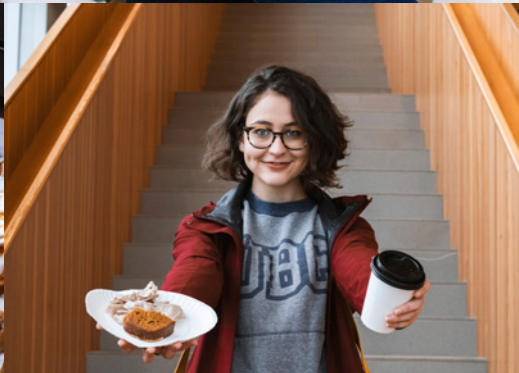
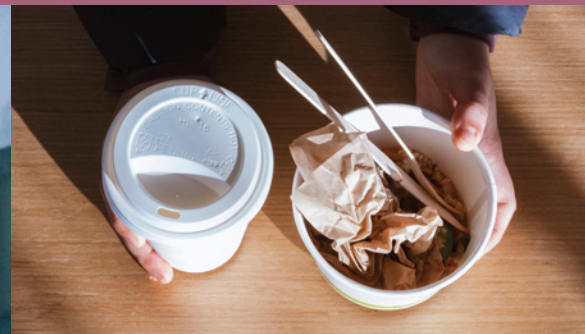


# FOOD SERVICE WARE PROCUREMENT GUIDELINE

Supporting UBC's Zero Waste Food Ware Strategy

Point Grey Campus

UPDATED 26 JANUARY 2022



THE UNIVERSITY OF BRITISH COLUMBIA

# Introducing the Food Service Ware Procurement Guideline

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The UBC Food Service Ware Procurement Guideline provides information on the procurement of single use food service ware and other actions and practices to be implemented by food and beverage businesses at UBC's Point Grey, Vancouver campus in order to meet the requirements of the UBC Zero Waste Food Ware Strategy.

As an addendum to UBC's Zero Waste Action Plan, The Zero Waste Food Ware Strategy aims to reduce single use items used on campus and transition toward reusable, recyclable and compostable food and drink packaging and containers, with these targets:

**Target:** Reduce single use coffee cups 50% by the end of Year 2 (2023) and 80% by 2030.

**Target:** 100% of single use items conforming to this guideline by end of Year 1 (2022).

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## Purchasing the right food service ware is essential

This guideline includes which types of single use food service ware are required and prohibited, as well as other actions.

There are new food packaging products being promoted frequently by vendors and manufacturers. Though the intent may be good, some of the products are not compatible with local recycling and composting systems, and can be confusing to consumers in terms of correct sorting for recycling. In some cases food businesses may be spending extra on products that don't achieve the intended sustainability outcomes. Using the information here to guide purchasing decisions is essential to ensure that both business and environmental sustainability objectives can be met.



### Who does this Guideline apply to?

This guideline applies to all food and beverage businesses and outlets (including catering) that sell or provide to the public including students, staff and faculty, and have operations based on the UBC Point Grey academic campus. However, it is recommended as guidance for anyone else who is buying single use items for use on campus, such as academic departments buying their own items of off-campus catering.

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### Moving toward a zero waste future, step by step

The requirements in this guideline are designed to be a step forward toward a zero waste, “circular economy” model – which customers and students in particular are looking toward more and more. There are many actions businesses can take to proactively move toward this. The single use cup fee requirement is a step toward transitioning to reusable cups. Other actions include offering reusable items for sale, and creating/participating in on-campus exchange programs such as Mugshare. UBC will be seeking to incrementally build in more actions into future versions of the Zero Waste Food Ware Strategy as they become feasible.

PHOTOGRAPHER: DANIELA ORBEGOSO CAMPBELL

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# Navigating and Understanding the Requirements

In the Procurement Guidelines, the requirements for food businesses are laid out by product category. The following definitions help explain the requirements.

## **Compostable:** plant fibre is key ingredient

For the purpose of this document, compostable means something that can be fully composted in UBC or regional composting facilities. Items that are accepted for composting at UBC:

1. Plain, uncoated paper products such as paper bags, paper towels, napkins and paper plates.
2. Plain wood or bamboo chopsticks and cutlery.
3. Plant fibre-based (e.g., paper, wood or bamboo) products that have a coating for moisture and grease resistance, and are **certified compostable**.

Most solid plastic items such as cups, cutlery and containers made of plastic that is certified compostable (such as PLA), or labelled as “biodegradable”, do not fully compost in the UBC facility and many other systems, so are not accepted. Also, these items are not easily distinguishable from regular recyclable plastic by either consumers and compost facility operators.

## **Recyclable**

In general, preferred plastics type for recyclability are #1 (PETE), followed by #5 and #2. #3, #6 and #7 plastics and black plastic should be avoided. Clear, white and “natural” coloured plastic are best for recycling. Paper, such as paper in a coffee cup, is most easily recycled if the cup is white or natural colour. The fibre from cups with lots of ink or dye is difficult and expensive to recycle.

**Certified compostable** means certified to BPI or CCME/BNQ (see logos below) or other recognized compostable standards including ASTM D6400 or ASTM D6868. Some products use the term “biodegradable”. This does not necessarily mean compostable – check to see that a product is certified under a recognized standard.



## **Required Fee**

Requirements include charging customers a fee for some single use items such as coffee cups. This is different than offering a discount for customers who bring their own cup, which has been shown to be much less effective. Fees must be clearly posted at point of sale, and staff must be trained to ask customers if they would like to purchase the item. This is similar to stores where staff ask customers “would you like to buy a plastic bag for X cents?”

## **Accepted**

These are products that meet UBC’s requirements.

## **Not Accepted**

These are products that do not meet UBC’s requirements, usually because they are not compatible with UBC and regional composting or recycling systems. They are not to be used unless there is no alternative product available that is acceptable, and the product is necessary to the food service location. This includes products made entirely from “compostable plastic” and “biodegradable plastic” such as plastic cups, cutlery, food containers and bags

## **Optional, Additional Actions to Reduce Single Use Items**

Food businesses are encouraged to undertake these actions wherever feasible to further reduce single use items, beyond the required actions.

# Hot Drink Cups, Lids, Stir Sticks

## Required

### Required Fee\*

2022 - \$0.25 per cup

2023 - TBD & no  
self-serve cups

### ✓ Accepted



Paper cup with plastic lining; plastic lid (recyclable preferred)



Plain wood stir sticks

### ✗ Not Accepted



Foam cups; plastic stir sticks

## More Information

- Staff must be trained to ask each customer if they would like to purchase a cup, before offering one.
- Select white or natural paper cups with minimal dyes and inks to maximize recyclability.
- At UBC, cups and drink containers go in the Recyclable Containers bins. Any certified compostable cups placed in those bins will be sent to the recycling facility along with regular cups, rather than composted – therefore not achieving the intent.
- Self-serve single use cups are not accepted as this undermines the purpose of the fee.

\* Customers must be charged the cup fee separately from the product (e.g., coffee), and staff must be trained to ask each customer if they would like to purchase a cup instead of automatically including it. Alternate options: 1. don't provide single use cups. 2. by implementing other actions, clearly demonstrate that the reduction target is being met.

## Optional

### Additional actions to reduce single use items

- Increase fee beyond minimum, and/or combine the fee with a reusable cup discount (e.g., \$0.25 fee plus additional discount for bring your own mug).
- Encourage/transition toward more in-house consumption using reusable (e.g., ceramic) cups.
- Offer reusable cups for sale.
- Participate in a cup sharing program if available, or create a cup return program.
- Offer express line, priority or loyalty cards for customers with reusable mugs.

# Cold Drink Cups and Lids

## Required

### Required Fee\*

2022 - N/A

2023 - TBD

### ✓ Accepted



Recyclable plastic cup



Recyclable plastic lid

### ✗ Not Accepted



Foam cups, plastic cups, compostable cups

## More Information

- Preferred plastic type for recyclability is #1 (PETE), followed by #5 and #2. Types #3, #6 and #7 should be avoided.
- At UBC, cups and drink containers go in the Recyclable Containers bins, so compostable cups will be sent to the recycling facility, rather than composted.

\* A fee may be added for 2023, this will be determined with consultation.

## Optional

### Additional actions to reduce single use items

- Offer reusable cups for use in-house or for sale.
- Participate in a cup share program if available.
- Offer express line or priority for clients with reusable cups.

# Straws

## Required

Required Fee

N/A

✓ Accepted



Paper or cardboard straws

✗ Not Accepted



Plastic straws\*

## More Information

- Plastic straws are not readily recyclable, can contaminate food scraps composting, and escape into the environment causing ocean pollution. Proven alternatives are available and have been in use on UBC campus since summer 2018.
- Bubble Tea straws must meet the requirements here once alternative solutions are available.
- \* Bendable straws (plastic if necessary) to be provided to customers who need them as an adaptive aid for accessibility.

## Optional

### Additional actions to reduce single use items

- Do not offer straws of any kind unless for accessibility reasons.
- Reusable options such as silicone, glass, or metal may also be sold.



# Utensils/Cutlery

## Required

### Required Fee

2022 - N/A

2023 - \$0.10 per piece

### ✓ Accepted



Compostable wood or plant fibre-based

### ✗ Not Accepted



Plastic (including recyclable, compostable and PLA)

## More Information

- Plastic cutlery is one of the most common contaminants in food scraps composting, causing food scraps to be sent to the landfill and creating plastic contamination in compost that is used for landscaping and gardening.
- Compostable wood and bamboo cutlery have been in wide use at UBC since summer 2018.
- Compostable plastic cutlery is not able to be composted by UBC and many regional facilities, and is also not recyclable.
- Only provide single use cutlery on request, no self serve cutlery

## Optional

### Additional actions to reduce single use items

- Do not offer single use cutlery to customers except on request.
- Offer reusable cutlery when possible.

# Food Containers/Clamshells

## Required

Required Fee	✓ Accepted	✗ Not Accepted
2022 - N/A 2023 - \$0.50 *	 <p>Plain paper/fibre or certified compostable paper/fibre with coating</p>	 <p>Foam, plastic ** containers</p> <p>Conventional, non-compostable plastic coated paper/cardboard; paper/cardboard with plastic window</p>

## More Information

- Plastic (recyclable or compostable plastic) single use food containers are a major source of contamination in food scraps composting, as customers who wish to compost their food waste often place the plastic container with food inside in the green bin. However there is no process to separate the container from the food after this point.
- Compostable containers made of plant fibre (e.g., paper and cardboard), uncoated or with compostable plastic coatings for water and grease resistance, are acceptable and readily available. If coated, they must be certified compostable.
- Avoid coloured paper and fibre due to the dyes and ink; natural or white is best.

\* Fee to be confirmed informed by consultation.

\*\* For “grab and go” pre-packaged food items, these may be plastic if feasible alternatives are not available. In this case, preferred plastic types for recyclability are #1, #5 and #2. Types #6 and #7 and black plastic should be avoided.



## Optional

### Additional actions to reduce single use items

- Provide reusable plates and containers for use in-house. This is recommended for the longer term to transition away from single use containers.
- Charge a fee in Year 1 of at least \$0.50 for single use food containers with active communication.
- Operate or participate in a reusable container exchange program.

# Plates and Bowls

## Required

Required Fee	✓ Accepted	✗ Not Accepted
2022 - N/A 2023 - \$0.50 *	 <p>Plain, uncoated paper/fibre plate or container</p>	 <p>Foam, plastic bowls and plates</p>

## More Information

- Plastic (non-compostable or compostable plastic) single use food containers, plates and lids are a major source of contamination in food scraps composting.
- Plates and bowls made of plant fibre (e.g., paper), uncoated or with compostable plastic coatings for water/grease resistance, are acceptable and readily available. If coated, they must be certified compostable.
- Compostable fibre-based lids are preferred, if feasible. Otherwise, choose recyclable plastic, as compostable plastic is not compatible with UBC waste systems.
- Avoid coloured paper and fibre due to the dyes; white or natural is best.

\* Fee to be confirmed informed by consultation.


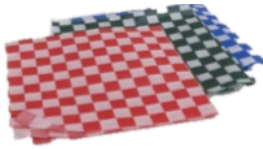

## Optional

### Additional actions to reduce single use items

- Provide reusable plates and containers for use in-house. This is recommended for the longer term to transition away from single use containers.
- Charge a fee in Year 1 of at least \$0.50 for single use food containers with active communication.
- Operate or participate in a reusable container exchange program.

# Wrappers

## Required

Required Fee	✓ Preferred	✗ Not Accepted
N/A	 <p>Plain, uncoated paper; or certified compostable coated paper</p>	 <p>Paper with conventional plastic coating; plastic wrappers*</p>  <p>Foil*</p>

## More Information

- If paper is coated for grease or liquid resistance, it must be certified compostable. Natural colour is preferred, so that it looks different than most conventional plastic coated paper.
- Use plain paper sleeves or small paper bags instead of plastic wrap if feasible.

\* Plastic or foil may be used in cases where there is no compostable alternative that is available.


## Optional

### Additional actions to reduce single use items

- Serve food on a reusable plate rather than wrapping, if possible.

# Bags

## Required

Required Fee*	✓ Accepted	✗ Not Accepted
2022 - \$0.15 2023 - TBD	 <p>Paper bags</p>	 <p>Plastic bags (including compostable or biodegradable)</p> <p>Paper bags with plastic windows</p>

## More Information

- Plastic bags escape into the environment easily and are a major source of ocean pollution, and are a major contaminant in food scraps composting.
- Alternatives include reusable bags and paper bags.
- For bags requiring fees, staff must be trained to ask each customer if they would like to purchase a bag, before offering one.

\* The fee applies to single use carry bags including paper, or plastic of any kind. Small bags for individual items such as pastries or cookies do not require a fee. Also, staff must be trained to ask each customer if they would like to purchase a bag, before offering one.

## Optional

### Additional actions to reduce single use items

- Offer branded, reusable bags for sale and market these to customers.
- Offer a bag exchange program.





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