2. After the number and locations of Zero Waste Stations have been agreed upon, the event planner should put in a service request via the FMGT Service Request Line (Local 7616). The service request should outline:

a. Name of event
b. Contact information for event planner
c. No. of Zero Waste Stations
d. Locations of Zero Waste Stations
e. Pick up and drop off dates and times

3. **Secure Volunteers** – The event planner should assign volunteers to the locations of the Zero Waste Stations and brief them on the proper procedures in monitoring the stations. The Waste Reduction crew can help with this orientation process if necessary.

Day of Event:

1. Ensure that all Zero Waste Station bins and signage have been delivered and located in the predetermined areas. If they have not arrived then please call the Waste Reduction Unit a.s.a.p at **250-853-3160**. The Waste Reduction Unit's hours of operation are Monday–Friday 7am to 3pm.

2. Ensure that the volunteers are in place and oriented to the event.

After the Event:

1. Call or e-mail the Waste Reduction Unit if the stations have not been picked up by the scheduled pick up date

2. Thank the volunteers!

3. Congratulate yourself on having a successful Zero Waste Event!

zero waste

Thank you for choosing to take part in **UVic's Zero Waste Event initiative!** By doing so you will be helping the university achieve its Waste Reduction goal of 75% landfill diversion by 2012 *(as stated in the Sustainability Action Plan).*

To ensure that the initiative is a success, we recommend that you read through this step by step guide.

University of Victoria

**Facilities Management
Campus Planning & Sustainability**

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Why Zero Waste?

Zero Waste is a philosophy that is based around minimizing the resources we use and the amount of end products that we dispose of at the landfill. The main premise is centered around recycling and waste reduction initiatives, but goes beyond that by taking a 'life cycle' approach to our rate of consumption.

A **"Zero Waste Event"** is one that reduces consumption, maximizes recycling, and ensures that products used can be reused or recycled. At UVic we have the resources to recycle all food waste (as compost), bottles, cans, hard plastics, and mixed paper. Our Zero Waste Stations will include bins for all these items.

By committing to making your event a Zero Waste Event, you will be directly responsible for reducing your event's environmental footprint!

What Makes a Zero Waste Event?

- Having the appropriate number of Zero Waste Stations (bins and signage for garbage, mixed paper, food waste and bottles/cans/hard plastics)

- Engage the event participants at the beginning of the event by quickly running through the "do's" and "don'ts" of recycling for the event

- Using non-disposable or compostable plates, cups, glasses and cutlery (e.g. paper, corn starch or wooden products)

- Using compostable plastic bags

- Avoiding use of individual packaging for items (e.g. condiments) – buy in bulk!

- Using only recyclable plastics (i.e. #1, 2, 3, 4, 5 and 7) – no polystyrene! (#6)

- Assigning volunteers to help monitor Zero Waste Stations and educate event participants on the overall event recycling system

- Avoid the purchasing of low quality prizes or give away items that can be easily discarded when participants leave the event (e.g. lanyards, heavily packaged pens, or little mascots or toys)

- Having promotion and educational materials on hand

- Promoting the usage of reusable mugs/cups

- Purchase plantable paper for posters, signs, or nametags (www.botanicalpaperworks.com/ some good examples)

Pre-Event Checklist

1. The Event Planner should contact Waste Reduction by e-mailing **wastenot@uvic.ca** or calling **250-853-3160**. The Waste Reduction crew can:

   a. Help figure out how many Zero Waste Stations are necessary
   b. Review locations of the Zero Waste Stations to ensure maximum exposure to the general public
   c. Ensure that the Zero Waste Stations are delivered and picked up in a timely manner
   d. Ensure that the appropriate signage is associated with the Zero Waste Stations

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