



A WASTE WISE  
GUIDE FOR

# OFFICE SPACES



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 more information visit [BeWasteWise.com](http://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?

A food waste collection program can allow staff to put all food, such as meat, cheese, dairy, bones, fruit, vegetables 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](http://BeWasteWise.com).

An example of a composting poster is on the following page.

### 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. 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. However paper bags are accepted.



# COMPOST

## FOOD PRODUCTS

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



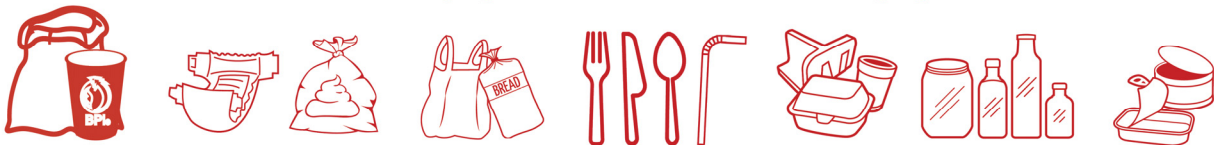
## FOOD-SOILED PAPER & WOODEN UTENSILS

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**.

**[BEWASTEWISE.COM](http://BEWASTEWISE.COM)**





## 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).

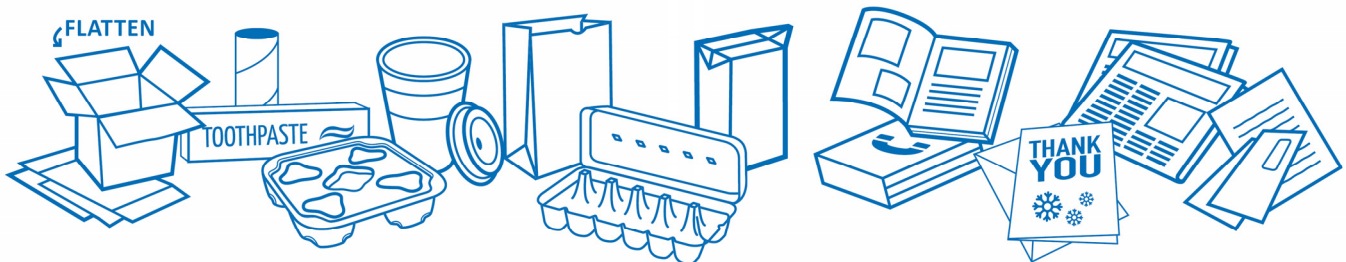


For information on the nearest recycling drop off location and items accepted, call the RCBC Recycling Hotline (toll free) at 1-800-667-4321 or visit [www.rcbc.ca.ca](http://www.rcbc.ca.ca).

# 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**.

**BEWASTEWISE.COM**





## SETTING UP A WASTE SORTING PROGRAM AT YOUR OFFICE

### STEP 1—Engage Your Staff In Advance

Talking about any changes being made regarding your waste management program with your staff will help build interest and garner their support.

- ➔ Be inclusive and ask your staff for any ideas or concerns.
- ➔ Ask about where efficiency can be made or opportunities to save costs.
- ➔ Talk about program design and implementation.

### 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 recycle and compost more, some buildings 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?

**Do you own a small office that doesn't produce enough waste to justify hiring a private hauler? Why not partner with some neighboring offices and share the recycling, compost and garbage bins and split the cost?**



### STEP 3— Notify Your Staff about the Waste Sorting Program

- ➔ Schedule opportunities to speak with staff.
- ➔ Host a staff meeting where staff can ask questions and get information.
- ➔ Walk staff through your plan and show them where recycling and compost bins will be placed.
- ➔ Thank staff for their participation and support.
- ➔ Set up waste-sorting stations in busy areas of the office as the staff break-room, restrooms and lobby. Sorting stations would include garbage, recycling and compost bins.

### STEP 4—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](https://www.bewastewise.com).
- ➔ Use images of common items found in your office to help staff make quick decisions.
- ➔ Customizing your signs to the various locations within the office 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](https://www.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](#)

