

# RECYCLING GUIDELINES FOR UBC BUSINESSES

Supporting UBC's Zero Waste Action Plan and  
Zero Waste Food Ware Strategy

Point Grey Campus

15 JULY 2019



THE UNIVERSITY OF BRITISH COLUMBIA

# Recycling Guidelines for UBC Businesses

## SCOPE

Supporting UBC's Zero Waste Action Plan and Zero Waste Food Ware Strategy, **this guideline is applicable to all businesses with waste collection by UBC Waste Management** (Point Grey campus), though it may be used as a guideline for other areas.

Retail businesses on campus create waste materials that enter UBC's waste management system. With the right recycling bins, signage and staff training, nearly all of these materials can be recycled, helping UBC and the Metro Vancouver region achieve the goal of 80% waste diversion by 2020. Without these simple steps, more materials are sent to landfill, generating greenhouse gases and increasing costs.

## RECYCLING BIN SET UP

### Front of House/Public Areas

Recycling bins are applicable if your customer purchases are generating waste at your location, and a UBC recycling station is not provided. Set up bins as appropriate for your sales. Standard bins are Food Scraps, Recyclable Containers, Paper, Garbage. For example, a food outlet with seating would include Food Scraps, Recyclable Containers and Garbage at minimum.



Waste Watcher Bins 30" 23 Gal

### Back of House/Staff Areas

Bins for food scraps, containers, paper, garbage, and cardboard (if applicable), and other materials if needed.

If your space produces only very small amounts of food scraps, another option is a small compost pail such as the Busch KC2000, which may be used with paper bin liners such as Bag to Earth small food waste bin liners, or Bin Fresh kitchen bin liners.



Busch KC2000 Kitchen Composter

## Bags for Recycling Bins

Based on experience, using **transparent/coloured bags** for recycling bins makes recycling correctly easy for staff. Refer to the table below for recommended bag types.

	GREEN BIN (Food Scraps)	GREY BIN (Recyclable Containers)	BLUE BIN (Paper)	BLACK BIN (Garbage)
<b>PREFERRED BAG COLOUR *</b>	Transparent green bag **	Uncoloured transparent bag	Transparent blue bag	Black bag
<b>Example of product code for bags</b> (24x36" for waste watcher bins, from Ralston)	2971-07	2961-50	2971-08	2671-01

\* Black bags are not to be used for collection of recycling (clear are acceptable).

\*\* Plastic bags of any kind including compostable plastic bags are not allowed in the food scraps (green) carts; bags must be emptied into green carts. Paper-based bin liners are acceptable if available for your bin type.

## Recycling Signage

Different bin types may be used if they are to be serviced by in-house staff, however it is essential to have **correct signage** attached to the bins so that staff are able to sort waste accurately.

In addition to signs on the bins, post **Sorting Guide** and **No Plastics in food scraps** signs near bins to support staff in correct waste sorting (see Resources web page above for artwork files).

Download standard UBC signage artwork for bins and posters: <https://planning.ubc.ca/vancouver/sustainability-operations/recycling-and-waste/sort-it-out-resources>



## STAFF PROCEDURES & TRAINING

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### For staff whose responsibilities include waste:

1. Review the **waste-sorting guides** referenced earlier, for what goes where. Another tool is the Sorting Game at <http://www.ubcsortinggame.com/api/v1/app>
2. Food scraps are to be emptied into green carts, WITHOUT a plastic bag. If used, plastic bags must be disposed in garbage, as **plastics of any kind are not permitted in green carts**.
3. For all four streams, the **materials from each bin must be kept separate** and emptied into the appropriate container in the building recycling area – e.g., green, grey or blue carts, blue dumpsters (garbage) or green dumpsters (cardboard).

### For front line staff:

Front line staff must communicate any fees for single use items<sup>1</sup> to each customer before providing the single use item - for example, asking if the customer would like to buy a single use cup, prior to providing one.

## RECYCLING OF OTHER MATERIALS

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If your business produces waste materials that do not fall within the four main streams plus cardboard, consult the sort it out web page for more information on recycling options.

More information: [www.sustain.ubc.ca/sortitout](http://www.sustain.ubc.ca/sortitout)

## UBC'S ZERO WASTE COMMITMENT

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Through our [Zero Waste Action Plan](#), UBC has adopted a target of 80% waste diversion (recycling) by 2020, and has also targeted steadily reducing disposal of waste on an ongoing basis, toward zero waste disposal. Meeting these targets, and complying with Metro Vancouver's [Disposal Bans](#) requires participation by all campus stakeholders including staff, faculty, students and businesses.

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<sup>1</sup> As required by the Zero Waste Food Ware Strategy. See the Zero Waste Food Ware Procurement Guideline for details.