



WASTEWISE @ YVR

Looking to improve your waste program to help the environment?
YVR has got you covered!

When starting a waste management program, let the Zero Waste Hierarchy guide your efforts. Recycling is important but reducing your waste should be the primary goal since it will have a greater overall environmental benefit. Keeping your staff engaged and educated is also key to success.



Avoid – Use non-disposable items such as metal/wooden cutlery or use an electronic document instead of printing.

Reduce – Don't take two paper towels when one will suffice. Consult the zero-waste catering checklist.

Reuse – Make use of a reusable cup and container for your coffee and lunch.

When options for reducing and reusing are not available, have your team focus on recycling. YVR uses a four colour bin system for waste sortation. The colours recommended below are consistent with the colour-coding at YVR and are also the colours used by Metro Vancouver.



Blue – recycling (bottles, cans, coffee cups (cup, sleeve, and lid), Tetra Paks)



Green – Compost (food waste, food-soiled paper/cardboard, wax paper)



Yellow – Paper (unsoiled cardboard, office paper and newspaper)



Black – Garbage (soft plastic (bags), snack wrappers, tape)

Included in this guide, you'll find signage for the four waste streams with pictures of the most common waste items.

Tips and Tricks for Your Office

1. **Centralize your bins** – We recommend setting up centralized sorting stations somewhere easily accessible by all employees (such as in a lunchroom or main hallway) and ensuring all four waste/recycling options are available at that location. Reduce the overall number of bins in the workplace by removing personal, desk-side bins or bins in meeting rooms which do not offer all four options.
2. **Consistent colours** - The four colours recommended are consistent with the airport and will be familiar to the cleaning staff servicing your offices. This will give you the confidence that the sorting being done by your staff is being matched by the cleaning staff when they dispose your waste.
3. **Signage is key** – Pictures are worth a thousand words. Typically, people only spend a few seconds deciding where to put an item. Use the signage included in this guide which is consistent with the airport program.
4. **Engage Staff** and report on progress to build participation
 - a. **Green Champions** - Assign environmentally minded employees the role of “Green Champion.” They become responsible for:
 - Monitoring success by visually checking bins for proper sorting (consider using Recycling Performance Tracking spreadsheet included in this guide).
 - Providing updates to management and communicating progress
 - Familiarizing new staff with the program
 - b. **Management support** – When the program kicks off, ensure that management communicate and track the goals of the program.
 - c. **The three Rs** – remember the hierarchy, and remind employees to first avoid, reduce and reuse before putting anything in the bins.

More Recycling Services

Upon request, YVR can also offer information on recycling used batteries, electronics, lightbulbs, and latex gloves (unsoiled). Please contact us at environment@yvr.ca.

Other Resources:

Zero Waste - <https://zerowastecanada.ca/zero-waste-hierarchy/>

Recycling - <https://www.rcbc.ca/>

Looking to purchase recycling stations? Here are some examples:

[Waste Watcher](#) by Busch Systems

[Slim Jim](#) by Rubbermaid

[Bins](#) by CleanRiver



MIXED PAPER

CLEAN, DRY AND FLATTENED

- Cardboard
- Paper & envelopes
- Magazines
- Newspapers



CONTAINERS

EMPTY & RINSED

— Rigid plastic containers labeled with:



— Aluminum containers

— Tetra Paks

— Milk cartons and jugs

— Drink cups & lids

— Metal cans

— Coffee cups, lids and sleeves



LANDFILL

**“IS YOUR ITEM RECYCLABLE
OR COMPOSTABLE?”**

— Plastics labeled with:






- Chip bags and snack wrappers
- Tape
- Soft plastics (plastic gloves, bags and plastic wrap)
- Polystyrene (Styrofoam)



Recycling Performance Tracking

Recycling Station Location: _____

Date	Waste Stream	Performance (Check One)			Commonly missorted items seen in bin
					
	Containers				
	Compost				
	Paper				
	Garbage				
	Other Comments				
	Containers				
	Compost				
	Paper				
	Garbage				
	Other Comments				
	Containers				
	Compost				
	Paper				
	Garbage				
	Other Comments				
	Containers				
	Compost				
	Paper				
	Garbage				
	Other Comments				
	Containers				
	Compost				
	Paper				
	Garbage				
	Other Comments				
	Containers				
	Compost				
	Paper				
	Garbage				
	Other Comments				



ZERO WASTE CATERING CHECKLIST

Simple solutions for planning a zero waste event

CHECKLIST

- Checked catering inventory in kitchen areas to determine what is already available to minimize unused supplies
- Asked caterer to avoid using plastic wrap and instead use reusable containers with lids or wax paper to transport food
- Asked caterer to *avoid* providing plastic utensils, stir-sticks and any other plastic single-use items.
- Informed guests to bring their own reusable water bottle, mug or to-go container
- Provided milk and cream in reusable containers or in their existing carton
- Supplied reusable containers to transport leftovers to the staff kitchen
- Provided pitchers of tap water
- Provided reusable or fibre-based (paper) plates and utensils (wood or bamboo)
- Supplied reusable containers to transport leftovers to the staff kitchen
- Provided clearly marked compost and recycling bins



TOP TIPS

1. Adopt the “avoid, reduce and reuse” motto and minimize the need to recycle and dispose. Choose reusable catering items where practicable.
2. STAY away from plastics - where practicable. This includes *compostable plastics*. Compostable plastics are not accepted in YVR’s organic stream. Use paper or wood-based products over plastics. If plastics cannot be avoided, opt for plastics labelled #1, #2 or #5 only.
3. Choose aluminum over plastics and glass for beverages.
4. Do not provide milk and cream in single-serving packages. Condiments should be available in reusable containers.
5. Think about buffet-style finger foods that do not require utensils or individual packaging.
6. Reduce your food waste by setting a firm RSVP date. Transport leftovers to the staff kitchen.
7. Provide recycling bins and announce the location to participants. Provide instructions on how to recycle. Encourage guests to compost food scraps and paper products.
8. Reference the Zero Waste Hierarchy when making decisions (see above).