

FOREVERGREEN TEAM PACK

SESSION 3 GUIDE - September - December 2017

SEPTEMBER: PAPER WASTE



In September, we will discuss how you can reduce your paper waste!

Recommended ForeverGreen Activities:

- *Activity 1: Paper Audit*
- *Activity 2: Reusable Paper Station*
- *Activity 3: 'Keep Calm and Carry a Reusable Cup' Week*

OCTOBER: RECYCLING RIGHT



This October, we will focus on waste diversion in the workplace and provide resources to ensure correct recycling practices are in place!

Recommended ForeverGreen Activities:

- *Activity 1: Awareness Month/Week*
- *Activity 2: Big (Recycling) Data*
- *Activity 3: Litterless Lunch Photo Contest*

NOVEMBER: E-WASTE



This month, we will raise awareness about e-waste, the fastest growing waste stream, and provide suggestions to collect and responsibly recycle your electronic devices.

Recommended ForeverGreen Activities:

- *Activity 1: E-waste drop off*
- *Activity 2: E-waste fundraising (no cost event)*

DECEMBER: COMMUNITY GIVING



We will close of the year by drawing attention to social issues that are prevalent in our urban environment and suggest ways in which you can make a difference in your community.

Recommended ForeverGreen Activities:

- *Activity 1: International Volunteer Day*
- *Activity 2: Donation Drive*
- *Activity 3: Zero Waste holiday party*

Within this Team Pack, for each monthly theme, you will find:

- Background/Tips on the topic
- Recommended ForeverGreen Activities



Bentall Kennedy
FOREVERGREEN

PAPER WASTE

Background/Tips on the Topic

Reduce total paper consumption

- Print and copy fewer documents
- Use automatic settings on computers to set default print setting to be double-sided
- Print two pages per side
- Print as PDF and file electronically

Re-use paper

- Use paper that has only been printed on one side as scrap paper

Recycle used paper

- Put used paper in the recycling bin
- Note that certain papers cannot be recycled in your blue bin because they contain contaminants that inhibit the recycling process. These include papers such as envelopes with plastic windows, thermal fax paper, bright coloured paper and glossy/plastic coated paper.

Purchase paper with environmentally-preferable attributes

- Find out if your organization has a paper purchasing policy that gives preference to environmentally-preferable attributes. See Appendix A for guidance on purchasing environmentally friendly Janitorial Paper Products
- Purchase unbleached and recycled paper products without added fragrances or dye. Look for eco-labels like Green Seal or EcoLogo™
- Check out 6 Steps to Responsible Paper Purchasing: <http://checkyourpaper.panda.org/paperbuyingtips/>

Pay it forward

- Communicate your paper reduction goals to your vendors/customers in order to opt for: Electronic order processing and paperless invoices .

PAPER WASTE

FOREVERGREEN ACTIVITY #1: PAPER AUDIT + REDUCTION CHALLENGE

Activity Description:

Determine the Annual Quantity of Paper Used: To measure the annual quantity of paper used at your office, simply determine the amount of paper that is purchased in one year. Office paper is typically purchased in packages called “reams” which is equivalent to 500 sheets of paper. The ream/package will indicate the number of sheets and paper density.

Determine the Proportion of Paper with Environmental Attributes: Measuring the proportion of paper used at your office that contains environmental attributes, such as post-consumer recycled content or FSC or EcoLogo certification, is also done by tracking all the paper that is purchased in one year.

Department Check: Put in place systems that allow staff to measure how many print copies they are personally responsible for each month. This knowledge will motivate people to reduce their personal paper footprint. Perhaps institute a department vs. department paper reduction challenge!

FOREVERGREEN ACTIVITY #2: REUSABLE PAPER STATION

Activity Description:

In the photocopier/printing room, put in place a tray to collect ‘Reusable Paper.’ This will ensure that any paper which is no longer needed is placed here for reuse instead of being chucked into the recycling bin. Make sure to advertise this option to all employees!

Resource Toolbox

Reduce Paper at Work - Tips: http://wwf.panda.org/how_you_can_help/live_green/fsc/save_paper/office_paper/Reusable_Paper_Station - Signs: <http://www.bepapersmart.com/printables-signs-and-reminders-to-add-efficiency/>



PAPER WASTE

FOREVERGREEN ACTIVITY #3: 'KEEP CALM AND CARRY A REUSABLE CUP' WEEK

Activity Description:

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). Create a 'Keep Calm and Carry a Reusable Cup' challenge to encourage all the coffee and tea lovers in your workplace to go one week without using disposal coffee cups.

- 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.

Resource Toolbox

Poster: <http://poster.keepcalmandposters.com/8906995.jpg>

Infographic: <https://www.ncgreenpower.org/wp-content/uploads/2016/01/79082b8fd3de0685b0b8b7d6a13199.jpg>



RECYCLING RIGHT

Background/Tips on the Topic

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.

Did you know?

- North America has 8% of the world's population, consumes 1/3rd of the world's resources and produces almost half of the world's non-organic garbage?
- 41% compostable and recyclable material is still being tossed in the garbage?
- It would take 300 years for a littered aluminum can to break down by natural processes?
- Food waste is a big problem? Canadians waste \$31 billion of food every year and half of all food produce in the U.S. is thrown away!

Tips:

- Make it easy - place collection containers in convenient locations as close as possible to areas where recyclables are generated.
- Label the bins to clarify what items belong in each of the bins
- Recruit 'Waste Watchers' or 'Recycling Spies' to monitor whether the garbage is being correctly sorted.
- Place posters of commonly discarded items (coffee cups, take out containers etc.) to guide your colleagues which bin(s) the items belong in.

RECYCLING RIGHT

FOREVERGREEN ACTIVITY #1: RECYCLING AWARENESS WEEK OR MONTH

Activity Description:

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 a cookie/chocolate/reusable mug!

- Start off the recycling bin-check up week/month by hosting a simple awareness event. Invite employees to a meeting room/office kitchen area to demonstrate in which bins the commonly discarded items should be placed.
- At the end of the workday, 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 token of appreciation if applicable.

Resource Toolbox

Appendix 1: Recycling Bin Check-up Template

FOREVERGREEN ACTIVITY #2: BIG (RECYCLING) DATA - MEASURE TO MANAGE

Activity Description:

Create some competition among the departments - collect recycling data by department, and offer a prize to the department that outperforms the rest in recycling!

While conducting the Recycling Bin Check-Up, use the Data Collection form (Appendix 2) to record information about each workstation as well as the office lunch room, including:

- Is a blue bin available?
- Is the green bin/composting bin available in the lunch room?
- What type of recyclable material was placed in the trash bin (if any)?
- What type of material was incorrectly placed in the recycling bin (if any)?
- 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 intranet, etc.).

Resource Toolbox

Appendix 2: Recycling Data Collection Form



RECYCLING RIGHT

FOREVERGREEN ACTIVITY #1: LITTERLESS LUNCH PHOTO CONTEST

Activity Description:

- Send out a bulletin to encouraging your colleagues to send photos throughout a given week (i.e. October 16-22 is Waste Reduction Week Canada) of their litterless lunch.
- Consider expanding the photo contest to include photos of any way that staff work to reduce the amount of waste they generate (i.e. home composters, office supply reuse stations, etc.). See 60 Tips for Waste Reduction at Work.
- Award prizes for: Best Photo, Most Creative or Innovative Waste Solution, etc.

Resource Toolbox

Waste Reduction Week is taking place October 16-22, 2017.

Visit www.wrwcanada.com to pledge your participation and get involved.

E-WASTE

Background/Tips on the Topic

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.

According to the UN, up to 50 million tons of e-waste—mainly computers and smartphones — are expected to be dumped in 2017. That's up by 20% from 2015. Only 12.5% of this is expected to be recycled.

Discarded electronic items are valuable - They are filled with reusable materials like plastics and precious metals which can be recycled and reused.

- A large number of what is labeled as “e-waste” is actually not waste at all, but rather complete electronic equipment or parts that are readily marketable for reuse or can be recycled for materials recovery.
- Repairing is always better than replacing. Bring broken devices to repair shops. If you must replace, take advantage of store trade-in programs that refurbish old devices for resale.
- E-waste disposal programs are available, but they differ depending on where you live. Choose a provincially approved e-waste recycling vendor as specified by the Electronic Products Recycling Association's Recycler Qualification Program (RQP).

E-WASTE

FOREVERGREEN ACTIVITY #1: E-WASTE DROP OFF

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.

- 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.
- Each employee who brings in an item can enter a draw to win a prize.
- 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.
- Canada: 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>
- US: Choose a e-waste recycling vendor that is specified by the R2 Standards for Electronic Recyclers or the e-Stewards Standard. <https://www.epa.gov/smm-electronics/certified-electronics-recyclers>

FOREVERGREEN ACTIVITY #2: COST-FREE ENVIRONMENTAL FUNDRAISING PROGRAM (DAVID SUZUKI FOUNDATION)

Activity Description:

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://david Suzuki.org/what-you-can-do/recycle-your-electronics/>

Resource Toolbox

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>



COMMUNITY GIVING

Background/Tips on the Topic

December is a time for giving. 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. 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.

FOREVERGREEN ACTIVITY #1: CELEBRATE INTERNATIONAL VOLUNTEER DAY ON DEC. 5

Activity Description:

Tuesday, December 5th is International Volunteer Day – commemorate this day by organizing a fundraising activity.

Depending on your corporate philanthropy / volunteer policy, assemble a group of coworkers together with varied professional skills such as marketing experts and tech-whizzes, and see if you can offer your expertise and time to non-profit organizations. This can include, helping them enhance their outreach strategies, build websites, or run social media campaigns.

- Volunteer at a local shelter or soup kitchen
- Participate in clothing drive
- Organize a food drive

Organize a Random Act of Kindness Week at work

- Place 'Random Act of Kindness' ideas on the bulletin board or share via email.
- Encourage employees to commit to one act a day for a week.
- Employees to take photos of their act of kindness
- Enter the photo submissions in a draw
- Donate to a charity of the winner's choice.

COMMUNITY GIVING

Random Act of Kindness Ideas:

- Bring your coworker a cup of coffee when he/she looks like she needs a pick-me-up.
- Praise a colleague for a job well done
- Take a difficult customer off your coworker's hands by saying you're there to relieve him for lunch or a break (it doesn't have to be true).
- Make a tax-deductible donation to a charity on behalf of your team.
- Offer to mentor a co-worker.
- Ask employees to bring in books they are willing to part with. Donate the books to a local library or charity.

Resource Toolbox

Random Act of Kindness at Work - Ideas: <http://www.cornerstonedynamics.com/random-acts-of-kindness-at-work/>

FOREVERGREEN ACTIVITY #2: DONATION DRIVE

Activity Description:

- 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 your 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

Resource Toolbox:

How to give back this holiday season: <http://www.volunteertoronto.ca/page/Holiday>



COMMUNITY GIVING

FOREVERGREEN ACTIVITY #3: ZERO WASTE HOLIDAY PARTY

Activity Description:

If your workplace is having a holiday party, aim to make it zero waste. Here are some tips to get you started:

- Use electronic invites - Greenvelope (<https://www.greenvelope.com/>) is an eco-friendly digital stationery service.
- Instead of buying cookies, host a cookie baking championship.
- Make it competitive - see who can use the least amount of paper towels.
- Have everyone bring containers to the meal to take leftovers home in.
- Move back the needle and return to the tradition of decorating your tree with natural materials - Make garland and ornaments out of newspaper and use paper tape to keep them together so you can recycle them when you are done.
- Buy gift wrap which is good for the environment (check out Wrappily: <https://www.wrappily.com/> which is printed on local newspaper presses.)

Resource Toolbox:

Tips:

<https://zerowastehome.com/2013/05/party-time-zero-waste-style/>

<http://www.care2.com/greenliving/how-to-throw-a-stress-free-zero-waste-holiday-party.html>

<http://thenotepasser.com/blog/2016/11/11/zero-waste-holiday>



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.

☐ Oops! Think outside the trash...we found recyclables in your garbage bin.

☐ Oops! 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 FORM | Workstations

[illegible]

APPENDIX 2: RECYCLING DATA FORM | Kitchen

Kitchen/ Coffee Machine Area	Recycled Correctly? (y/n)	Blue Bin available? (y/n)	Green Bin available? (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 2: RECYCLING DATA | Action Plan

	List of Major Contaminants/Issues	Action Plan (e.g. host a recycling awareness event, put up signs)
Workstation		
Kitchen/ Coffee Machine Area		