limit collection to small electronics (cell phones, batteries, laptops) and discourage employees from bringing in larger items such as TVs, computers, as these will be harder to dispose of afterwards.
- Schedule a day or a week where employees can bring in items for recycling and designate a collection spot within the workplace that is highly visible.
- As an added incentive, you may want to allow each employee who brings in an item to enter a draw to win a prize.
- Organize for the drop-off or pick-up for the collected items. Just like garbage pickup, different jurisdictions have different e-waste programs and different procedures for getting rid of equipment. You can bring used electronics to a variety of municipal, not-for-profit, retail and other depots or special collection events.
- To find out if there are certified e-waste programs where you live and to obtain more information about these programs, including a detailed list of electronic materials that can and cannot be sent to recycling centres, contact your municipality. In many cases, your Property Manager might already have a program in place to dispose of e-waste, so be sure to check with them as well.
- For Canada, it is recommended that you choose a e-waste recycling vendor that is specified by the Electronic Products Recycling Association's Recycler Qualification Program (RQP) http://epra.ca/who-we-are/responsible-recycling
- For United States, it is recommended that you choose e-waste recycling vendors certified by R2 Standards for Electronic Recyclers or the e-Stewards Standard. https://www.epa.gov/smm-electronics/certified-electronics-recyclers
- Another option for recycling is Think Recycle, a cost-free environmental fundraising program that will help the David Suzuki Foundation raise funds by collecting unwanted electronics, including cell phones, print cartridges, laptops, tablets and digital cameras, for responsible disposal through refurbishment, recycle and reuse. For more information visit http://davidsuzuki.org/what-you-can-do/recycle-your-electronics/

FOREVERGREEN MIND: E-WASTE POLICY

Activity Description:

Recycling electronics at end-of-life is a necessary and sound business practice for organizations regardless of size or industry on many levels. It can help a business: save money by eliminating the need to store retired technologies; create a more environmentally conscious organization; protect intellectual assets; and manage your brand reputation.

Determine whether your company has a plan / policy in place to recycle electronics at EOL, and if not, establish one.

How:

Sit down with your IT group and other stakeholders to determine what currently happens to your company's electronics at EOL. Is there a plan or process in place to ensure that they are responsibly recycled? If yes, great job! If not, work towards establishing a policy that will ensure proper recycling, through a credible recycling partner and communicate this new policy to employees as an FYI.

Resources:

- Your local municipality or electronic stewardship organization will be a valuable resource in establishing an e-waste policy and selecting a suitable recycling partner.
- Electronic Product Stewardship Canada has some helpful resources around how to prepare devices for recycling http://epsc.ca/additional-resources/
- This presentation also has good information about the e-waste regulation lanscape in Canada: https://www.epa.gov/sites/production/files/2014-08/documents/canada_country_presentation.pdf

If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Hold a lunch n' learn for your colleagues and view "E-Wasteland" or "ToxiCity" to learn more about the worldwide issue of e-waste: https://www.youtube.com/watch?v=yUCoToorc9M and https://www.youtube.com/watch?v=mleQVO1Vd1I

Additional Resources:

The E-Waste Republic:
http://interactive.aljazeera.com/aje/2015/ewaste/index.html

Electronics Take Back Coalition:
http://www.electronicstakeback.com/home/

StEP - Solving the E-Waste Problem:
http://www.step-initiative.org/

Electronic Product Recycling Association
http://epra.ca/who-we-are/educational-resources

RECYCLING RIGHT



The everyday activities of businesses, organizations and employees can create a significant amount of waste. Reducing waste at work is not only the environmental thing to do - it also makes good economic sense. Often implementing a waste reduction strategy can reduce the amount of materials that companies pay to send to disposal, thereby reducing garbage disposal costs.

Recycling is the process of collecting and processing materials that would otherwise be thrown away as trash and turning them into new products. Recycling can benefit your organization and the environment.

DID YOU KNOW?

MUNICIPAL WASTE HAS BEEN STEADILY INCREASING SINCE 1980 AND NORTH AMERICANS ARE THE WORST PERFORMERS, PRODUCING OVER 700 KG OF SOLID WASTE PER CAPITA (OF THAT, AT LEAST 45% IS FROM NON-RESIDENTIAL SOURCES)!

EVERY YEAR IN CANADA, AN ESTIMATED $1 BILLION IN VALUABLE RESOURCES IS LOST TO LANDFILL.

EVERY YEAR IN THE US, 167 MILLION TONS OF TRASH THAT IS ACTUALLY RECYLABLE, ENDS UP IN LANDFILLS AND INCINERATORS.

AVERAGE RECYCLING (OR WASTE DIVERSION) RATES IN A TYPICAL WORKPLACE ARE VERY LOW COMPARED TO AT HOME.

Convenience is the key to a successful waste reduction program. A convenient collection system will encourage employees to carefully sort recyclables by material type and to eliminate contaminants. Place collection containers in convenient locations as close as possible to areas where recyclables are generated. For instance, in an office paper collection program, it is most convenient for individuals to have small paper collection containers at their desks, or central bins near printers and photocopiers. Employees or custodial staff can then transfer the paper collected in these small containers to a larger central collection point. Make sure bins are clearly labelled so they don't get contaminated with garbage.

FOREVERGREEN ENGAGE: RECYCLING BIN CHECK-UP

Activity Description

This activity is meant to raise awareness of proper recycling processes in your workplace. Conduct a recycling bin check-up by visiting your colleagues' workstations after they have gone home for the day to determine whether they are using their desk side garbage and recycling bins properly. At each workstation and common area location like the kitchen, leave behind a note indicating what they can improve on. Or, if they have recycled properly leave behind a token of appreciation such as an apple, chocolate, pencil, etc.

Why

This activity is great for communicating the appropriate way to recycle in your workplace, as well as to reward those people who are already doing a great job recycling.

How:

Several days in advance of the event:

- Recruit several colleagues (e.g. Green Team members) to assist you in the check-up.
- If you are unsure of the waste management processes in your workplace, speak with your facility or property manager to get clarification.
- Speak with the cleaning staff to determine their schedule. You want to make sure that you get around to the workstations before the cleaning staff empties the bins.
- Print off and prepare 'note' template (Appendix 2). These will be left behind at workstations to indicate performance. If possible, print on scrap paper. The template has been set up to print 4 per page.
- Procure prizing for people who have recycled properly. Prize ideas include an apple, a pencil, a chocolate, or even just a smiley face – but whatever it is, keep in mind that it should generate as little waste as possible. Local and organic is also a bonus!

Day of the event

- At the end of the workday, once most employees have left the office, the check-up can begin
- Divide the workplace up amongst participating green team members and begin the walk through. At each workstation, assess whether that person has disposed of their waste properly and record the result on the 'note'.
- Leave the 'note' behind, along with the prize if applicable.

Resources:

Appendix 1: Recycling Bin Check-Up note template

Look ahead to the next activity for instructions on how to collect additional information that can be used to analyze recycling practices and determine main contaminants in the waste stream.

FOREVERGREEN MIND: RECYCLING BIN CHECK-UP (DATA COLLECTION)

Activity Description

This activity will build on the Recycling Bin Check-Up by incorporating a data collection component. This will allow you to communicate cumulative results to your organization's employees as well as identify the top contaminants in the waste stream.

Why:

Identifying the top contaminants and communicating those results to your colleagues will allow you to take the first steps towards improving recycling practices in your workplace by raising awareness of the issue. It will also set a benchmark to compare against should you complete the activity again next year.

How:

- While conducting the Recycling Bin Check-Up, use the Recycling Data Collection form (Appendix 4) to record information about each workstation, including:
  - Is a blue bin available?
  - What type of recyclable material was placed in the trash bin?
  - What type of material was incorrectly placed in the recycling bin?
- Once completed, compile the data and communicate results of the check-up to your colleagues using the method(s) of communication most suited to your workplace (e.g. create a poster, send an email, post a notice to the intra-net, etc).

Resources:

Appendix 2: Recycling Data Collection Form

If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- **Waste Reduction Week** is taking place October 17 - 23, 2016. Visit www.wrwcanada.com to pledge your participation and get involved.
- Refer to this **Waste Management Toolkit** from Partners in Project Green: https://www.partnersinprojectgreen.com/wp-content/uploads/2015/04/PPGMemberOnly_WasteToolkit_27Feb14.pdf
- Conduct a **business waste assessment** and create a waste reduction action plan. Waste Reduction Week Canada has a great Business Resource Kit to guide you on your way. To access the kit visit: http://www.wrwcanada.com/uploads/File/WRW2012/Business_Resource_Kit_Static.pdf
- **Waste Reduction Tips** for Businesses: https://www.rco.on.ca/uploads/File/RC_Resources-Businesses-60Tips.pdf and http://www.rethinkrecycling.com/businesses/how-guides/how-reduce-waste

Additional Resources

WWF's Living Planet at Work has some good resources on waste reduction:
http://atwork.wwf.ca/EN/

Recycling Right Database
http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=5627e8660d035510VgnVCM10000071d60f89RCRD

Waste Management - What Can I Recycle?
http://www.wm.com/thinkgreen/what-can-i-recycle.jsp

The Clean Bin Project - Documentary about Zero Waste
http://www.cleanbinmovie.com/

REUSABLE COFFEE CUPS



50 million trees and 33 billion gallons of water are used to produce North America's disposable coffee cups each year, and buying just one disposable cup of coffee per day creates over 10kg of garbage each year (Simon Fraser University). Next time you want a caffeine fix – please think twice about purchasing something that will end up in the landfill!

The writers at Might Nest (mightynest.com) provide 6 reasons to use a reusable coffee cup:

1. **Styrofoam:** According to the EPA, 25 billion styrofoam cups are thrown away each year in the US and have the potential to stay in the landfill for a good 500 years. Styrofoam is made from polystyrene, a petroleum derived material. In addition to the harm done to the planet, styrene is also considered carcinogenic and has been shown to leach from polystyrene, especially when the inside liquid was hot. Styrofoam cannot biodegrade or be fully recycled.
2. **Paper:** Even though paper may seem like a better choice than styrofoam, paper cups are lined with a type of plastic called polyethylene so the cup won't just turn to mush. Unfortunately, the glue used to hold those paper cups together partially dissolves when the coffee is poured into the cup, releasing trace amounts of toxins, such as melamine, into the coffee. And unlike newspaper and cardboard boxes, disposable paper cups are not recyclable in most curbside recycling programs because of the combination of materials. Not to mention the 20 million trees that are cut down each year for coffee cups. Most recycling facilities are unable to separate the polyehylene lining attached to the cups which is why these cups end up in the landfill and contribute towards creation of carbon dioxide and methane gas.
3. **Plastic lid:** Coffee cup lids are made of plastic (polystyrene) and known to leach styrene, a member on the US List of Carcinogens. A better alternative is using a silicone or BPA-free lid that can be used repeatedly.
4. **Cardboard sleeve:** These cardboard sleeves are recyclable. Since most cardboard sleeves are thrown out along with the non-recyclable disposable cup, there is even more waste. Of course there is no need for a protective sleeve when using a double wall reusable coffee cup because the heat stays on the inside!
5. **Plastic cups for iced beverages:** The plastic cups used for to-go iced beverages are made from #5 polypropylene plastic. Although they are technically recyclable, most curbside programs won't accept this type of plastic. However, the company Preserve (they make toothbrushes and razors from recycled yogurt cups) has a program called Gimme 5 that collects #5 plastic in participating Whole Foods stores. Or, you could use a reusable insulated tumbler for long-lasting iced coffee.
6. **Taste:** Drinking coffee from a ceramic or stainless steel tumbler just tastes better! High quality 18/8 stainless steel ensures that your reusable mug won't rust. And double-walled mugs provide the insulation (hot and cold) for a civilized and comforting beverage that can linger for hours.

At the end of the day, a reusable mug is covenient, environmentally friendly, and budget friendly!

FOREVERGREEN ENGAGE: 'LUG A MUG' REUSABLE CUP CHALLENGE

Activity Description:

Create a 'Lug a Mug' challenge to encourage all the coffee and tea lovers in your workplace to go one week without using disposal coffee cups.

How:

Distribute the poster (link provided below) to spread the word about the impact of disposable coffee cups.

Challenge your colleagues to go one week without using disposal coffee cups, and provide an incentive for those to rise to the challenge. For example, for every day that a colleague uses their reusable mug, provide them a ballot for a draw. At the end of the week, raffle off a gift card for a nearby coffee shop.

Resources:

Posters

http://www.cleanwater.org/files/publications/Fact%20Sheet%20Reusable%20Cup%20Comparision%20R14.pdf

http://poster.keepcalmandposters.com/8906995.jpg

If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Beyond disposable coffee cups there are many other areas where you can reduce the amount of waste you create on daily basis (e.g. disposable water bottles, shopping bags, food containers, etc) Think about some of the more common items that you use on a daily basis and make an effort to find a reusable alternative. Click here for some guidance: http://www.rethinkrecycling.com/residents/reduce/top-10-ways-reduce-waste

Additional Resources

The Guardian: 5 of the best reusable coffee cups
http://www.theguardian.com/lifeandstyle/2014/jul/04/five-of-the-best-reusable-coffee-cups

Huffington Post: The Best Eco-Friendly Alternatives To Traditional To-Go Coffee Cups
http://www.huffingtonpost.com/entry/eco-friendly-travel-mugs_us_5790ccd4e4b0fc06ec5bced7

GIVE WHERE YOU LIVE



Poverty, food insecurity, homelessness are few of the many significant social issues facing our communities. It is important to take time during the holiday season to give back to our communities and people who are in need. There are countless opportunities during the holidays to donate money or food to charity. But giving does not just mean donating money to a charity. You can also give your time, talent and energy. There are many opportunities in your community to help others this holiday season.

Find an opportunity that matches your interests and invest your time on issues that you deeply care about. Do you love animals? You would probably enjoy volunteering at the local Humane Society. Are you passionate about the isue of food insecurity? You might want to think about helping at your local food bank. Other ideas include, donating toys to a children's hospital, spending some time with housebound seniors at a local nursing home or serving food at a local soup kitchen. Whatever it might be one thing is for sure, you'll feel great about it afterwards! Pick a cause or event and invite friends, family or co-workers to join whether it's for a couple of hours or an entire day of volunteering.

LOOKING FORWARD

2016 seems to have gone by in a blink of an eye! We hope you have enjoyed the activities and resources provided in this pack and found that they have been of benefit to your organization. Bentall Kennedy is pleased to continue offering these ForeverGreen resources in 2017, with a focus on an interesting new topic every month. In the meantime, we'd love to hear from you. Please provide your Property Manager with feedback and suggestions to help make this program more useful to you.

FOREVERGREEN ENGAGE: DONATION DRIVE

Activity Description:

Millions of North Americans live in poverty and are in need of basic necessities such as food, clothing and shelter. Run a donation drive in your workplace to collect items for people that are in need.

How:

- Choose an item to focus your drive on (e.g. toys, warm clothing, food) and decide on a charity partner to receive the donations. *Note: Before planning your donation drive, speak to your property manager to find out if there are any building wide donation drives planned to take place over the holiday season. If so, you may just want to encourage your colleagues to participate and donate to that one. Alternatively, you can hold you own drive but focus on a different item so as not to duplicate efforts.*
- Decide on the length of your drive (e.g. one or two weeks) and set a poundage or financial goal. On a regular basis, communicate to your co-workers how close you are to achieving that goal.
- Place a collection receptacle in a location that people can find. The receptacle can be bins or boxes with prominent signage.
- Advertise! Create signs for around the workplace, send out an email to colleagues, post a notice on the intranet, or use any other method of communication that you can think of.
- Add an element of competition - pit departments against each other and offer incentives to the group that donates the most. Incentives could be as simple as a pizza party or providing a symbolic trophy to the winning group.
- Recruit volunteers who will help you sort and pack the items.
- Decide on a schedule for donation delivery and arrange for drop-off or pick-up of the donations.

FOREVERGREEN MIND: REPORT ON PROGRESS

Activity Description:

Year end is an ideal time to revisit commitments made earlier in the year. In this activity we will ask that you revisit the priority projects identified on your ForeverGreen Walk-Through Checklist and think about the progress you have made to date. Are there projects where you are struggling to make progress? If so, why?

Identifying the barriers and reviewing with your Property Manager and key individuals within your organization may help move things along.

How:

For each priority project, use the template provided (Appendix 4) as a guide to think through each project and identify barriers and next steps. Share the completed templates with your Property Manager and key decision makers within your organization.

Resources:

Appendix 3: Report on Progress Template

FOREVERGREEN & KEEN

If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Depending on your corporate philanthropy / volunteer policy get a group of colleagues together and spend an afternoon volunteering at a food bank.
- Depending on your corporate philanthrophy / volunteer policy, assemble a group of coworkers together with varied professional skills such as marketing experts and tech-whizzes, and see if you can offfer your expertise and time to non-profit organizations. This can include, helping them enhance their outreach strategies, build websites, or run social media campaigns.
- If your workplace is having a holiday party, strive to make it zero waste. Here are some tips for a greener holiday party: http://blog.wwf.ca/blog/2015/12/09/10-ways-to-green-your-holidays/

Additional Resources

Volunteer Canada:
http://volunteer.ca/

36 ways to give back this holiday season
http://www.volunteertoronto.ca/page/Holiday

Volunteer Match
http://www.volunteermatch.org/

Points of Light
http://www.pointsoflight.org/

Charity Village - Volunteer Listings
https://charityvillage.com/directories/volunteers/find-volunteer-listings.aspx

FOREVERGREEN RECYCLING BIN CHECK-UP

Hi there, just a friendly note to let you know that we came around last night to check on whether our work station blue bins are being used correctly. Here is what we found:

- ☐ Great job! Looks like you are recycling right!
- ☐ Sorry about that! There is no recycling bin at your desk. Contact your Property Manager to get one.
- ☐ Ooops! Think outside the trash...we found recyclables in your garbage bin.
- ☐ Ooops! We found garbage in your recycling bin. Did you know? When you contaminate recyclable materials with garbage it reduces the effectiveness of the entire recycling process.

If you aren't sure what can be recycled in your blue bin speak to a representative of your Green Team or your Property Manager.

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APPENDIX 2: RECYCLING DATA COLLECTION FORM

Workstation (#)	**Recycled Correctly?** (y/n)	**Blue bin available at workstation?** (y/n)	**Recycling in the trash** (Provide brief description of recyclables found in trash [e.g. paper, water bottles. etc])	**Trash in the blue bin** (Provide brief description of trash found in the blue bin [e.g. food, coffee cups. etc])

APPENDIX 3: REPORT ON PROGRESS

PROJECT DESCRIPTION	REPORT ON PROGRESS
Priority Project #1:	
Progress to date:	
Barriers encountered:	
Next steps:	
Priority Project #2:	
Progress to date:	
Barriers encountered:	
Next steps:	
Priority Project #3:	
Progress to date:	
Barriers encountered:	
Next steps:	