



A WASTE WISE
GUIDE FOR

Hotel Industry



It's time to get Waste Wise!

A regional bylaw has been adopted whereby all residential, commercial, industrial and institutional properties need to separate recyclables and compostables out of their garbage.

If you live in Abbotsford, Chilliwack, Harrison, Hope, Kent, Mission, or in Fraser Valley Regional District Electoral Areas, this bylaw applies to you.

Being **Waste Wise** reduces the amount of garbage going to our landfills by simply steering it into the correct collection bin. All we have to do is **sort it out!**



Let's take out the recyclables and compost and help our environment. Everyone needs to be Waste Wise.

For the purpose of this guide the term **Hotel** includes all temporary accommodations such as resorts, motels, Inns and bed and breakfasts etc.

For more information visit BeWasteWise.com



COMPOSTING FOOD WASTE

Food isn't garbage. It belongs in the compost bin.

- ➔ About 30% of all garbage sent to landfills is compostable, and most of that is food.
- ➔ Food disposed in the landfill generates methane, a powerful greenhouse gas that contributes to climate change. This food waste can instead be transformed into compost, and used to grow food locally.

What Goes in the Compost Bin?

Most hotels prepare food either to serve at their restaurants or dining halls; some hotels even include kitchenettes for guests to prepare their own meals. A food waste collection program can allow guests and staff to put all food, such as meat, cheese, dairy, bones, fruit, and vegetable waste and coffee grounds into the compost bin. Food-soiled paper such as take-out boxes, paper towels and napkins can also be composted.

Posters, bin labels and brochures that you can easily print off to aid you in sorting can be found at BeWasteWise.com. An example of a composting poster is on the following page.

Minimizing Food Waste

While composting food waste is good, preventing food waste is even better. Donate edible, healthy food left over from the restaurants and buffets to support your community. The Province's *Food Donor Encouragement Act* encourages businesses to donate food and is intended to protect them from liability.

Reducing food waste will also reduce hauling and disposal costs. More information on food waste reduction can be found on BeWasteWise.com.

Plastic Bags with the Compost

Most compost processors in the region **do not** accept plastic bags, including those marked biodegradable or compostable. This is because some compostable plastic bags do not break down sufficiently, and can contaminate finished compost. However, paper bags are accepted.

Some haulers allow the use of certain plastic liners for the compost bins. When negotiating an agreement with your hauler, establish what type of liners can be used and clarify the costs associated.



COMPOST

FOOD PRODUCTS

Pasta & Grains, Fruits & Vegetables, Meats, Poultry & Bones, Dairy Products, Sauces



FOOD-SOILED PAPER & WOODEN UTENSILS

Paper Plates, Coffee Grounds, Filters & Tea Bags, Toothpicks, Wooden Stir Sticks, Skewers and Chop Sticks, Wooden Cutlery, Take-out Containers, Paper Towels



PLEASE DO NOT INCLUDE

Plastic Products Labelled Biodegradable or Compostable, Diapers, Pet Waste, Plastic Packaging & Utensils, Straws, Foam Packaging, Glass, Metal



To learn more, call the Recycling Hotline at **1-800-667-4321**.

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RECYCLING PRODUCTS & PACKAGING

Simply put, recycling transforms old materials into new, avoiding the need to extract raw materials.

What Goes in the Recycling Bin?

Here is a list of some items that can be recycled:

- ➔ Paper products and packaging (cardboard, boxboard, paper, magazines, disposable coffee cups)
- ➔ Plastics (beverage cups, clam shell packaging, take out containers, bottles)
- ➔ Metals (beverage cans, clean aluminum foil and foil trays)
- ➔ Glass (beverage containers and jars)

An example of a recycling sorting poster is on the next page. Please ensure any food containers are rinsed before recycling.

Recycling/Bottle Depot Items

Hazardous waste that ends up in the garbage or mixed recycling can be damaging for the environment and dangerous for collection crews and processors. Some hazardous waste can be dropped off at recycling/bottle depots for free (see below).

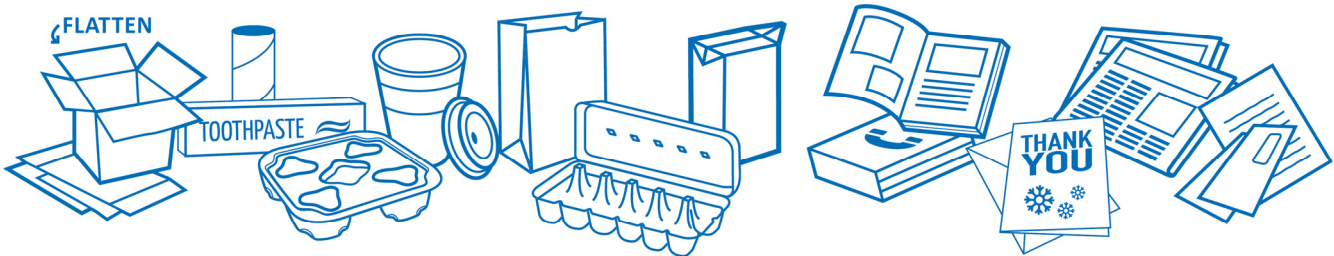


For information on the nearest recycling drop off location and items accepted, call the RCBC Recycling Hotline (toll free) at 1-800-667-4321 or visit www.rcbc.ca.ca.

RECYCLING

PAPER PRODUCTS & PAPER PACKAGING

Boxboard, Cardboard, Paper Cups, Paper Egg Cartons, Paper Food Bags, Tetra Pak® Containers, Magazines, Phone Books, Greeting Cards, Newspaper, Flyers, Envelopes, Pizza Boxes



METAL CONTAINERS

Aerosol Spray Cans, Aluminum & Tin Cans, Aluminum Foils & Trays



PLASTIC CONTAINERS

Milk jugs, Plastic Beverage Containers, Clamshell Packaging, Food Tubs, Jars, Lids



DEPOT ITEMS



Please drop off glass bottles and jars, plastic bags and overwrap, crinkly non-stretchy cellophane wrappers and foam packaging at your nearest recycling depot.

PLEASE DO NOT INCLUDE

Plastic Products Labelled Biodegradable or Compostable, Plastic Squeeze Tubes, Wax Coated Boxes, Spray Paint Cans, Propane Tanks, Scrap Metal



To learn more, call the Recycling Hotline at **1-800-667-4321**.

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SETTING UP A WASTE SORTING PROGRAM AT YOUR HOTEL

STEP 1— Identify Responsible Personnel

Begin by identifying who will be responsible for coordinating and monitoring your Hotel's waste-sorting program.

Planner— Manages waste-sorting program, selects hauler, and coordinates compost and recycling bin delivery and pick-up.

Staff and guest Liaison— Lets staff and guests know about waste-sorting program and answers their questions.

STEP 2—Speak To Your Hauler & Set-Up Service

Before you implement a waste-sorting program, ask your hauler how many bins you will need for recyclables and compostables. The bins should be easily accessible with no obstructions that would make disposing of recyclables and compostables difficult or inconvenient.

Costs for waste removal vary; contact your waste hauler for a quote. As staff and guests recycle and compost more, some hotels may switch to smaller garbage bins or less frequent collection.

Things to consider:

- ➔ Record what you see in the garbage. Does it include compostables and recyclables?
- ➔ Ask your waste hauler if they offer a service to assess your waste and note areas for improvements.
- ➔ Does your hauler provide a bin cleaning service?

STEP 3— Purchase Indoor Waste Sorting Bins

- ➔ Place a recycling and compost bin close to each garbage bin at points of waste generation. The following are suggested locations for bins.
 - *In each guest room,*
 - *At each staff desk,*
 - *At the front desk,*
 - *At each staff and public use printer and copier,*
 - *In staff lounges,*
 - *In the lobby and breakfast area,*
 - *Outside the exit doors (front and back of building),*
 - *In the pool and exercise rooms,*
 - *Near each vending machine, and*



- *A separate container or bag on the cleaning staff's carts.*
- ➔ Walk staff through your plan and show them where recycling and compost bins will be placed.

STEP 4—Notify Guests about the Waste Sorting Program

- ➔ If you have a Facebook page, share news about the waste sorting program, and how guests can get involved.
- ➔ Have an information card in each hotel room, along with a green bin and paper bag liner and a blue recycling bin.
- ➔ Set up waste sorting stations in common areas of the hotel. Sorting stations would include garbage, recycling and compost bins.

STEP 5—Create Clear Signage

Composting and recycling is increasingly common in homes, and public places. The more consistent signage, colours and images, the more successful people are at sorting.

- ➔ Find colour scheme recommendations at **BeWasteWise.com**.
- ➔ Use images of common items found in your hotel to help staff make quick decisions.
- ➔ Customizing your signs to the various locations within the hotel could also be helpful (eg. "Paper Towel Only" posters for compost bins inside restrooms).
- ➔ If you think people are "always putting things in the wrong bin", ask how the signs can be clearer.
- ➔ Visit **BeWasteWise.com** for sample signage.

STEP 5—Implement Waste-Sorting

Once you have planned your program and notified staff, it's time to launch your program. During the first few weeks of the program launch, you will want to:

- ➔ Communicate to staff that the compost and recycling bins have arrived and to start using them.
- ➔ Ensure the area around the compost and recycling bins are clean and tidy to prevent pests and rodents.
- ➔ Report any problems or issues with the program to staff.



STEP 6—Monitor & Re-Educate

Regular monitoring will let you know if you have too many, or too few, recycling and compost bins.

Perform a visual check throughout the week and estimate the percentage of non-compostable or non-recyclables in your compost bins and recycling bins respectively. You could also:

- ➔ Replace posters or labels that are damaged or missing.
- ➔ Talk to your waste hauler and make changes to your collection schedule, as needed.

Re-educate staff along the way. Address problems quickly and share successes often.

Indoor and Outdoor Waste Sorting Stations

Here is a list of a few companies that supply indoor and outdoor waste sorting stations. Visit their websites for more information.

- ➔ [Busch Systems](#)
- ➔ [Clean River Recycling Solutions](#)
- ➔ [Clear Stream Recycling Systems](#)

