



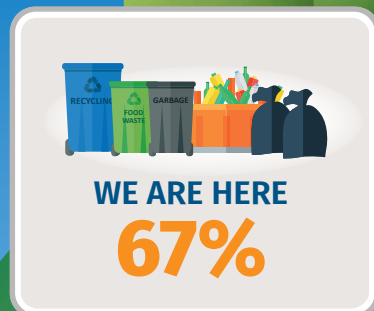
Mandatory Waste Source Separation Guide

*It's time to **ReThink** how we deal with our waste!*

Why?

The Regional District of Nanaimo (RDN) has a goal to reach **90% waste diversion** from the landfill. To help us reach this goal, the RDN adopted a bylaw that requires all residential (condos and apartments), commercial (businesses) and institutional (schools and government buildings) properties to have separate bins for garbage, recycling and organics.


This means that if you live, work or have a business in **Nanaimo, Lantzville, Parksville, Qualicum Beach** or an RDN electoral area, this bylaw applies to you.







Managing Food Waste Right

Up to 65% of garbage from the food service sector is food waste and other compostable materials. Disposing of food waste in the garbage has **environmental, social and economic costs that will last generations.**

 Controlled composting doesn't generate methane or foul odours and has a low environmental impact. Nutrient-rich compost sustainably reduces the need for synthetic fertilizers.

 Food waste sent to landfills generates the greenhouse gas methane. Methane generation persists for decades after a landfill stops accepting waste. Landfills currently account for **23%** of Canada's methane emissions!

 Food waste disposal costs can be off-set by the decrease in garbage disposal costs and may result in an overall **costs savings.**

What's included

Most hotels prepare food to serve in their **restaurants** or **dining halls**. Some hotels even include **kitchenettes** for guests to prepare their own meals. A food waste collection program allows guests and staff to put **their food waste**, such as **meat, cheese, dairy, bones, fruit and vegetable waste** and **coffee grounds** into an organics bin and sent for composting. Food-soiled paper such as **unlined take-out boxes, paper towels** and **napkins** can also be composted.

Food donations

While composting food waste is good, **preventing food waste** is even better. **Donate edible, healthy food to support your community.** The Province's *Food Donor Encouragement Act* encourages businesses to donate food and is intended to protect them from liability. Reducing food waste will also **reduce hauling and disposal costs.** Reach out to Loaves and Fishes to learn more about how to donate food.



www.nanaimoloavesandfishes.org/about-us/food-4-u

What about "compostable plastics"?

The number of "compostable plastic" products has boomed in recent years. However, many of these products are not fully broken down by commercial composting processes. This results in compost contaminated with microplastics and plastic residues.



When possible, use **non-plastic alternatives** such as paper bin liners. If using compostable products, talk to your waste hauler about which products you can put in your food waste bin and use only those products with the "BPI" or "Compostable" logo, shown to the left.

Indoor and outdoor waste sorting stations

There are a number of companies that offer indoor and outdoor waste sorting stations. Visit their websites for more information.



- **Busch Systems**
- **Clean River**
- **Clear Stream Recycling Systems**

Recycling

Recycling takes items that would have gone to the landfill and instead **turns them into something new**. By recycling we **reduce the need for extracting raw materials**.



What's included

Recycling has changed a lot through the years. With better processing available, there are a lot **more things that can be recycled**. It's important to remember that just because something is recyclable, it doesn't mean it can go into your recycling bin. Some items have to be taken to a depot. Depending on who your waste hauler is, **different items can be put in your recycling bin**.

Signage

To help you understand what can and can't be recycled, **talk to your hauler** about getting signs for your collection area. This is an example of what that may look like.

RECYCLING

PRINTED PAPER & CARDBOARD

NEWSPAPERS & MAGAZINES

PLASTIC CONTAINERS

ALUMINUM CONTAINERS & FOIL

PAPER PACKAGING FOR LIQUIDS

ICE CREAM BOXES

AEROSOL CANS & CAPS (NON HAZARDOUS)

METAL CONTAINERS & LIDS

PLASTIC CLAMSHELLS

1 Keep items loose – do NOT stack items inside one another.

2 Rinse, squish and flatten before placing in bin. Remove any tape, string, ribbon or other contaminants.

Place your carts at the curb by 8 am on your collection day. Make sure your carts:

- open towards the street;
- are at least 1m (3ft) apart, 1m (3ft) away from obstacles such as cars and 3m (10ft) clearance above; and
- lids are closed.

THE FOLLOWING ITEMS ARE PROHIBITED:
 Glass bottles or jars • Plastic bags, plastic wrapping & foam packaging
 Hazardous waste • Biodegradable/compostable plastics • Plastic squeeze tubes • Hardcover or paperback books • Non-paper gift wrap
 Plastic straws • Non-packaging plastic (i.e. laundry baskets, plastic toys)

Download the **RDN CURBSIDE** app to find out What Goes Where.

And remember:

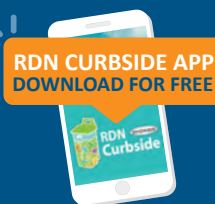
- **Keep items loose** – do NOT stack items inside one another.
- **Rinse, squish and flatten** before placing in bin. **Remove** any tape, string, ribbon or other contaminants.

Take it to the depot

British Columbia has one of the most extensive depot recycling programs in Canada. **All of these items can be taken to a depot:**

	Glass jars and bottles		Lightbulbs
	Foam packaging		Motor oil and gasoline
	Plastic bags/film/overwrap		Paint
	Small appliances		Tires
	Electronics		Outdoor power equipment
	Power tools		Deposit beverage containers
	Batteries		Major appliances

When these depot items end up in the garbage or mixed into your recycling, they **can damage the environment, hurt collection staff** and **cause machine breakdowns** at processing facilities.



RDN CURBSIDE APP
 DOWNLOAD FOR FREE

If you're uncertain about what to do with an item, **download the RDN CURBSIDE app** to find out "What Goes Where", even if you aren't a curbside customer, or visit rdn.bc.ca/what-goes-where



Setting your business up for success

Step 1 – Engage Staff and Assign Responsibilities

Involve all staff in the waste management program, and identify key staff responsible for coordination and monitoring.

- **Planner** – manages waste-sorting program, selects hauler, and coordinates bin delivery and pick-up.
- **Staff and Guest Liaison** – communicates program with staff and guests and answers questions.
- **Solicit ideas and concerns** from staff and consider ways to improve efficiency and save costs.

Step 2 – Set Up Collection Service

Work with the hauler to determine the best collection service for your business.

- Consider waste generation **locations and accessibility** of bins.
- Determine **number of bins** and whether **bin cleaning services** are offered.
- Choose appropriate **signage**.
- Explore **options for reducing garbage** over time by switching to smaller bins or less frequent collection as you recycle and compost more.

Step 3 – Purchase Indoor Waste Sorting Bins

Place recycling and compost bins near garbage bins in areas of waste generation.

- **Recommended locations** include guest rooms, staff desks, front desk, printer/copier areas, lounges, lobby, dining areas, pool/exercise rooms, vending areas, exits, and cleaning carts.
- **Walk staff through** the plan and show them bin locations.

Step 4 – Notify Staff and Guests about the Program

- **Inform staff** through meetings and demonstrate bin locations.
- **Share** program news and guest involvement options on **social media**.
- Provide **information cards and bins** in each hotel room.
- Set up **waste sorting stations** in common areas of the hotel, which include garbage, recycling and compost bins.
- **Thank staff** for their participation and support.

Step 5 – Create Clear Signage

Composting and recycling is increasingly common in homes, workplaces, schools and other public places. The more **consistent signage, colours and images**, the more **successful** people are at **sorting**. Work with your staff or your hauler to create appropriate signage.

- Use **images of common items** found in your business to help staff make quick decisions.
- **Customizing** your signs to the various locations within the Restaurant 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**.

Step 6 – Monitor and Evaluate

- Continuously **monitor** the program and **adjust** as needed.
- **Assess** bin locations, signage, and collection frequency.
- Ensure signage is **clean and visible**.
- **Conduct workshops** with staff and hauler to promote proper use.