



Presents...

The McGill departmental

Green Guide

2013-2014 edition

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Part One: Eating and Drinking Events

I- Food

Coffee Set-ups

- 🌱 If you are providing coffee, consider including soy or almond milk options
- 🌱 Try not to use individual milk and creamers that require more packaging.
- 🌱 Fair trade coffee: Fair trade coffee supports farmers in developing countries and ensures that they are paid a fair price for their work and contributes to the promotion of sustainable development around the world. Fair Trade coffee is now sold at most major supermarkets and very easy to obtain.
- 🌱 If you absolutely must use disposable cups, use compostable or recyclable ones. Ideally you should be using plate club or ask everyone coming to the event to bring their own reusable mug.

Baked Goods and Desserts

- 🌱 Vendors from the farmer's market and SNAX providers can provide good sources of where you can get freshly made local baked goods.
- 🌱 For desserts, the McGill's cupcake club "Peace Treats" can provide delicious vegan cupcakes for you event. All proceeds go to their charity partner Little Footprints, Big Steps.

Peace Treats contact info:

Email: info@peacetreats.org

Website: <http://dailycupcakes.blogspot.ca/>

Consider providing a variety of options at your events:

Vegetarian/Vegan options:

- 🌱 First, it is important to note that there are different types of vegetarianism and and veganism. Pescatarians refrain from eating all types of meat, but do eat fish. An ovo-lacto vegetarian refrains from eating both meat and fish, but will eat eggs and dairy products. A vegan, however, follow a vegetarian diet and also cuts out all animal-derived products. Raw vegans also cut out any processed vegan foods and foods cooked above a certain temperature. There are many health, ethical, and environmental reasons why someone may choose to be a vegetarian or vegan. These differences are important to be aware of as well as being aware of different levels of sensitivity people may have regarding whether they food they consume has come into any contact with meat and or animal derived products. Therefore, it is best to keep non-vegetarian options separate from vegetarian ones and ensure that each has their own serving utensil.
- 🌱 From an environmental perspective there are many reasons why someone would choose to limit or cut out completely their meat consumption. Following a vegetarian diet means eating down the food chain thus lessening your personal carbon footprint. Additionally, cattle farming is more energy intensive, leads to

the release of methane gas increasing the concentration of greenhouse gases in the atmosphere, and leads to further environmental degradation. Furthermore, around 35% of crop allocation is to cattle feed, limiting the amount of agricultural land being used to feed the world's ever growing population.

Local Food

- Supporting local vendors and small businesses is important for the economic vitality of your community. The quality of food is often much better and you know where your food is being produced and the inputs used to make them. Eating locally also heavily reduces the GHG emissions from food miles (the distance food travels to where it is produced and where it is consumed).

Organic

- So what exactly does it mean for food to be organic? Basically organic food is grown without the use of any synthetic additives such as pesticides and herbicides. Organic farming practices are better for the environment because it maintains soil health, often maintains more crop diversity, and limits runoff pollution into lakes and rivers from synthetic additives.

II- Wine

Having a wine and cheese? Save money and be sustainable by visiting **Vin en Vrac**, a bulk wine depot!

- Rent some empty wine bottles from the AUS for free.
- Bottles can be filled at Vin en Vrac for \$6.00/bottle in quantities of 6 or 12

To rent free bottles, email internal.aus@mail.mcgill.ca

Address: Vin en Vrac:
2021 des Futailles Montreal, QC H1N 3M7
Phone: (514) 353-2021

III- Supplies:

Non-disposable Items: The Plate Club

McGill's FREE reusable dishware provider!

- Save money on purchasing plates and utensils for your event, and reduce waste!

- The Plate Club has several hundred rental items in their inventory which consist of plates, glasses, wine glasses, serving platters, utensils, pitchers and bowls. They have all of these in a variety of styles and they even have specific wine and cheese plates!

To rent from Plate Club:

- Choose from their inventory. This is shown on their *website*, with lots of pictures.
- Contact the club with what you wish to rent (see contact options below)

3. Set up a day during their office hours to pick up your order and pay a *deposit* (\$20 per bin of dishware). If you are ordering a lot, make sure you bring a few people to carry the bins!

4. If you bring back the dishes fully clean and dry within one week, you get your deposit back in full

= **the whole process is FREE!**

🌱 Cleaning and drying the dishes:

○ You can use the Plate Club's dishwasher (located in the SSMU cafeteria) to wash the rental dishes, as long as this is not during the designated lunch hours (M-F 11:30am - 2:30pm).

○ The dishwasher is located across the hall from the office, so the whole process is not a hassle.

🌱 Fees and penalties for not bringing back clean and dry dishes:

○ If you do not bring back rentals within one week, there is a late fee of \$10 per day.

○ If you do not return the dishes in a fully clean and fully dry condition, there is a fee of \$20 per bin. Any broken or lost items must also be paid for in full.

- **Location:** SSMU Rm 201
- **Office Hours for Rentals:** 4-5PM, Monday to Friday
- **Email:** theplateclub@gmail.com
- **Website:** <http://theplateclub.tumblr.com>

Eco-Friendly disposable options

If your event is too big or remote to use Plate Club (which should ALWAYS be your first resort!), a good way to reduce waste from disposable utensils or plates is to order compostable or recycled ones!

🌱 For Arts Frosh in 2013, all of the utensils were compostable, ordered from "Eco Products," a company that sells eco-friendly disposable dining products (compostable, 100% post-consumer recycled material, or renewable material-based plastics and papers).

<http://www.ecoproductsstore.com>

🌱 These options can help you lessen your waste or the amount of resources affected, without sacrificing the convenience of disposable dishware when the reusable variety is not an option.

🌱 Please see Part 3 for more information on how to fund the price increase incurred from the purchase of these more sustainable options.

III- Dealing with waste

Composting

Why it is important:

🌱 Composting can **reduce garbage by up to 75%!** This means that much less landfill space is required, as well as less pollution from trucks for pick-up.

🌱 Even though food scraps will break down in landfill, it will be in an anaerobic (oxygen-free) environment, causing them to ferment and create acids that pollute ground and water.

- 🌱 Only through a compost system can these types of waste be properly disposed of in a completely environmentally friendly way! The compost decomposes and becomes food for plants and gardens!

What **is** compostable:

- 🌱 Any food scraps or leftovers
- 🌱 Paper towel/napkins (even if they have food-related residues on them!)
- 🌱 Paper plates, muffin papers, coffee filters, tea bags etc
- 🌱 Cardboard (pizza boxes!), paper or other paper products

What is **not** compostable:

- 🌱 Meat or dairy leftovers
- 🌱 Disposable coffee cups or anything plastic or Styrofoam

What to do with compost:

Unfortunately, McGill no longer has drop-off compost on campus, and so it requires a little more creativity than it used to. However, we urge you to try these sources:

- 🌱 Compost Montreal is a local company that can pick up compost from events! For a surprisingly low price, they will rent bins to the event to collect the compost, and then pick it up afterwards for proper disposal!
- 🌱 Alternatively, they will also pick up residents' compost from their door once a week for \$5/week. Ask around and see if anyone is a member (there are many participants in the McGill ghetto). They are also incredibly nice. Check them out! <http://www.compostmontreal.com/>
- 🌱 Have anyone in your department hailing from the Plateau-Mont Royal, Rosemont-La Petite Patrie, Outremont, Verdun and Westmount, Côte St. Luc, Dorval, Pointe Claire, Dollard des Ormeaux, Kirkland and Senneville or Ste-Anne-De-Bellevue (Mac Campus!)? These municipalities all offer curbside pick-up of green waste in all or certain areas! See if you could get someone to put the waste out on their driveway after the event.

GOOD NEWS! The city of Montreal is currently developing a program **to provide compost pick-up** to the whole city, which will then be turned into bio-fuel! The program should be up and running by 2016 with completion targeted for 2020.

- 🌱 So, even if you are not able to properly dispose of it at this point, we recommend still getting participants to put their green waste into a separate garbage can, in order to begin teaching the McGill Community the habit of separating their compostables from their regular garbage. That way, in 3 years when we can truly dispose of it easily, everyone will already be extremely habituated and knowledgeable about what is compostable, and how to deal with it!

Part 2: Within the Office

I- Printing and advertising

Day-to-day printing can be both **wasteful and expensive!** Luckily, advertising can easily be done almost solely through other media forms.

Reducing the paper requirements:

- 🌱 For large orientations or meetings, give everyone their own USB key with all required documents. USB keys can be passed on at the end of the year, so that they can be reused the following year!
- 🌱 Use a group Dropbox or Google Drive to share documents, rather than giving out paper copies
- 🌱 At meetings project the agenda, put it up on a large screen instead of handing out copies to everyone
- 🌱 When you send out attachments, include a green logo and a “think of the environment before you print this

Reducing your impact when **printing is required:**

- 🌱 Double sided printing uses half as much paper!
- 🌱 Use recycled paper when printing (Forest Stewardship Council 100% recyclable paper, available wherever printer paper is sold)
- 🌱 Adjust your printer to use less ink (“draft” quality for text-based printing- you won’t notice a difference!)
- 🌱 Use a smaller printing surfaces, such as by printing bookmarks instead of full sheets of paper for everyone.

Advertising Events:

- 🌱 Focus on web based methods of advertising such as listservs, Facebook, Twitter, email etc.
- 🌱 When making classroom announcements, instead of handing out leaflets write on chalkboards (with permission of the teacher)
- 🌱 Make General reusable signs without specific dates which can be reused the following year for repeat events.

II- Day-To-Day In the Office

Given the amount of time and energy consumed in your respective offices, its important keep green practices in mind. You can do this by...

- 🌱 Keeping reusable mugs in your office which can be used as opposed to using disposable ones
- 🌱 Setting up recycling and compost bins in your workspace
- 🌱 Working with other companies that have a reputation for engaging in green initiatives (see section 3)
- 🌱 Making sure to turn off all lights when leaving the office (perhaps a sticker on the door that could serve as a friendly reminder?)
- 🌱 Using refillable pens and pencils rather than disposable ones

- 🌱 Asking that your incandescent lighting system be replaced with compact fluorescent light bulbs
- 🌱 Only operating during standard office hours rather than spreading energy use over a longer period of time
- 🌱 Buying office supplies in bulk in order to save packaging

III- Events

Incorporating sustainable measures into your public and private events is an effective way to promote the innovative image of your department. You can do this by...

- 🌱 Hosting events outdoors to save energy (if weather permits)
- 🌱 Purchasing food to serve that is not pre-prepared- less packaging, less energy wasted! Choose something easy to make, buy locally, and buy in bulk.
- 🌱 Using green materials such as paper made from recycled sources or reusable tablecloths and napkins
- 🌱 Donating unused items rather than discarding them
- 🌱 Ordering from companies that are closer to McGill so as to reduce transportation costs and pollution

IV- Computers and IT

Electronic waste is slowly becoming a major contributor to environmental degradation. However, minimizing your footprint is quite simple. You can do this by...

- 🌱 Enabling the power management function on your computer
- 🌱 Switching off your computers when you are finished using them- hibernation mode is NOT the same thing as off! Don't forget to turn off the monitor too!
- 🌱 Unplugging laptop power chargers when you are finished using them- these devices continue to use power even when no computer is attached to them!
- 🌱 Using one large power strip for your computer, broadband modem, scanner, printer, monitor, and speakers and switching it off when equipment is not in use- voila! No wasted power from electronics being left plugged in even when off!
- 🌱 Minimizing printing
- 🌱 Switching to inkjet printers (Laser printers use more electricity).
- 🌱 Discarding old batteries and electronics in appropriately labelled containers- never in the garbage!

Part 3: Green Funding @ McGill

SSMU Green Fund

Want to use more sustainable materials for your event but can't afford it?

Apply to the SSMU Green Fund!

Criteria for Funding:

- 🌱 Must demonstrate sustainable/environmentally-friendly practices;
- 🌱 For example, the Committee will however subsidize the **cost difference** of choosing biodegradable materials compared to conventional;
- 🌱 They will not, however, subsidize food and beverage;

How to apply:

- 🌱 Follow the following link to the application form:

http://ssmu.mcgill.ca/environment/?page_id=236

- 🌱 The SSMU funding committee meets weekly to review applications. They may go back and forth with you several times to ask for more clarification, but applications with clear descriptions and detailed budget really move the process along. On average it takes 2-3 weeks for funding to get approved!

Or, consult the SSMU Environment Commissioner for more information at environment@ssmu.mcgill.ca

Other sources of Funding:

The Office of Sustainability also has very significant amounts of money allocated to projects that help build and promote sustainability on campus. This funding would be used more for long-term projects that significantly change the way things are done at McGill, rather than providing monetary offsets for making your event more sustainable.

More information can be found here at:

<http://www.mcgill.ca/sustainability/spf/about-spf>

Part 4: Green Resources

Both the city of Montreal and the McGill campus offer a multitude of sustainable services that can be effective resources in greening your workspace or event. Here are a few you should check out!

Compost Montreal

Compost Montreal offers a variety of services which assure that the food waste of your events is going towards sustainable initiatives. Their compost collection service assures that your club is actively contributing to the strength of the local economy and the health of the city and campus ecosystems.

Telephone: 1(514)690-5773
 Email: Info@compostmontreal.com
 Facebook: <https://www.facebook.com/CompostMontreal>

Eco-Quartier

Eco-Quartier is a municipal organization that specializes in the monitoring and implementation of sustainable initiatives. Their program seeks to facilitate access to green resources by offering services such as recycling bin distribution, alleyway cleanup, and sustainability workshops. They can help with green-themed events and help provide contacts when needed!

Since there is an Eco-Quartier for each zone in Montreal, you may have to look into which applies to you if your event is off-campus. Here is the contact information for Eco-Quartier Peter-McGill (the office that works in the McGill area):

Telephone: (514) 933-1069
 Address: 1240 Rue Saint-Marc, H3H 2E5 (Near Metro Guy-Concordia)
 Email: eco.petermg@gmail.com

AUS Environment Council

Here at AUSEC, we would be so excited to help you incorporate sustainable measures into your event planning or office workspace. Feel free to contact us to schedule a meeting!

Email: ausec.aus@mail.mcgill.ca

McGill Office of Sustainability

The Office of Sustainability's mission is to create a culture of sustainability at McGill - to encourage and unite the efforts of students, faculty, staff and administrators to incorporate principles of sustainability in university operations, campus living and learning and in its relations with the broader community.



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 Fax: (514) 398-4431
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ausec.aus@mail.mcgill.ca

Email: vision2020@mcgill.ca

Website: www.mcgill.ca/sustainability

Facebook: <https://www.facebook.com/McGill.Sustainability/info?ref=ts>

SSMU Environment Commission

The SSMU Environment Commission is an organization headed by McGill students that helps with grassroots initiatives around campus. Being directly invested in the cause, their staff is willing to help all students and clubs find ways to better their campus while maximizing their resources in a cost-effective and sustainable way.

Telephone: 1(514)513-0683 (Toby Davine – Environment Commissioner)

Email: environment@ssmu.mcgill.ca

Other Green initiatives:

-  Greening McGill - <http://greeningmcgill.blogspot.com/>
-  Campus Crops - <http://www.campuscropsmcgill.blogspot.com/>
-  Greenpeace McGill - <https://www.facebook.com/groups/44351369876/>



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