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**Custodial Compliance Checklist**

	C	NC	N/A
A. CUSTODIAL CLOSETS			
B. WASTE MANAGEMENT RECEPTACLES & SIGNAGE			
C. WASHROOM ACCESSORIES			
D. WASTE MANAGEMENT ROOMS			
E. EQUIPMENT AND STORAGE SPACE			
F. FLOORING			
G. LAUNDRY FACILITIES			

Dalhousie FAMIS Project Number: \_\_\_\_\_

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Consultant Name	Consultant Signature	Date YYYY MM DD
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Project Manager Name	Project Manager Signature	Date YYYY MM DD
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**Note:** If the Guidelines or part of cannot be attained or fulfilled (i.e. NC or NA) during the design process, the Consultant should provide reason(s) why such Guidelines are not met. Any modification or alterations to the design guidelines will need to be agreed/accepted by Facilities Management prior to inclusion in the design.

**A. CUSTODIAL CLOSETS**

- Each floor shall have two dedicated spaces: a closet- 26 square feet, square in shape and storage room- 60 square feet, rectangular shaped; coordinate with DAL FM Environmental Services for further details.
- Wall mounted 36" long S.S. Utility Shelf, with 4 mop holders and 3 rag hooks; shelf shall be located partly over the mop sink.
- Provide epoxy paint on concrete for floor finish.
- No ceiling finish is required;
- Floor drain to be provided (refer to mechanical design standards)
- Floor mounted 24" x 24" by 12" high (terrazzo or similar) mop sink with stainless steel splash guard on wall to a height of 48".
- Dalhousie FM deploys green and blue cleaning methods using ozonated water, and ecologo cleaning and paper products. Wall space and electrical outlets should be made available for ozonated water units. Cold water supply should be accessible. Hot water should be key access only.

**B. WASTE MANAGEMENT RECEPTACLES & SIGNAGE**

- Dalhousie FM and the Office of Sustainability (OS) developed Indoor/Outdoor Waste Management Bin and Signage Standards. Bin type and signage standards are provided for 15 space types on campus including offices, hallways, labs, meeting rooms, classrooms, auditoriums, and outdoor bins (APPENDIX A). A separate ordering sheet has been created.
- Office bins system include a recycling bin and small waste bin that office users use to bring material to hallway bins. No bags are provided.
- All common and foods space requires four bin systems labeled "Paper Recycling", "Recyclables", "Organics" and "Garbage". Signage holders are ordered for descriptive eye level signage. Stickers are applied to the top and bottom of the bin.
- Some meeting room and classroom space where no food is allowed have no containers but a Pack it In Pack it Out Poster.

**C. WASHROOM ACCESORIES - (provided by Dalhousie, installed by Trade Contractor)**

- Toilet Tissue Dispenser: Mini Max Tissue # 09665 o 16' width x 10 1/2' height x 5 1/4' depth
- Wall Mounted Soap Dispenser:
  - Debonaire Hypor soap dispenser 5" width x 9" height x 3 3/4' depth
- Biomaxx foam soap dispenser: 5" width x 10 1/2' height x 4 1/2' depth
- Infrared Paper Towel Dispenser
- Waste receptacles see APPENDIX A for more detail.
- Designer series Scott hand towel dispenser: 10 1/4' width x 15 1/2" height x 8 1/2' depth

**D. WASTE MANAGEMENT ROOMS**

- Buildings should have an indoor waste management room to store and sort recycling, organics, and other waste material. Room location should be on the first floor and appropriate size for material handling.

#### E. EQUIPMENT AND STORAGE SPACE

Buildings need adequate first level floor space with close access to an elevator to store custodial equipment for floor cleaning and maintenance.

#### F. FLOORING

Floors should be non wax floors.

The preference for flooring material shall be guided by the following performance criteria:

- durability;
- low maintenance;
- reduction of product use;
- no or low VOCs (off gassing);
- reduction of captured particulate matter;
- ability for reuse and/or recycling; and
- meeting acoustic requirements of the space in question.
- Flooring products should meet EcoLogo and/or Green Seal certification where products are available.

#### G. LAUNDRY FACILITIES

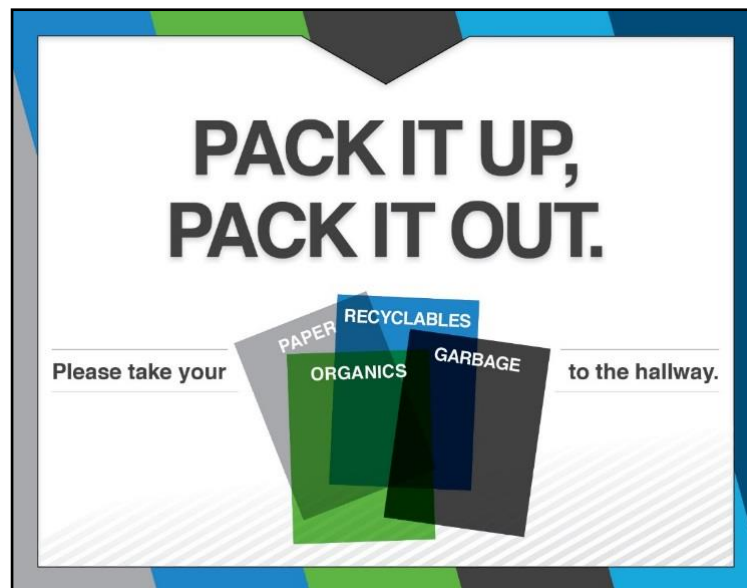
Buildings should have facilities to wash and dry micro fiber mop heads and clothes.

APPENDIX A

# Indoor/Outdoor Waste Bin Standards for Dalhousie University

August 2018

Version 6



Issued by Facilities Management and the Office of Sustainability

Purpose: This document provides non-hazardous solid waste bin standards for spaces at Dalhousie University. These standards have been developed to help Dalhousie achieve its goal of diverting 70% of campus solid waste from the landfill by 2020. The implementation of these standards will also result in the removal of unnecessary solitary garbage bins present on campus. In addition to providing general guidelines for waste bin types and labelling standards, unique standards have been provided to meet the needs of specific space types located on campus (e.g. offices and auditoriums).

## Overall Guidelines

### 1. Signage: Each bin should display two types of signage

- a. A descriptive label listing the acceptable materials to discard in each stream must be displayed on the front of the bin. These stickers are designed by Halifax and Colchester County waste educators.
- b. Bins must be accompanied by eye-level signage indicating the acceptable types of waste materials to discard in each stream. The signage should be placed above the bin, providing the user with information about sorting waste materials. The signage may be fastened to the wall at all four corners with Velcro. For new orders of 16-32 gallon Busch bins, the flip-up signage attachment should be purchased. The signs are available from Stores.

### 2. Colour Coding

- a. Signage is colour coded to visually represent the waste stream: Paper (gray); Recyclables (blue); Organics (green); Garbage (black). In certain locations, like residence recycling rooms, a separate stream may be provided for Refundables (blue, but a different shade from Recyclables).
- b. When possible, bins should have coloured tops. The following colours are recommended:

Paper – Gray

Recyclables – Blue

Organics – Green

Garbage – Black

Refundables – Blue

### 3. Openings and Order

- a. When possible, each bin should have specific openings for different waste streams. The following are recommended (Figure 1):

**Paper** – Slit opening

**Recyclables** – Round opening. Bin top should be large enough to accommodate materials like plastics film, milk cartons, as well as cans and bottles, or else should be a swing lid

**Organics** – Round, oval, or rectangular opening. Bin top should be large enough to freely accommodate materials and therefore minimize mess, or else should be a swing lid.

**Garbage** – Flap or square openings

**Refundables** – Round opening

- b. Each four-bin system should be in the order of PROG. P (Paper); R (Recyclables); O (Organics); G (Garbage) (Figure 1). If a Refundables bin is provided, it should be placed between Recyclables and Organics.
- c. It is recommended that the 11" x 17" Dalhousie Guide to Waste Management On-Campus One-Sided Poster (Appendix B) be presented next to the eye-level stream signage; however, displaying the guide is optional.



Figure 1: Design guidelines to be implemented across Dalhousie campuses

**Summary:**

- Bin style and labelling should meet all guidelines listed above.
- Specific bin strategies should be used for the spaces listed in this document.
- Do not place garbage bins solitary, except for in lab spaces.
- Bins are not provided for classrooms or meeting rooms with limited catering; instead, the *Pack It Up, Pack It Out* sign should be displayed.
- The same type of bins and configurations should be purchased for all new spaces to ensure consistency. Retrofit existing bins as much as possible to meet the standards.
- An 8.5" x 11" Dalhousie Guide to Waste Management On-Campus (Double-Sided) should be provided in each residence and office recycling bin. An 11" x 17" Dalhousie Guide to Waste Management On-Campus One-Sided Poster may be displayed on the wall above waste bins (next to eye-level signage)

## Offices

1. Remove all single garbage cans purchased by the university/department. If the employee bought the garbage bin themselves, ask that they take it home and inform them that it will not be serviced by custodial staff.
2. Replace garbage cans with a blue deskside recycling bin with a small black side saddle bin for garbage (Figure 2) or add the small black side saddle bin for garbage to an existing recycling bin.
3. Bin description:
  - a. Dimensions for the recyclables bin are 14.5”L x 11”W x 7”H and 5”L x 8”W x 6.5”H for the side saddle.
  - b. The standard stamping for the Recyclables bin is the Dalhousie University logo on one side and ‘Rethink Waste: Reduce, Reuse, Recycle: [www.dal.ca](http://www.dal.ca)’ on the other side.
4. An 8.5” x 11” Dalhousie Guide to Waste Management On-Campus (Double-Sided; Appendix A) should be placed inside the bin to inform the office occupant of the appropriate use of the bin.
5. Clear communication regarding the role of the office occupant and custodial staff is necessary. It must be clearly communicated that custodial staff is not responsible for emptying the recycling bin or side saddle.
6. The user is responsible for emptying the recycling bin and black side saddle contents into the four-bin sorting station in the hallway.
7. The user must bring all food waste to the four-bin sorting station in the hallway daily. This is to prevent organic materials from remaining in office spaces for longer than one day.



Figure 2: Bin standard for offices



## 2. Residence Rooms

1. Keep or add small garbage bin. No bags shall be provided or used in these bins as they discourage sorting.
2. Keep or add recycling bin.
3. An 8.5" x 11" Dalhousie Guide to Waste Management On-Campus (Double-Sided; Appendix A, or modified residence version) should be placed inside the bin, on the back door, or in the room to inform the resident or suite occupant of the appropriate use of the bins.
4. If adding garbage and recycling bins to a room, purchase a 7-gallon blue recycling bin and a 7-gallon black garbage bin (11"D x 15"W x 16"H); no lids are required for these bins.
5. For organics, paper based compost bags maybe provided to support the transport of organics to the hallway or recycling room bins. Residence suites with kitchenette areas should have organics bins.
6. Students are responsible for emptying all their waste streams (paper, recyclables, organics, and garbage) into the four-bin sorting station in the hallway or recycling room. There maybe be five streams in residence as refundables are often separated from other recyclables for the deposit. For summer clients, custodians will empty streams at the time of room change over.
7. Clear communication regarding the role of the resident or suite occupant and custodial staff is necessary.



Figure 3: Bin standard for residence rooms

### 3. Hallways

1. Remove all single garbage bins.
2. All hallways must have at least one bin for Paper, Recyclables, Organics and Garbage (PROG) (Figure 3).
3. These bins must be placed in PROG order.
4. Bin Description:
  - a. Provide four 23 gallon bins (dimensions: 20”L x 11”W x 30”H) in **low-traffic** areas, or four 32 gallon bins (dimensions: 20.31”L x 15.63”W x 30”H) in **high-traffic** areas unless otherwise instructed by Facilities Management staff.
  - b. The bins should have flip-up attachments for placing signage at eye-level as shown below or wall signage. Flip-up attachments are recommended in areas where bins will be moved frequently or where signage may be easily damaged, and should be purchased for all new areas.
  - c. International language signage is available and recommended for buildings and/or spaces used by a high percentage of international students (Appendix C).
5. A separate Refundables stream may be provided (and placed between the Recyclables and Organics bins) if students manage its collection and the revenue contributes to a student society or is used for student activities. Otherwise, refundables and other recyclables should be collected together in the Recyclables bin.
6. If the current bins cannot be repurposed, the bins should be replaced with new bins, which have all recommended features.



Figure 4: Bin standard for hallways

#### 4. Lunchrooms/Student Lounges/Small Kitchenettes/Residence Suites (in Offices or Residences)

1. Remove all single garbage bins.
2. **No more than** one Garbage bin and **at least one** Paper, Recyclables and Organics bin must be provided within this space (Figure 4).
3. Bin description:
  - a Provide 16 gallon bins (dimensions: 20”D x 11”W x 24”H) for larger spaces.
  - b 7- and 10-gallon bins may be used in smaller areas/areas with small volumes of material.
  - c Residence suites with a common area should be provided with a 10-gallon four-bin set.
4. If space is constrained, at least one Organics bin must be provided in this space; Paper and Recyclables bins must be nearby in the hallway.
5. If the hallway already has a four-bin system, Paper and Recyclables bins are not required.
6. Place organics sticker (Figure 5) on paper towel dispensers in kitchen and kitchenette areas.



Figure 5: Bin standard for lunchrooms/student lounges/small kitchenettes



Figure 6: Sticker for kitchen paper towel dispenser

## 5. Meeting Rooms

1. Remove all single garbage bins.
2. For meeting rooms **with regular catering**, bins for Paper, Recycling, Organics and Garbage may be provided (Figure 7). Otherwise, catering staff will be responsible for source separating materials at the hallway bins.
3. Bins must be placed in PROG order.
4. Bin description:
  - a Provide four 10 gallon bins for Paper, Recyclables, Organics and Garbage (dimensions: 11"D x 15"W x 20."H) **or** four 16 gallon bins for Paper, Recyclables, Organics and Garbage (dimensions: 20"D x 11"W x 24"H) depending on usage/volume.
5. For meeting rooms that are **not catered**, all single garbage bins must be removed and the *Pack It Up, Pack It Out* sign (Figure 8) must be displayed to direct users to the nearest four-bin sorting station; the hallway four-bin sorting station must be located near the meeting room.



Figure 7: Bin standard for meeting rooms **with catering**



Figure 8: Sign to display in meeting rooms **without catering**



## 6. Classrooms

1. Remove all single garbage bins.
2. For classrooms **with regular catering**, bins for Paper, Recycling, Organics and Garbage may be provided (Figure 9). Otherwise, catering staff will be responsible for source separating materials at the hallway bins.
3. Bins must be placed in PROG order.
4. Bin description:
  - a. Provide four 10 gallon bins for Paper, Recyclables, Organics and Garbage (dimensions: 11"D x 15"W x 20."H) **or** four 16 gallon bins for Paper, Recyclables, Organics and Garbage (dimensions: 20"D x 11"W x 24"H) depending on usage/volume.
5. For classrooms that are **not catered**, all single garbage bins must be removed and the *Pack It Up, Pack It Out* sign (Figure 10) must be displayed to direct users to the nearest four-bin sorting station.
6. Depending on waste volume and trends, custodial staff may wish to place a four-bin system inside a classroom that is not catered. -



Figure 9: Bin standard for classrooms with catering



Figure 10: Sign to display in classrooms **without catering**

## 7. Auditoriums

1. Remove all single garbage bins.
2. Bins for Paper, Recyclables, Organics and Garbage must be provided (Figure 11).
3. Bin description:
  - a Provide four 23 gallon bins (dimensions: 20”L x 11”W x 30”H) unless otherwise instructed by Facilities Management staff.



Figure 11: Bin standard for auditoriums

## 8. Residence Recycling Rooms

1. Remove all single garbage bins.
2. Bins for Paper, Recyclables, Organics and Garbage must be provided.
3. Bins must be placed in PROG order.
4. Bin description:
  - a Provide three 32 gallon bins for paper, recycling, and garbage (dimensions: 20.31”L x 15.63”W x 30”H) unless otherwise instructed by Facilities Management staff. For smaller residences 23 gallon bins may be appropriate.
  - b Provide an organics bin appropriate to the daily volume of the residence floor, considering if the residence students are on a meal plan. A 16 gallon organics bin is recommended.
  - c Bins should have a flip-up attachment for placing signage information at eye-level or wall signage (Figure 12).
5. An additional bin for Refundables may be provided.
6. Broken glass signage (Figure 13) should be placed above a cardboard box to collect broken glass.
7. Cardboard can be collected in the recycling room on the floor next to the bins.
8. If an Organics bin is provided in a publically available space on the floor as opposed to within the recycling room due to limited space, the approved signage directing the user to this location must be provided (Figure 14).
9. If a floor/wing does not have space for a sorting station, affix signage directing students to the nearest sorting station (Figure 15).
10. Residence kitchenettes, suites, and lounge areas must meet Student Lounge/Small Kitchenette standards (see page 7).



Figure 12: Bin standard for residence recycling rooms (including an optional Refundables bin)



Figure 13: Signage to be placed above cardboard box used to collect broken glass

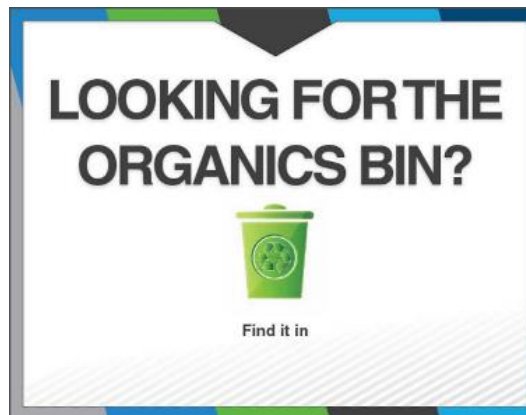


Figure 14: Sign directing users to the nearest organics bin

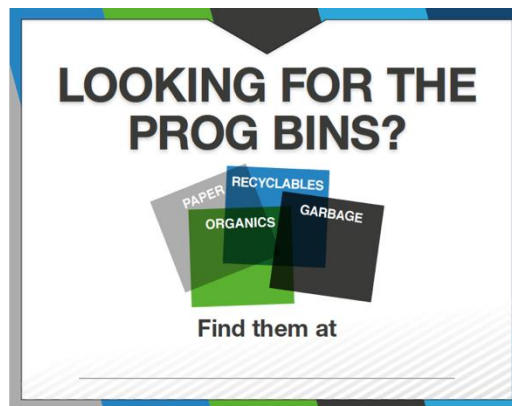


Figure 15: Sign directing users to the nearest sorting station



## 9. Commercial Kitchens (Back of House Kitchen Area)

1. Single garbage bins should be avoided.
2. Distribute paper, recyclables, and organics bins in the kitchen in consideration of the tasks performed at each work station.
3. Bin description:
  - a Food Services provides Organics bins for work stations in the kitchens that they service.
  - b Provide 23 gallon Garbage bins (dimensions: 20”D x 11”W x 24”H) to accompany Organics bins as needed.
  - c Provide 23 gallon bins (dimensions: 20”D x 11”W x 24”H) for Paper and/or Recyclables at work stations.
  - d A central Recyclables cart must be provided to collect large cans and containers.

As bins are often moved around within the kitchen area, a descriptive bin sticker and signage must be displayed directly on each bin.

Central waste stations may be created with 23 gallon paper, organics and garbage bins (dimensions: 20”D x 11”W x 30”H) and a 32 gallon recycling bin (dimensions: 20.31”L x 15.63”W x 30”H) if a cart is not used.

## 10. Residence Dining Halls (Front of House Dining Areas)

Minimize single garbage bins.

1. Bins for Organics and Garbage should be placed in the dining room.
2. Bins should be placed near the location where students deposit their plates and utensils.
3. Bin description:
  - Provide a 32 gallon bin (dimensions: 20.31”L x 15.63”W x 30”H) for Organics and a 10-gallon bin (dimensions: 11”D x 15”W x 20”H) for Garbage in the location where students scrape their plates IF there are not already built-in bins
  - Provide a 10-gallon bin (dimensions: 11”D x 15”W x 20”H) for Garbage at serving stations (this bin will be used primarily to collect non-recyclable peanut butter packets and plastic knives used to spread peanut butter).
  - Bin lids are not required as students must be able to easily scrape their plates into the bins.
4. Signage must be provided above each bin and a descriptive sticker must be displayed on the front of each bin.

## 11. Washrooms

1. Halifax does not allow composting of washroom paper towel; therefore, in washrooms located on Halifax campuses, provide a Garbage bin in the public space of the washroom.
2. Colchester County allows composting of uncontaminated washroom paper towel; therefore, provide Organics and Garbage bins in washrooms located on the Bible Hill campus.
3. Bin description
  - **HALIFAX:** Provide a 32 gallon (dimensions: 20.31”L x 15.63”W x 30”H) Garbage bin unless otherwise instructed by Facilities Management staff.
  - **Colchester County:** Provide a 32 gallon (dimensions: 20.31”L x 15.63”W x 30”H) Organics bin with the Washroom Paper Towel Bin Sticker (Figure 15) adhered to the front of the bin and the Washroom Paper Towel Bin Signage (Figure 16) displayed at eye-level on the wall above the bin. Provide the Organics bin near paper towel dispensers. Provide a 10 gallon (dimensions: 11”D x 15”W x 20”H) Garbage bin further away from the paper towel dispensers.

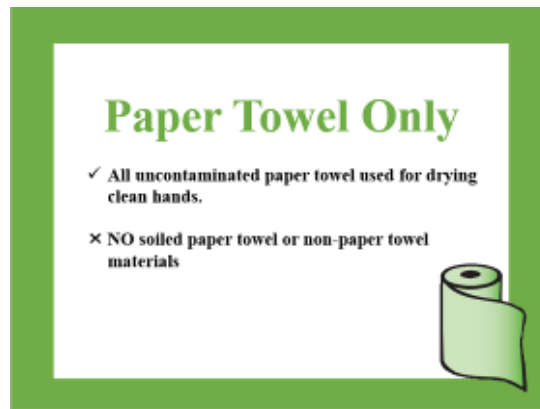


Figure 16: Washroom Paper Towel Bin Sticker

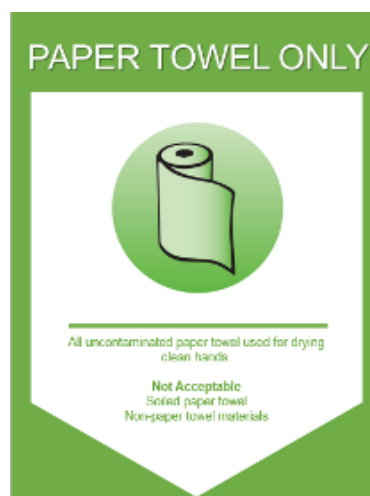


Figure 17: Washroom Paper Towel Bin Signage

## 12. Laboratories

Dalhousie University has specific protocol for the collection of hazardous waste. The appropriate bins must be provided within the lab as required by the Dalhousie Environmental Health and Safety Office. This standard relates to solid waste in the laboratory environment.

1. Labs are varied across campus in terms of their size and the waste they generate. If paper, organics, recyclables are generated in the lab then this material should be source separated.
2. Bin Description
  - The size and style of the bins used in the laboratory setting is flexible based on space and volume. To reduce the financial burden, re-purposed bins from campus will be provided to labs along with signage and lab specific bin stickers (Figure 18).
3. If the material generated in the lab is of a consistent volume, four bins will be provided for paper, organics, recyclables and garbage. Custodians will collect all streams for recycling, composting, and waste disposal. Lab staff can also access small bins considered ‘transport bins’ if there is more volume of recyclables like glass bottles than regular weekly collection permits. Once full, each bin is used to transport material to a nearby four-bin hallway set where it should be emptied into the appropriate waste stream for collection by custodial staff. For glass bottles, gently place bottle in the bag from the transfer bin. There may be a large volume of paper towel used to dry hands with clean water. If this is the case, the organics bin may be up-sized to handle this volume.
4. Lab-specific bin signage should be adhered to the front of the bin to identify each stream. The signage provides details regarding the types of materials that can be placed in each stream and specifically addresses the types of waste generated in the lab setting.
5. The 11” x 17” Dalhousie Guide to Waste Management On-Campus One-Sided Poster (Appendix B) and Empty Hazardous Material Container Recycling Procedures (Appendix D) should be displayed at eye-level in the lab to educate lab users on recycling processes for each stream.



Figure 18: Example of bins in the laboratory

### 13. Permanent Outdoor Bins

1. Remove all single garbage bins, unless justification for an exception is made.
2. All outdoor bin sets should have at least one bin for Paper, Recyclables, Organics and Garbage (Figure 19). Preferably, this would take the form of one unit with several streams.
3. The bins/streams must be arranged in the order of Paper, Recyclables, Organics, Garbage.
4. Each bin should have if possible:
  - a a sticker displaying the name of the Stream – Paper, Recyclables, Organics and Garbage on the top part of the bin and;
  - b a detailed sticker of what materials go on the middle part of the bin. These stickers are designed by the municipality –Halifax and Colchester (AC campus). In Halifax, these stickers have been modified specifically for on-campus bin sets.

Some bins have advertising on them and there may not be space for a detailed sticker or space for a top sticker. Bins must have at least one set of stickers. The preferred standard would be both sets of stickers. Consideration should be made to upgrading bins sets to meet these standards (Figure 20).



Figure 19: Modified outdoor sorting station (left) with specialized bin stickers (one shown in detail on right).



Figure 20: Clean River customized outdoor bins



## 14. Temporary Event Bins

1. Event organizers may submit a request to Facilities Management for additional waste collection services for an event.
2. Single garbage bins should not be used.
3. Supply bins as a set in the following order: Paper, Recyclables, Organics, Garbage (Figure 21).
4. Bins should follow the standards for lid type and colour.
5. At least one form of instructive sorting signage should be adhered to each bin.



Figure 21: Busch wire bins used for events on campus

## 15. Workshops

1. Identify the waste streams in the workshop, including Paper, Recyclables, Garbage, and Construction and Demolition (C&D) waste.
2. Affix appropriate stickers to each bin (Figure 22).
3. C&D waste must be transported to the outdoor bin by a workshop member. All C&D waste should go into the Mixed C&D bin except for metal, as there is a separate metal waste bin.

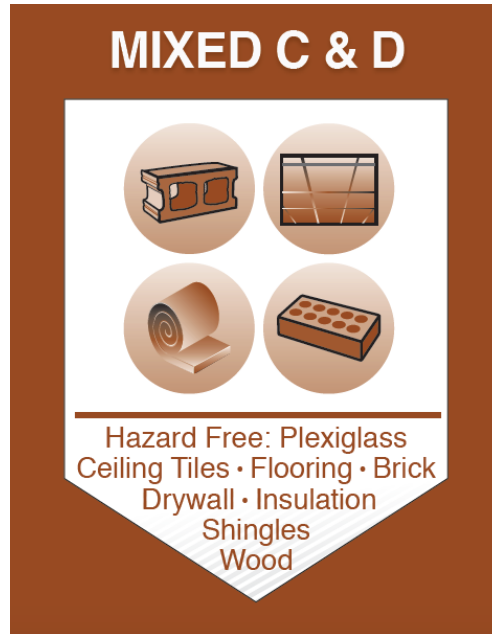
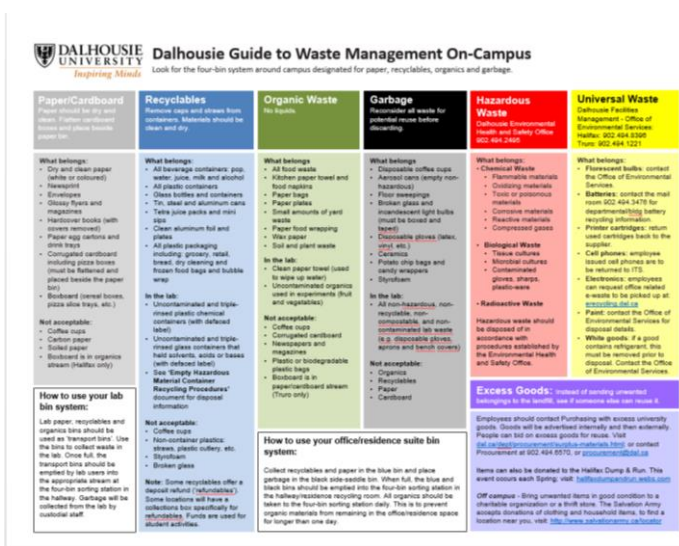


Figure 22: One of the Construction and Demolition waste stickers available.

Appendix A: 8.5” x 11” Dalhousie Guide to Waste Management On-Campus (Double-Sided)

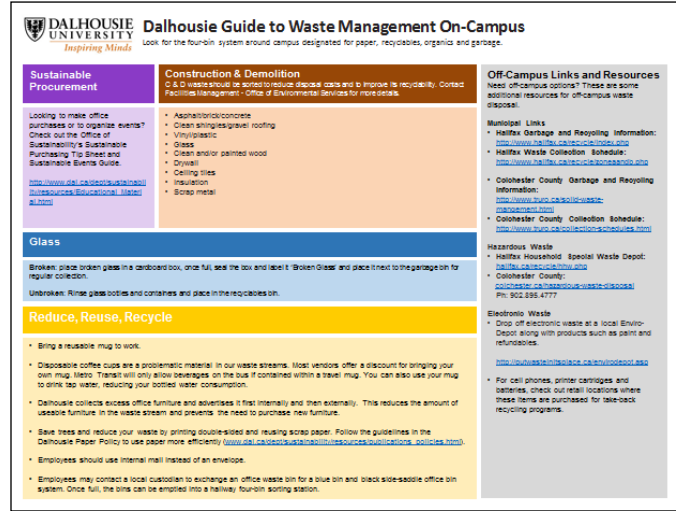
Available at: [http://www.dal.ca/dept/sustainability/resources/Reports\\_and\\_Policies.html](http://www.dal.ca/dept/sustainability/resources/Reports_and_Policies.html)



**DALHOUSIE UNIVERSITY**  
Inspiring Minds

**Dalhousie Guide to Waste Management On-Campus**  
Look for the four-bin system around campus designated for paper, recyclables, organics and garbage.

Paper/Cardboard	Recyclables	Organic Waste	Garbage	Hazardous Waste	Universal Waste
<p><b>What belongs:</b></p> <ul style="list-style-type: none"> <li>• Dry and clean paper (white or coloured)</li> <li>• Newspaper</li> <li>• Envelopes</li> <li>• Sticky flyers and magazines</li> <li>• Hardwood boxes (with covers removed)</li> <li>• Paper egg cartons and drink trays</li> <li>• All plastic packaging including pizza boxes (must be flattened and placed beside the paper bin)</li> <li>• Bubbleboard (small boxes, pizza size trays, etc.)</li> </ul> <p><b>Not acceptable:</b></p> <ul style="list-style-type: none"> <li>• Coffee cups</li> <li>• Cardboard paper</li> <li>• Solid paper</li> <li>• Bubbleboard in organic stream (plastic only)</li> </ul> <p><b>How to use your lab bin system:</b></p> <p>Lab paper, recyclables and organics bins should be used as transport bins. Use the bins to collect waste in the lab. Once full, the transport bins should be emptied to lab waste and the appropriate stream at the hallway sorting station in the hallway. Garbage will be collected from the lab by custodial staff.</p>	<p><b>What belongs:</b></p> <ul style="list-style-type: none"> <li>• All beverage containers: pop, water, juice, milk and alcohol</li> <li>• All plastic containers</li> <li>• Glass bottles and containers</li> <li>• Tin, steel and aluminum cans</li> <li>• Toner, ink and aluminum cans</li> <li>• Clean aluminum foil and plates</li> <li>• All plastic packaging including primary, retail, broken, dry cleaning and frozen food bags and bubble wrap</li> </ul> <p><b>In the lab:</b></p> <ul style="list-style-type: none"> <li>• Uncontaminated and triphazard plastic chemical containers (with deformed labels)</li> <li>• Uncontaminated and triphazard glass containers that hold acetone, acids or bases (with deformed labels)</li> <li>• One "Simply Hazardous Material Container Recycling Procedure" document for disposal information</li> </ul> <p><b>Not acceptable:</b></p> <ul style="list-style-type: none"> <li>• Coffee cups</li> <li>• Non-sterile plastic: straw, plastic coffee, etc.</li> <li>• Bubbleboard</li> <li>• Broken glass</li> </ul> <p><b>Note:</b> Some recyclables offer a special reward (refunds/etc.). Some locations will have a collecting bin specifically for refundables. Funds are used for student activities.</p>	<p><b>What belongs:</b></p> <ul style="list-style-type: none"> <li>• All food waste</li> <li>• Kitchen paper towel and food napkins</li> <li>• Paper plates</li> <li>• Small amounts of yard waste</li> <li>• Paper food wrapping</li> <li>• Wet paper</li> <li>• Soil and plant waste</li> </ul> <p><b>In the lab:</b></p> <ul style="list-style-type: none"> <li>• Clean paper towel (used to wipe up water)</li> <li>• Uncontaminated organics used in experiments (fruit and vegetables)</li> </ul> <p><b>Not acceptable:</b></p> <ul style="list-style-type: none"> <li>• Coffee cups</li> <li>• Contaminated cardboard</li> <li>• Newspaper and magazines</li> <li>• Plastic or biodegradable plastic bags</li> <li>• Bubbleboard in paper/cardboard stream (Thru only)</li> </ul> <p><b>How to use your office/residence suite bin system:</b></p> <p>Collect recyclables and paper in the blue bin and place garbage in the black side-saddle bin. When full, the blue and black bins should be emptied into the four-bin sorting station in the hallway/residence recycling room. All organics should be taken to the four-bin sorting station daily. This is to prevent organic materials from remaining in the office/residence space for longer than one day.</p>	<p><b>What belongs:</b></p> <ul style="list-style-type: none"> <li>• Disposable coffee cups</li> <li>• Aerosol cans (empty non-hazardous)</li> <li>• Floor sweepings</li> <li>• Broken glass and unincandescent light bulbs (must be boxed and taped)</li> <li>• Cleanable glasses (teacup, vinyl, etc.)</li> <li>• Ceramics</li> <li>• Pottery chip bags and empty sweepers</li> <li>• Styrofoam</li> </ul> <p><b>In the lab:</b></p> <ul style="list-style-type: none"> <li>• All non-hazardous, non-recyclable, non-combustible, and non-contaminated lab waste (e.g. disposable gloves, aprons and bench coats)</li> </ul> <p><b>Not acceptable:</b></p> <ul style="list-style-type: none"> <li>• Organics</li> <li>• Recyclables</li> <li>• Paper</li> <li>• Cardboard</li> </ul>	<p><b>What belongs:</b></p> <ul style="list-style-type: none"> <li>• Chemical Waste</li> <li>• Flammable materials</li> <li>• Corrosive materials</li> <li>• Toxic or poisonous materials</li> <li>• Compressive materials</li> <li>• Reactive materials</li> <li>• Compressed gases</li> </ul> <p><b>Biological Waste:</b></p> <ul style="list-style-type: none"> <li>• Tissue cultures</li> <li>• Microbial cultures</li> <li>• Contaminated gloves, sharp, plastic-ware</li> </ul> <p><b>Radioactive Waste:</b></p> <p>Hazardous waste should be disposed of in accordance with procedures established by the Environmental Health and Safety Office.</p>	<p><b>What belongs:</b></p> <ul style="list-style-type: none"> <li>• Fluorescent bulbs: contact the Office of Environmental Services</li> <li>• Batteries: contact the mail room 902.494.3478 for department/faculty battery recycling information</li> <li>• Printer cartridges: return used cartridges back to the supplier</li> <li>• Cell phones: employees issued cell phones are to be returned to ITS</li> <li>• Electronics: employees can request office related e-waste to be picked up at <a href="http://www.dal.ca">www.dal.ca</a></li> </ul> <p><b>Paper:</b> contact the Office of Environmental Services for disposal details.</p> <p><b>White goods:</b> if a good contract refrigerator, this must be removed prior to disposal. Contact the Office of Environmental Services.</p>



**DALHOUSIE UNIVERSITY**  
Inspiring Minds

**Dalhousie Guide to Waste Management On-Campus**  
Look for the four-bin system around campus designated for paper, recyclables, organics and garbage.

<p><b>Sustainable Procurement</b></p> <p>Looking to make office purchases or to organize events? Check out the Office of Sustainability's Sustainable Purchasing Tip Sheet and Sustainable Events Guide.</p> <p><a href="http://www.dal.ca/dept/sustainability/resources/Sustainable_Purchasing_Tip_Sheet_and_Sustainable_Events_Guide">www.dal.ca/dept/sustainability/resources/Sustainable_Purchasing_Tip_Sheet_and_Sustainable_Events_Guide</a></p>	<p><b>Construction &amp; Demolition</b> C &amp; D waste should be sorted to reduce disposal costs and to improve its recyclability. Contact Facilities Management - Office of Environmental Services for more details.</p> <ul style="list-style-type: none"> <li>• Asphalt/concrete</li> <li>• Clean shingles/roofing</li> <li>• Vinyl/plastic</li> <li>• Glass</li> <li>• Clean and/or painted wood</li> <li>• Drywall</li> <li>• Ceiling tiles</li> <li>• Insulation</li> <li>• Scrap metal</li> </ul>	<p><b>Off-Campus Links and Resources</b> Need off-campus options? These are some additional resources for off-campus waste disposal:</p> <p><b>Municipal Links</b></p> <ul style="list-style-type: none"> <li>• Halifax Garbage and Recycling Information: <a href="http://www.halifax.ca/cip/cip0000.asp">http://www.halifax.ca/cip/cip0000.asp</a></li> <li>• Halifax Waste Collection Schedule: <a href="http://www.halifax.ca/cip/cip0000.asp">http://www.halifax.ca/cip/cip0000.asp</a></li> <li>• Colchester County Garbage and Recycling Information: <a href="http://www.colchester.ca/cip/cip0000.asp">http://www.colchester.ca/cip/cip0000.asp</a></li> <li>• Colchester County Collection Schedule: <a href="http://www.colchester.ca/cip/cip0000.asp">http://www.colchester.ca/cip/cip0000.asp</a></li> </ul> <p><b>Hazardous Waste</b></p> <ul style="list-style-type: none"> <li>• Halifax Household Special Waste Depot: <a href="http://www.halifax.ca/cip/cip0000.asp">http://www.halifax.ca/cip/cip0000.asp</a></li> <li>• Colchester County: <a href="http://www.colchester.ca/cip/cip0000.asp">http://www.colchester.ca/cip/cip0000.asp</a></li> <li>• Phone: 902.855.4777</li> </ul> <p><b>Electronic Waste</b></p> <ul style="list-style-type: none"> <li>• Drop off electronic waste at a local Enviro-Depot along with products such as paint and refrigerators.</li> <li>• For cell phones, printer cartridges and batteries, check out retail locations where these items are purchased for take-back recycling programs.</li> </ul> <p><a href="http://www.halifax.ca/cip/cip0000.asp">http://www.halifax.ca/cip/cip0000.asp</a></p>
<p><b>Glass</b></p> <p>Broken plastic broken glass in a cardboard box, must full seal the box and label it "Broken Glass" and place them in the garbage bin for regular collection.</p> <p>Unbroken: Rinse glass bottles and containers and place in the recyclables bin.</p>		
<p><b>Reduce, Reuse, Recycle</b></p> <ul style="list-style-type: none"> <li>• Bring a reusable mug to work.</li> <li>• Disposable coffee cups are a problematic material in our waste streams. Local vendors offer a discount for bringing your own mug. Many transit will only allow beverages on the bus if contained within a travel mug. You can also use your mug to drink tap water, reducing your bottled water consumption.</li> <li>• Dalhousie collects excess office furniture and advertises it first internally and then externally. This reduces the amount of useable furniture in the waste stream and prevents the need to purchase new furniture.</li> <li>• Save trees and reduce your waste by printing double-sided and reusing scrap paper. Follow the guidelines in the Dalhousie Paper Policy to use paper more efficiently (<a href="http://www.dal.ca/dept/sustainability/resources/policies/policies.html">www.dal.ca/dept/sustainability/resources/policies/policies.html</a>).</li> <li>• Employees should use internal mail instead of an envelope.</li> <li>• Employees may contact a local custodian to exchange an office waste bin for a blue bin and black side-saddle office bin system. Once full, the bins can be emptied into a hallway, four-bin sorting station.</li> </ul>		
<p><b>Excess Goods:</b> instead of putting unwanted belongings to the landfill, see if someone else can reuse it.</p> <p>Employees should contact Purchasing with excess university goods. Goods will be advertised externally and then internally. People can bid on excess goods for reuse. Visit <a href="http://dal.ca/procurement/procurement.html">dal.ca/procurement/procurement.html</a> or contact Purchasing at 902.494.6570 or <a href="mailto:procurement@dal.ca">procurement@dal.ca</a>.</p> <p>Items can also be donated to the Halifax Dump &amp; Run. This event occurs each Spring. Visit <a href="http://www.dal.ca/campus/dumpandrun">www.dal.ca/campus/dumpandrun</a>.</p> <p>Off campus - Bring unwanted items in good condition to a charitable organization or a thrift store. The Salvation Army accepts donations of clothing and household items. To find a location near you, visit <a href="http://www.salvationarmy.ca/locations">http://www.salvationarmy.ca/locations</a>.</p>		

Available at: [http://www.dal.ca/dept/sustainability/resources/Reports\\_and\\_Policies.html](http://www.dal.ca/dept/sustainability/resources/Reports_and_Policies.html)



Appendix B: International Language Signage

**PAPER / PAPIER**  
紙制垃圾 / PAPEL / ورق



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Newspapers / Journaux / 报纸  
Periódicos / صحف

Magazines / Magazines / 杂志  
Revistas / مجلات

Office paper / Papeterie de bureau / 办公用纸  
Papelería de oficina / ورق مكتبي

Envelopes / Enveloppes / 信封  
Sobres / مغلفات

Boxboard / Carton pour boîtes / 箱纸板  
Cartón para cajas / كرتون

**RECYCLABLES / ARTICLES RECYCLABLES**  
可回收垃圾 / PRODUCTOS RECICLABLES  
المواد القابلة للتدوير



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All glass/plastic bottles / Bouteilles en plastique/verre  
所有玻璃/塑料瓶  
Todas las botellas de vidrio/plástico  
جميع الفواير الزجاجية/اللاستيكية

All plastic containers  
Tous les contenants en plastique / 所有塑料容器  
Todos los contenedores de plástico  
جميع الأوعية البلاستيكية

All cans / Cannelles  
所有罐子 / Todas las latas / جميع العلب

All milk cartons / Cartons de lait / 所有牛奶纸盒  
Todos los cartones de leche / جميع عبء الحلب الكرتونية

All plastic bags/wraps / Sac/emballage en plastique  
所有塑料袋/薄膜  
Todas las bolsas/envolturas de plástico  
جميع الكيس/الأغلفة

**ORGANICS / DÉCHETS ORGANIQUES**  
有机垃圾 / PRODUCTOS ORGÁNICOS  
مواد عضوية



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Food leftovers / Restes de nourriture / 剩食食物  
Desperdicios alimenticios / بقايا طعام

Pizza slice trays / Boîtes pour pointes de pizza  
披萨饼纸盒 / Recipientes de cartón para rebanadas de pizza  
عبء قطع البيتزا

Food napkins-paper plates  
Serviettes de table - assiettes en papier  
餐巾纸—纸盘  
Servilletas de mesaplatos de papel  
مناديل الطعام والأطباق الورقية

Soiled paper / Papier sale / 污纸  
Papel sucio / الورق المتسخ

Wooden stir sticks / Bâtonnets en bois / 木制搅拌棒  
Palitos de madera para agitar líquidos / عيدان الخشب للتحريك

Coffee sleeves / Manchons pour tasses / 咖啡杯隔热套  
Fajillas aislantes para vasos de café / عازل حرارة كؤوب القهوة

Wax paper / Papier cire / 腊纸  
Papel encerado / الورق الشمعي

**LANDFILL**  
DÉCHETS NON RECYCLABLES / 填埋垃圾  
VERTEDERO DE BASURA / مكب النفايات



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Chip bags / Sacs de croustilles / 薯片袋  
Bolsas de productos como papas fritas  
أكياس رقائق البطاطا المخبس

Coffee cups / Tasses à café / 咖啡杯  
Vasos de café / كؤوب القهوة

Plastic utensils / Ustensiles en plastique  
塑料餐具 / Ustensillos de plástico  
أدوات الطعام البلاستيكية

Aerosol cans / Bombes aerosol / 喷雾罐  
Latas de aerosol / بخاخات

## Appendix C: Empty Hazardous Material Container Recycling Procedures

## EMPTY HAZARDOUS MATERIAL CONTAINER RECYCLING PROCEDURES

Most plastic containers and glass containers (that held solvents, acids or bases) are recyclable. It is very important to appropriately dispose of empty hazardous material containers to avoid concerns as to whether there are still any hazards present. These containers must be empty and dry, with no chemical residue. If the rinse (water or other suitable solvent) used to clean a container is hazardous, it must be collected as hazardous waste and disposed of accordingly.

**NOTE:** If residue remains in the container after triple-rinsing (by means of rinsing with a suitable solvent, inverting, shaking and/or scraping) and the residue is hazardous, it must be disposed of as hazardous waste. It cannot be recycled. Bear in mind that these containers will ultimately be hand sorted by recycling employees.

### PLASTIC CHEMICAL CONTAINERS

Triple-rinse and recycle all uncontaminated plastic chemical containers (with defaced labels)

**Procedures:**

- Remove, clean and discard lid.
- Triple-rinse container with water, or suitable solvent.
- If rinse is hazardous, it must be collected as hazardous waste and discarded accordingly.
- Deface the label (use a pen to mark an 'X' through the original contents, or rip the label off) and write 'Rinsed Bottle' on it.
- Place clean and dry plastic in recyclables bin.

**Not acceptable:**

Hard plastic (e.g. lids or trays)

### GLASS CHEMICAL CONTAINERS

Triple-rinse and recycle uncontaminated glass chemical containers that held solvents, acids or bases (with defaced labels)

**Procedures:**

- Remove, clean and discard lid.
- Triple-rinse container with a suitable solvent.
- If rinse is hazardous, it must be collected as hazardous waste and discarded accordingly.
- Deface the label (use a pen to mark an 'X' through the original contents, or rip the label off) and write 'Rinsed Bottle' on it.
- Place clean and dry glass container in recyclables bin.

**Not acceptable:**

- Lab glassware (e.g. beakers, test tubes)
- Broken glass

**Broken Glass:**

Place all uncontaminated broken glass in a sturdy, puncture-resistant container (e.g. cardboard box). Once full, seal the container and label it 'Broken Glass' and place for disposal along with normal building garbage.

Contact the Dalhousie Environmental Services for Recycling and Disposal Options.  
Contact the Dalhousie Environmental Health and Safety Office for information on hazardous waste.

## Appendix E: Busch Systems Waste Bin Dimensions

Billi Box 7 gallon: 11"D x 15"W x 16"H

Billi Box 10 gallon: 11"D x 15"W x 20."H

Waste Watcher™ 16 gallon (body only): 20"D x 11"W x 24"H

Waste Watcher™ 23 gallon (body only): 20"D x 11"W x 30"H

Waste Watcher XL™ 32 gallon (body only): 20<sup>5</sup>/<sub>16</sub>"D x 15<sup>5</sup>/<sub>8</sub>"W x 30"H