

Indoor/Outdoor Waste Bin Standards for Dalhousie University

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Version 6



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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)

1. 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’ 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

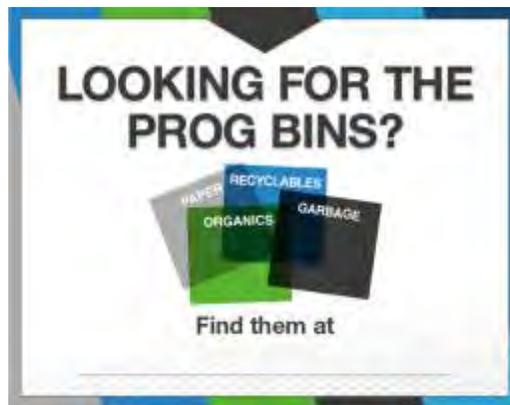


Figure 15: Sign directing users to the nearest sorting station

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.
4. As bins are often moved around within the kitchen area, a descriptive bin sticker and signage must be displayed directly on each bin.
5. 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. Dining Rooms/Residence Dining Halls (Front of House Dining Areas)

1. Minimize single garbage bins.
2. Bins for Organics and Garbage should be placed in the dining room.
3. Bins should be placed near the location where students deposit their plates and utensils.
4. 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.
5. 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.

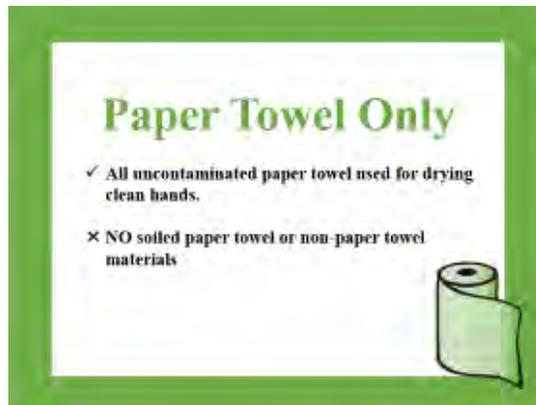


Figure 16: Washroom Paper Towel Bin Sticker



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.

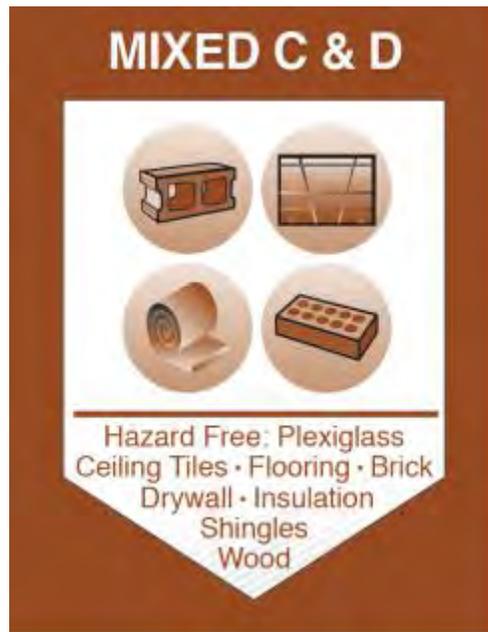
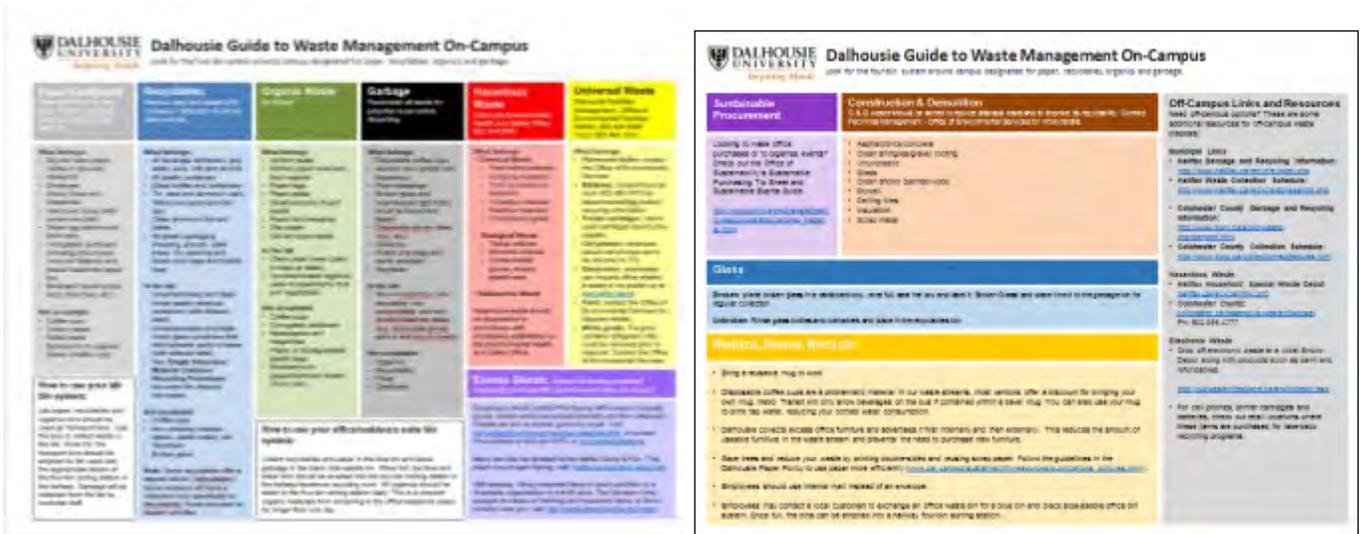


Figure 22: One of the Construction and Demolition waste stickers available.

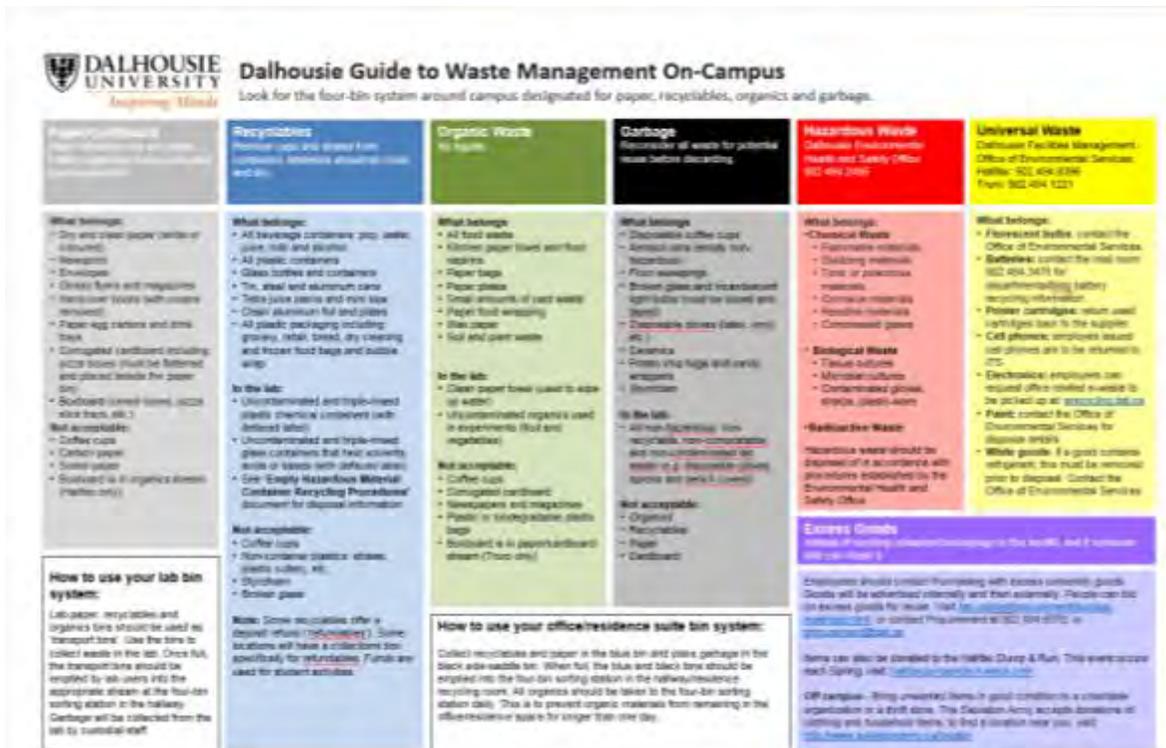
Appendix A: 8.5" x 11" Dalhousie Guide to Waste Management On-Campus (Double-Sided)

Available at: http://www.dal.ca/dept/sustainability/resources/Reports_and_Policies.html



Appendix B: 11" x 17" Dalhousie Guide to Waste Management On-Campus One-Sided Poster

Available at: http://www.dal.ca/dept/sustainability/resources/Reports_and_Policies.html



Appendix C: International Language Signage

PAPER / PAPIER 紙制垃圾 / PAPEL / ورق



Newspapers / journaux / 報紙
Ponédicos / صحف

Magazines / Magazines / 杂志
Revistas / مجلات

Office paper / Papeterie de bureau / 办公室纸
Papelería de oficina / ورق مكتبي

Envelopes / Enveloppes / 信封
Sobres / مغلفات

Boxboard / Carton pour boîtes / 相紙框
Cartón para cajas / الكرتون رقمي

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



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

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 / الكرتونية / جميع عبء الحليب

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

ORGANICS / DÉCHETS ORGANIQUES 有机物垃圾 / PRODUCTOS ORGÁNICOS مواد عضوية



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

Pizza slice trays / Boîtes pour pointes de pizza
披萨纸盒 / 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 mesa/platos de papel
مناديل الطعام والأطباق الورقية

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

Wooden stir sticks / Bâtonnets en bois / 木搅拌棒
Pajitos de madera para agitar líquidos / عيدان الخشب السائلة

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

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

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



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

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

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

Aerosol cans / Bombes aérosol / 喷罐
Latas de aerosol / بخاخات

Appendix D: 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): $20\frac{5}{16}$ "D x $15\frac{5}{8}$ "W x 30"H