

SANTA MONICA COLLEGE ZERO WASTE EVENTS GUIDE

Planning an event? Serving food? This guide is for you!



Compiled by the Santa Monica College Associated Students Directors of Sustainability '08-'09 & '09-'10 and the SMC Sustainability Coordinator following the passage of an A.S. Board Policy insert number and SMC Board Policy number. Special thanks to the Grounds and Facilities departments for making this all possible!

Zero Waste Events How to Guide for Clubs!

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HOW TO HOST A ZERO WASTE EVENT

Hosting a Zero Waste event is easy! With a few easy steps you can reduce the environmental footprint of your event and make a difference at SMC. The event checklist is provided for your convenience. Additional information and details for each step are included in this guide so that you can be a **Zero Hero!**

Event Checklist

This checklist is supplied for your convenience and printing purposes.

- Stop by the A.S. Office of Student Life or go online and get an "ICC Proposal & Tracking Calendar" and "ICC Event Planning" packet. Follow required deadlines and instructions.
- Designate a club member or group to be in charge of food and Zero Waste.
- Begin to arrange for volunteers to support your Zero Waste event (see contact list below).
- Notify your vendors and caterers that you are going Zero Waste. Inform them that they should not supply plates, forks, etc. Consider providing them with a copy of the Vendor Form at the end of this guide.
- Contact the Director of Sustainability and / or the Director of Activities to confirm volunteers and waste container delivery and arrange for pick up of compostable wares.
- Confirm volunteers

Day of the Event

- Pick up the compostable serving-ware from AS office.
- Set up Zero Waste Stations including signs and bins from SMC grounds
- Train volunteers to oversee the bins and educate your event attendees
- Enjoy your event!

ICC Forms

The required ICC forms will help you determine your needs for Zero Waste. The first step in hosting a zero waste event is to pick up and follow each step of these forms carefully, including any health permits that may be needed.

Designate a club member

As soon as you start planning the event and delegating tasks, designate a willing club member or group as a go-to person to be in charge of food and Zero Waste at the event and to start a volunteer sign up sheet within your club and e-mailing list ASAP. Details on how to prepare your volunteers for the event, including training, follow up, and outside contacts for more volunteers. You will need to submit a health form if you have food that is (), but not if it is ().

How many volunteers do I need?

The number of volunteers you need will be determined by the amount of food you will have which in turn will determine how many Zero Waste Stations will be set up by the Grounds department. This chart gives a general outline of how many volunteers you will need:

Event attendees	Stations	Volunteers
Up to 300 people	1-10 Stations	10 - 20 volunteers
Up to 500 people	11-15 Stations	15 - 30 volunteers
500-1000 people	20-25 Stations	20 - 40 volunteers

You can figure out how many people will be attending by the amount of food you are ordering! It is best to gather as many volunteers as possible for your event, and even to have some backups in case there are last minute cancellations. If you are still confused about how many volunteers you need or if you need assistance in securing volunteers contact the Director of Sustainability.

Volunteer Resources and Contact Information

Clubs are responsible for attempting to secure volunteers to help with their Zero Waste Events. Clubs should contact the Director of Sustainability for assistance in securing volunteers. The following organizations can be utilized for volunteers:

Alpha Gamma Sigma Honors Society (AGS)

Alpha Gamma Sigma Honors Society (AGS) & Phi Theta Kappa Honors Society (PTK) are the primary clubs that require their members to complete a certain number of volunteer hours. As the club presidents change often, the best way to get in contact with them is to visit the Associated Students Office of Student Life.

Club President _____
email: _____
phone: _____

Advisors:

Terry Green, email: green_terry@smc.edu; phone: x4728
John Quevedo, email: quevedo_john@smc.edu; phone: x8517
Brian Rodas, email: rodas_brian@smc.edu; phone: x8673
Betty Wong, email: wong_betty@smc.edu; phone: x4718

Phi Theta Kappa Honors Society (PTK)

09-10 Club President:
Email:
Phone:

Advisors:

Sustainable Works

Sustainable Works is a nonprofit housed at the SMC Center for Environmental and Urban Studies. The Sustainable Works student program is designed to educate Santa Monica College students about major issues affecting our environment and simple actions they can do to reduce their personal environmental impact. To help students get actively involved the program requires students to complete a 3 hour community service activity. We recommend you utilize the volunteers for set up and break down / clean up of the event. However, if necessary you can send volunteers to the Center for Environmental and Urban Studies to complete the last hour of the event community service (events typically run 2 hours).

In order to get volunteers for this event you must have an event listed on the Sustainable Works Community Service Event website. The program coordinator Gina Garcia can assist you with this.

Contact:

Gina Garcia

Phone: (310) 458-8716 x1

Email: garci_gina@smc.edu

Instructors

Many professors will offer Extra Credit or Service Learning Credit for students who assist with Zero Waste Events. At the end of this guide is a list of professors and contact information. Event coordinators are responsible for contacting professors and requesting they offer extra credit and promote the opportunity.

Notifying Vendors and Caterers

Zero Waste is easy to achieve, especially if you incorporate it into your event from the very beginning. When thinking of what kind of food and beverage to serve consider the packaging associated with transporting, serving storing, and of course, EATING IT!

Tell your vendors and caterers that SMC is a Zero Waste institution and that all food and drink should be packaged in compostable or recyclable containers. Ask that they reduce or reuse packaging whenever possible. Request reusable serving wares whenever possible. There is a letter at the end of this guide specifically for vendors with examples of accepted and unaccepted items, make sure to speak with them directly about not including plates, cups, straws, etc. since you will be getting these from the Associated Students. You should also ask if they provide a discount for not including these materials.

Arranging for the Pick-Up of Compostable Goods

The Associated Students provide all club events with compostable goods from a Los Angeles based company, Cater Green (www.catergreen.com). Their list of products is available here:

<http://catergreen.com/products.html>. They include ecotainer™ compostable hot cups and food containers, BioPlus Earth Kraft Food Boxes, Tree Free Natural Fiber Tableware (plates and boxes made from sugarcane), Compostable Corn or Potato Starch Bioplastic Containers, Compostable Corn or Potato Utensils, Compostable Trash Liners, and Compostable Corn-Based Straws and Cold Cups. Instead of going into a landfill, these products decompose back into soil to grow plants that can be used to make these objects again!

The Associated Students Director of Sustainability and Director of Activities are in charge of ordering and distributing compostable goods; you must contact them to arrange a date and time of pick-up. Only an official officer such as the Club President or A.S. Liaison is allowed to pick them up unless agreed upon otherwise by both Directors and the club member when making arrangements. Typically, an officer will pick up items on the day of the event from the A.S. Office of Student Life about an hour before the event starts. Contact information is provided at the end of this guide.

Director contact info

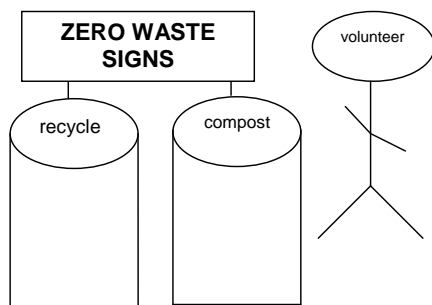
AS Director of Sustainability: Justine Rembac: justinerembac@gmail.com

AS Director of Activities: Derrick Donald:

Setting up Zero Waste Stations

Zero Waste Stations are set up prior to each event and are removed after the event clean-up is complete. Each Zero Waste Station has a blue bin for Recycling, and a gray bin for Compostables. Each station also has a sign above the set of bins with a list of what materials belong in each bin. Each Station is monitored by a volunteer that is available to answer questions and to assist people in properly sorting their materials.

You will need to confirm that the AS Zero Waste Signs will be delivered with bins. Affix two poles on the back of the Zero Waste Signs and then slide the poles through the handles of the two bins.



Volunteer Responsibilities & Training

You will need 1-2 volunteers per bin and someone to “float” between stations to relieve volunteers. Volunteers should make sure the Zero Waste Stations are strategically located near seating areas, next to food distribution tables and near existing or permanent trash.

Training of the volunteers should be done just before the event begins. Below is a script that should serve as a guideline for the training. Ideally, the person training the group will be from the club that is holding the event, such as the designated Zero Waste leader. This club member should contact the Director of Sustainability with any questions they have and for their own personal training session if they are unfamiliar with the process. If necessary the Director of Sustainability and / or Zero Waste Commissioner will provide a training for your volunteers.

Volunteer Training Script

Perform the training in front of the Zero Waste Station. Bring examples of each compostable item and any other interesting items that the volunteer may encounter at the event. Pass the items around and ask the volunteer which bin they should go in. It might be helpful to point out that most biodegradable plastics say "compostable" on the bottom. This will help the volunteers learn to recognize what will go in which bin! See the "What Goes Where?" section below. An FAQ is provided at the end of this guide.

WELCOME TO THE ZERO WASTE ____ (event name) _____!

SMC is a sustainable school and by going Zero Waste we're doing our part to reduce our environmental impact. This event is funded in part by the College and/or the Associated Students and both groups have set goals to reduce the amount of trash going to landfills. Zero Waste Events promote alternatives to non-biodegradable materials such as plastic and Styrofoam. The majority of the items at the event are made with biodegradable materials like corn resin or potato starch which acts like a plastic. (Show volunteers examples).

Throwing things away is a subconscious activity in our society, so volunteers are to stand beside the Zero Waste station and politely inform the patrons where they should deposit their waste. Do not leave your bin unattended. Be prepared!

Help people dispose of trash by:

- Greeting them when they approach the Zero Waste Station
- Being polite, informative and positive!
- Making eye contact
- Staying "on guard" by making sure materials are not mixed
- Focusing on the goal of diverting waste from the landfill

When a visitor approaches the bins politely inform, that this is a Zero Waste event which means all the food items and packaging are recyclable or compostable. To-go ware is made from bio plastics that can be composted and turned into nutrient rich soil that can grow the plants that made the product in the first place!

Point out the items that they have in their hands and let them know which bin each item they have should go in.

What goes where?!?

Waste will fall into one of the following three categories:

Compostable: DIRTY PAPER, cardboard, stir sticks, cups, plates, bowls, napkins, or utensils provided by event.

Recyclable: CLEAN PAPER, Plastic, Glass, or Aluminum, Tin, Plastic Bags

Trash: straws, cups that were brought by visitors, all other trash that cannot be recycled or composted.

REVIEW SAMPLES OF MATERIALS BEING USED AT THE EVENT AND DISCUSS CONFUSING ITEMS SUCH AS STARBUCKS COFFEE CUPS AND RECYCLABLE PLASTIC VERSUS COMPOSTABLE PLASTIC

Other Considerations to discuss with Volunteers

- Remember to drink water
- Stay shaded if possible
- Take a break: we should have a relief person, if not, inform the event organizer that you need a break. If no one can cover you, just do it! ☺
- Enjoy the event!
- Wear sunscreen and / or a hat
- Shift times
- After your shift report to a designated location for a post shift evaluation

Post Shift Evaluation

You may need to sign a verification form for the volunteer to prove that he or she has completed their community service hours only at the end of an event. Use this as an opportunity to thank them for their assistance in creating a community around sustainable actions like Zero Waste.

Do this by asking:

- How was it?
- What was the best response you got today?
- What was the worst response you got today?
- What would you change about the Zero Waste set up?

WHAT IS ZERO WASTE?

Zero Waste is a philosophy and a design principle of the 21st Century. The concept includes recycling but goes beyond recycling by taking a whole-system approach to the flow of resources and waste throughout society. Zero Waste maximizes recycling, minimizes waste, reduces consumption and ensures that products are made to be reused, repaired or recycled back into nature or the marketplace. Industry standard for Zero Waste is 90 percent diversion. Some of the major ways Zero Waste is contributing to environmental sustainability are as follows:

- Redesigning the current industrial system that focuses on a one-way approach into a circular system in which resources are reused instead of put into landfills, cradle to cradle instead of cradle to grave.
- Helps local communities become more self-sufficient.
- Aims to eliminate rather than manage waste by looking at the way resources are used in nature and following it as a guide line.
- More than just recycling, it involves changing the way waste is generated rather than worrying about the effects afterwards and how to solve it.

WHY ZERO WASTE?

- Many landfills are currently exceeding carrying capacity.
- Methane is now understood to be 72 times more potent than CO₂ over a 20-year period (IPCC). This means our landfills emit the greenhouse gas equivalent of 20 percent of U.S. coal-fired power plants every year!
- The waste sent to landfills may be harvested as useful materials, such as in the production of solar energy or fertilizer for crops
- Groundwater contamination may result from leakage of very small amounts of leachate. TCE is a carcinogen and one of the volatile organic compounds typically found in landfill leachate. It would take less than 4 drops of TCE mixed with the water in an average sized swimming pool (20,000 gallons) to render the water undrinkable. (Landfills Leak)

WHERE DOES OUR WASTE GO?

STATISTICS

-The United States is also the world's largest trash producing country at 1,609 pounds of trash per person per year.

-What this means is that just 5% of the world's population produces about 40% of the world's waste, and the total rate of recycling in the United States is only about 28%.

-Used plastic dumped into the sea kills and destroys sea life at an estimated 1,000,000 sea creatures per year!

- Energy used to recycle paper is close to 70% less than when paper is prepared using virgin wood and other raw material.

-Recycling 14 trees worth of paper reduces air pollutants by 165,142 tons.

- The [process of recycling](#) paper instead of making it from new materials generates 74 percent less air pollution and uses 50 percent less water.

-[Filter for Good](#) states that Americans use 38 billion water bottles a year. This is enough to stretch to the moon and back over 10 times.

- Recycling one aluminum can saves enough energy to run a 100 watt light bulb for 20 hours, a computer for 3 hours, and a TV for 2 hours.

-Enough [plastic](#) is produced in the United States each year to shrink wrap Texas.

Sources:

Municipal Solid Waste Generation, Recycling, and Disposal in the United States: Facts and Figures for 2007,
greennature.com/article217

Recycling-revolution.com/recycling-facts

Frequently Asked Questions

What about Aluminum Food Service Trays?

Remaining food ought to be discarded into the **compost bin** and must be thoroughly rinsed out before depositing into the blue **recycling container**. When food is being served, the necessary Health Permits require that fresh, clean water be available for washing hands and utensils. Our local Recycling Transfer Facility requires that all recyclables be rinsed of food residue.

If I have a soda can, do I need to empty and wash it before throwing it away?

Yes, empty all beverages onto the grass before throwing it away.

What about coffee cups and lids?

The compostable paper cups for hot beverages are certified compostable. Plastic hot cup lids labeled with a recycle triangle and a number 1-7 is recyclable in the blue recycling containers.

My Styrofoam cup has a triangle on the bottom. Why can't it be recycled?

Currently there are very few facilities in the country that recycle Styrofoam which means almost all of it goes into our landfills or gets blown into our oceans. It's always best to avoid buying anything that comes in Styrofoam if you can help it at all. It takes 500 years to break down in the environment. Many cities and colleges have banned Styrofoam.

My fork is plastic, why aren't we recycling it?

Actually, the forks are made from corn and or potato starch and will break down in a composting bin!

My clear plastic cup has a triangle w/ a number on it, why aren't we recycling it?

All plastic at the event is bio-plastic (made from corn or potato) and can be composted. Composting is better than recycling because it creates a material that can be reused and does not require any energy and little water.

Where does our waste go?

The bioplastic serving dishes and utensils are all made to break down in a composting environment which means they turn into nutrient rich soil after a couple of weeks of letting nature do it's magic. We send our compostables (with green waste) to a green-fill where the materials are allowed to break down and then used as soil amendment.

Contacts

Administration

Genevieve Bertone, Project Manager for Sustainability

Bertone_genevieve@smc.edu

310.434.3911

Associated Students

The Associated Students Office of Student Life is located on the Second Floor of the Cayton Center. As the Board of Directors changes every year, the best way to get in contact with the Director of Sustainability and the Director of Activities is to visit the office or to go online at http://www.smc.edu/associated_students to get their contact information.

Field Code Changed

Student Contact

AS Director of Sustainability

AS Director of Activities

Administrative Contacts

Michele Harrison

Staff, Student Life

Harrison_michele@smc.edu

310.434.4661

Amelia Trejo

Staff, Student Life

Trejo_amelia@smc.edu

310.434.4961

Cater Green

Allan Haskell

CaterGreen! Zero Waste Solutions

Echo Park Los Angeles.

www.catergreen.com

323.663.7747

Faculty

Amber Katherine

Chair of the Environmental Affairs Committee

Katherine_amber@smc.edu

310.434.3539

SMC Grounds Department

Madeline Brodie

Recycling Coordinator

Brodie_madeline@smc.edu

310.434.8726

310.420.3886

Tom Corpus

Grounds Manger

Corpus_tom@smc.edu

310.434.4475

310.420.2470

Vendor & Catering Notification Letter

To whom it may concern,

As you may know, Santa Monica College is one of the leaders of sustainable campus practices in the country. In 2009, the Associated Students and then the College Administration passed innovative and progressive Zero-Waste policies that now cover the majority of campus events. At each event we have “Zero Waste Stations”, a sign with a compost bin and recycling bin beneath it and a volunteer to educate students about the devastating effects of landfills.

Because of this, we are asking all outside vendors and caterers to refrain from bringing in any plates, bowls, cups, utensils, straws, etc. unless absolutely necessary as the College is providing these items. Furthermore, reusable serving ware is encouraged. Here is a list of acceptable and unacceptable materials and items:

COMPOSTABLE	RECYCLABLE	TRASH (try to avoid)
Compostable table-wares	Glass	Straws
Paper (dirty)	Aluminum	Non-compostable table-wares
Cardboard (dirty)	Tin	Styrofoam
Food	Cardboard (clean)	Coffee cup lids
Napkins	Paper (clean)	Non-compostable coffee cups
	Plastics 1-7	

For further information, please contact _____

(Current A.S. Director of Sustainability phone & e-mail)

Thank you for supporting the College's Zero Waste effort!

Instructors who offer service learning hours

Amber Katherine
Katherine_Amber@smc.edu

Bill Selby
Selby_william@smc.edu

Pete Morris
Morris_pete@smc.edu

Dave Phillips
Phillips_david@smc.edu

ADDITIONAL LINKS & RESOURCES

To include: ICC Proposal form link, Facilities form link?, links about Zero Waste, A.S., etc. Need to add a section for SMC/A.S. FORMS AND INFORMATION, and another for OUTSIDE RESOURCES.