

Waste Reduction and Recycling

The best way to tackle waste is not to make it in the first place; not buy it; or buy materials that can be re-used or safely and sustainably recycled. This document shows the way!

Recycling.

Recycling stations should be placed around the venue. They should comprise of:

- § 1 bin for paper (often, boxes work fine for this)
- § 1 bin for glass
- § 1 bin for cans / metals
- § 1 green bin for composting / organics
- § 1 black bin for absolute waste
- § and some small red bins for hazardous waste (such as batteries).

Hazardous waste

(such as batteries, paints, chemicals, etc)

Red bins are to be accompanied by:

- signage
- information
- design of management process (on-site, collection, analysis, etc.)
- no waste to incinerator

The bins must be well signposted, and this information must be shared with all who are in the building, and those who visit.

Organic Waste

Food leftovers, kitchen waste and garden waste can all be safely composted, especially with a worm bin. Simply choose a large enough bin, drill holes all over, and (ideally) place on a stand with a drip tray below, and add worms. The liquid that drips into the tray is a superb plant tonic, and the compost can be harvested from the bottom on a regular basis, which is a high quality plant food.

Food and Beverage

Reduce waste by:

- § using reusable coffee filters
- § using only reusable dishes and cutlery for restaurants and employee cafeteria i.e. products that can be washed and re-used.
- § installing a magnet on food waste containers to recover silverware accidentally thrown away with food waste

- § using linen hand towel dispensers in rest rooms to reduce paper waste as well as litter, or purchasing dispensers which control the amount of paper being dispensed or use less than standard width paper
- § using washable hats and aprons for kitchen employees instead of disposable paper, or worse, plastic ones
- § using only cloth napkins, tablecloths and china for restaurants, meetings, and conventions
- § using stained wash cloths and towels for cleaning rather than paper towels
- § redyeing tablecloths and napkins to match new color schemes when remodeling; reuse worn table linens as cleaning rags or remake into aprons and tool pouches
- § reusing coasters to reduce cocktail napkin waste
- § reusing buckets, or offer them to employees for personal use if they are safe; failing which ensure that a professional waste company handles them, ideally for safe re-use.
- § donating plastic buckets and jars to schools, nurseries or churches
- § purchasing fruits, vegetables and meats packaged in reusable crates or boxes made from recycled materials
- § distributing condiments, paper napkins, and straws upon request instead of offering them self-serve for take out orders
- § purchasing beverages with the least distribution packaging

Purchase in bulk and concentrate; select:

- § condiments in bulk and dispense the items in smaller, refillable containers
- § concentrated bar mixes; reconstitute and serve from reusable containers
- § dispenser beverages (i.e., juice, iced tea, hot chocolate) in concentrate or bulk and pour into reusable serving containers
- § frozen foods in bulk and store unserved portions in airtight reusable food containers
- § flours and grains in bulk and store properly in reusable food containers
- § draught beer in returnable/refillable kegs to reduce the quantity of bottles and cans requiring disposal
- § carbonated fountain beverages in refillable cylinders and dispense into reusable glasses.

Reduce toxicity by:

- § purchasing cleaning products that contain no hazardous chemicals
- § purchasing pump-style spray containers for cleaning products
- § disposing of unused portions of cleaning products according to the labels
- § disposing of used appliances to scrap dealers who recycle CFC's
- § purchasing refrigerators, freezers, and coolers which are CFC-free
- § using dry, concentrated dishwasher chemicals in dispensers to reduce chemical spills and waste
- § recycling unusable furniture and equipment to scrap dealers who recycle materials, or donating to a waste exchange or local homeless shelter

- § reducing the need for pesticide applications by eliminating clutter where pests might hide; sealing cracks around doors where pests may enter; and removing garbage, recycling bins and open food containers at closing time
- § wiping down all food preparation surfaces, tables and other areas which might contain crumbs

Support recycling by purchasing:

- § recycled paper for menus, table tents, guest checks, inventory sheets, calculator and cash register tapes; use the recycling symbol on printed materials to inform people of your commitment to the environment
- § napkins, place mats, and paper towels made from recycled paper, where they cannot be re-used
- § serving carts and food storage containers made from metal
- § reusable food storage containers made from recycled materials
- § floor mats made from recycled rubber
- § carpet, vertical blinds, and furniture made from recycled materials
- § waste and recycling containers made from recycled plastics

Reduce waste by:

- § purchasing vacuum cleaners with reusable bags vs. disposables
- § using vendors who take back reusable chemical containers and other waste packaging
- § reusing shipping containers for recycling collection containers
- § requesting vendors deliver products in returnable and/or reusable boxes, crates and pallets
- § rotating draperies to expose different portions to sunlight and extend their useful life
- § refinishing and reupholstering damaged and dated furniture
- § redyeing linens and carpet to match remodeled decor
- § using reusable baskets or plastic containers for guest laundry, thus avoiding disposable paper or plastic wrap
- § returning clothes hangers to dry cleaners and recycling plastic garment bags
- § purchasing cleaning and laundry products in concentrated form, diluting and pouring into reusable containers for individual use
- § reusing the concentrate empties by adding pumps and using them as spray bottles for cleaning solutions
- § purchasing sheets with a high thread count for longer wear
- § redyeing stained bath towels and wash cloths for reuse as pool towels and cleaning cloths
- § purchasing refillable bath soap, shampoo, hair rinse and hand lotion dispensers for guest rooms to eliminate soap pieces and small plastic bottles
- § organizing a recycling program for plastic, glass and paper , and composting food waste, if it is not possible to have it fed to pigs.

Reduce hazardous waste by:

- § purchasing cleaning products with no hazardous constituents, that are biodegradable, ideally naturally based products.
- § purchasing pump-style sprays instead of aerosol cans
- § using a hazardous chemical containment pan to prevent leaching of unused chemicals while you are using up chemicals you already have
- § cleaning up chemical leaks and spills immediately
- § checking chemical containers periodically; replace as needed
- § storing unused portions in original containers in a cool, dry place away from equipment, and keeping storage areas well-ventilated
- § disposing of chemicals per label instructions. Call your city or provincial environmental office if you are unsure of how to dispose of hazardous wastes properly
- § collecting dead alkaline, dry cell and rechargeable batteries used in department radios and calculators at a central collection point and disposing of them at the battery recycling area in your city - use only rechargeable batteries, if batteries are necessary at all.
- § reducing the need for pesticide applications in rooms and work areas by removing food containers, garbage and recycling containers daily; cleaning break rooms daily to remove crumbs and spills; and reporting cracks around doors and windows to the Maintenance Department for repairs to prevent crawling pests from entering
- § check labels on room deodorizers for hazardous chemical content. Deodorizers are often used to mask smoke and mildew odors. Reduce the need for these products by implementing practices, such as changing air conditioning filters every three to four weeks; sealing cracks around windows, doors, and air conditioning units; and operating air conditioning equipment at temperatures recommended by the manufacturers.

Support recycling by purchasing:

- toilet and facial tissues and paper towels made from recycled paper fibers
- house keeping and laundry carts, waste containers, floor signs, caddies, and mop buckets made from recycled plastics, carpet, carpet padding, mats, vertical blinds, and furniture made from recycled materials

Office

Reduce waste by:

- § using a centrally-placed or electronic bulletin board for messages instead of making multiple copies of memos
- § making double sided copies
- § purchasing white office paper fax machines
- § decreasing the number of hard copies of documents by establishing a central filing system to store documents on computer disks
- § using electronic mail for correspondence when possible
- § reusing obsolete forms and stationary for drafts and memo pads

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- § reusing envelopes and folders for routing in-house mail and correspondence
- § printing directly on envelopes to eliminate non- recyclable labels
- § using reusable mugs for coffee instead of disposable cups
- § using staff routing slips when sharing information in-house
- § purging mailing lists to reduce returned mail
- § eliminating fax cover sheets by using a rubber stamp designed for fax use
- § offering newspapers in centrally located places such as lobbies, restaurants, and news stands rather than distributing them to each guest room to reduce the volume of discarded newspapers and plastic bags
- § requesting that vendors avoid excessive boxes, bags, and wrappings when shipping to your site.
- § collecting short pencils to send to schools
- § shipping typewriter and computer ribbons and printer cartridges to a recycler
- § reusing and recycling cardboard boxes
- § reducing junk mail by sending each solicitor a postcard requesting that they remove your hotel's address from their mailing list; reuse their original mailing label for your return address.
- § Reduce hazardous waste by purchasing:
 - § non-toxic inks, such as soya based inks.
 - § unbleached and chlorine-free papers
 - § nontoxic, biodegradable correction fluid
 - § equipment that does not require batteries

Support recycling by purchasing:

- § paper products made from recycled paper (i.e., letterhead, envelopes, computer, copier, fax, and laser papers, calculator and cash register tapes, file folders, note pads, and legal pads)
- Note: use the recycling symbol on letterhead, envelopes, and other printed materials to inform the public about your environmental commitment.
- § recycled offset papers and cardstocks for pocket folders, table tents, business cards, and guest cards
 - § file boxes, clipboards, binders, and computer diskettes made from natural or recycled materials
 - § furniture, carpet, carpet padding, trash cans, and recycling containers made from natural materials
 - § bulletin boards and floor mats made from natural materials or recycled tires
 - § plain envelopes with water-based adhesives which dissolve during the recycling process; avoid window envelopes with plastic inserts
 - § uncoated (preferable)vs. coated, glossy papers when printing promotional materials; check locally for information on paper recycling
 - § remanufactured toner cartridges for office machines (i.e., copiers, laser printers, fax machines, typewriters, cash registers, and ATM machines)
 - § refillable pens and pencils rather than throwaways

§ services from contractors, printers, graphic artists, and other subcontractors who use recycled products and recycle at their business sites.

What is the Institute for Zero Waste in Africa?

Our Mission Statement

Working towards a world without waste through public education and practical application of Zero Waste principles.

Charter Principles

Redesign products and methods of production to eliminate waste by mimicking natural processes and developing closed-loops

1. Convert waste to resources for the benefits of local production and the creation of a healthy and sustainable society.
2. Resist incineration and land filling in order to promote innovation in resource conservation and methods of production
3. Collaborate with others with common interests worldwide

Objectives

1. To advance the education of the public by all appropriate communication means and through supporting the elimination of waste and the associated health impacts.
2. To promote and fund appropriate research for the public benefit, including education
3. To promote the effectiveness of other Zero Waste initiatives
4. To promote the principles of waste avoidance and minimisation, re-use, repair, recycling and composting, through sustainable resource management in accordance with best environmental options.

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