



Learn how to reduce waste

# WASTE & MATERIAL RECOVERY TEAM TRAINING

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## TRAINING MANUAL



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA

Sustainability  
Office

For more information:

<https://www.utm.utoronto.ca/green/transforming-our-campus/waste-and-recycling>

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# WASTE EDUCATION AND ENGAGEMENT

## Sustainability Ambassador Program

### INTRODUCTION

The Waste Education and Engagement stream is one of three streams that make up the Sustainability Ambassador Program at the University of Toronto Mississauga (UTM). UTM recognizes the importance of reducing its ecological footprint and strives to provide a sustainable campus experience.

Through waste education and engagement, the stream hopes to effectively communicate knowledge on waste management to students, staff, and faculty, and ultimately change behaviours on waste sorting at campus.

### OBJECTIVES

- Educate students, staff, and faculty on waste management
- Train passionate students to lead and educate their peers
- Increase the waste diversion rate at UTM (how much of our waste actually goes to recycling/compost vs landfill)

### STREAM OVERVIEW

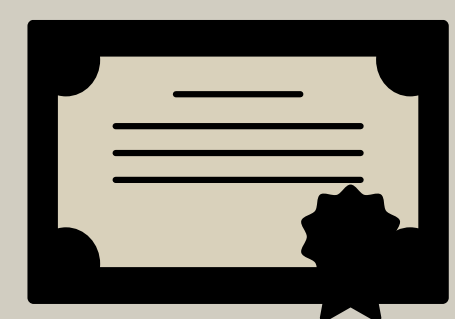
Participate in and facilitate events (e.g. patrolling, tabling, workshops etc.) on campus with other waste ambassadors



Volunteer around your schedule but should commit between **15-30 hours** for the entire school year (fall and winter semester)



Attend bi-weekly and monthly meetings and receive CCR at certain events, such as the STTPA Conference



# RECAP FROM LAST YEAR!

Waste Ambassador Program 2022/2023

## CSE CREDIT RIVER CLEAN-UP



## SUSTAINABILITY WEEK DOC SHOWING



## HALLOWEEK PATROLLING



## BRAINSTORMING SESSION



# DID YOU KNOW?

## UTM MAY RECYCLE DIFFERENTLY THAN YOUR MUNICIPALITY/CITY!

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**Region of Peel**  
working with you



**BRAMPTON**



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA



**TORONTO**

Note: UTM has as a private hauler (GFL/Waste Reduction Group) that accepts and recycles certain items



FOR MORE INFORMATION, VISIT  
[HTTPS://WWW.PEELREGION.CA/WASTE/](https://www.peelregion.ca/waste/)  
(OR YOUR LOCAL AREA WASTE WEBSITE)

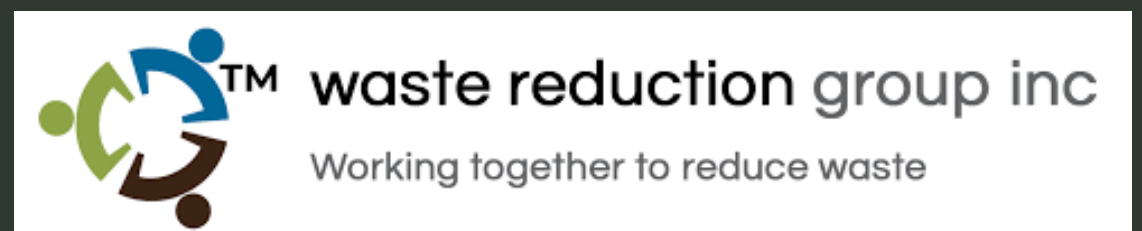
# DID YOU KNOW?

## RESIDENCES RECYCLE DIFFERENTLY THAN THE REST OF CAMPUS!

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Residences (e.g. OPH) fall under residential areas – RoP is responsible for picking up waste from residential areas (aka curbside pick up)



UTM has as a private hauler (GFL/Waste Reduction Group) that accepts and recycles certain items

NOTE: GFL and RoP accept similar items however there are a few differences (e.g. clean plastic cutlery is accepted by GFL but not RoP)



FOR MORE INFORMATION, VISIT  
[HTTPS://WWW.PEELREGION.CA/WASTE/](https://www.peelregion.ca/waste/)  
OR YOUR LOCAL AREA WASTE WEBSITE)

# UTM'S WASTE STREAMS

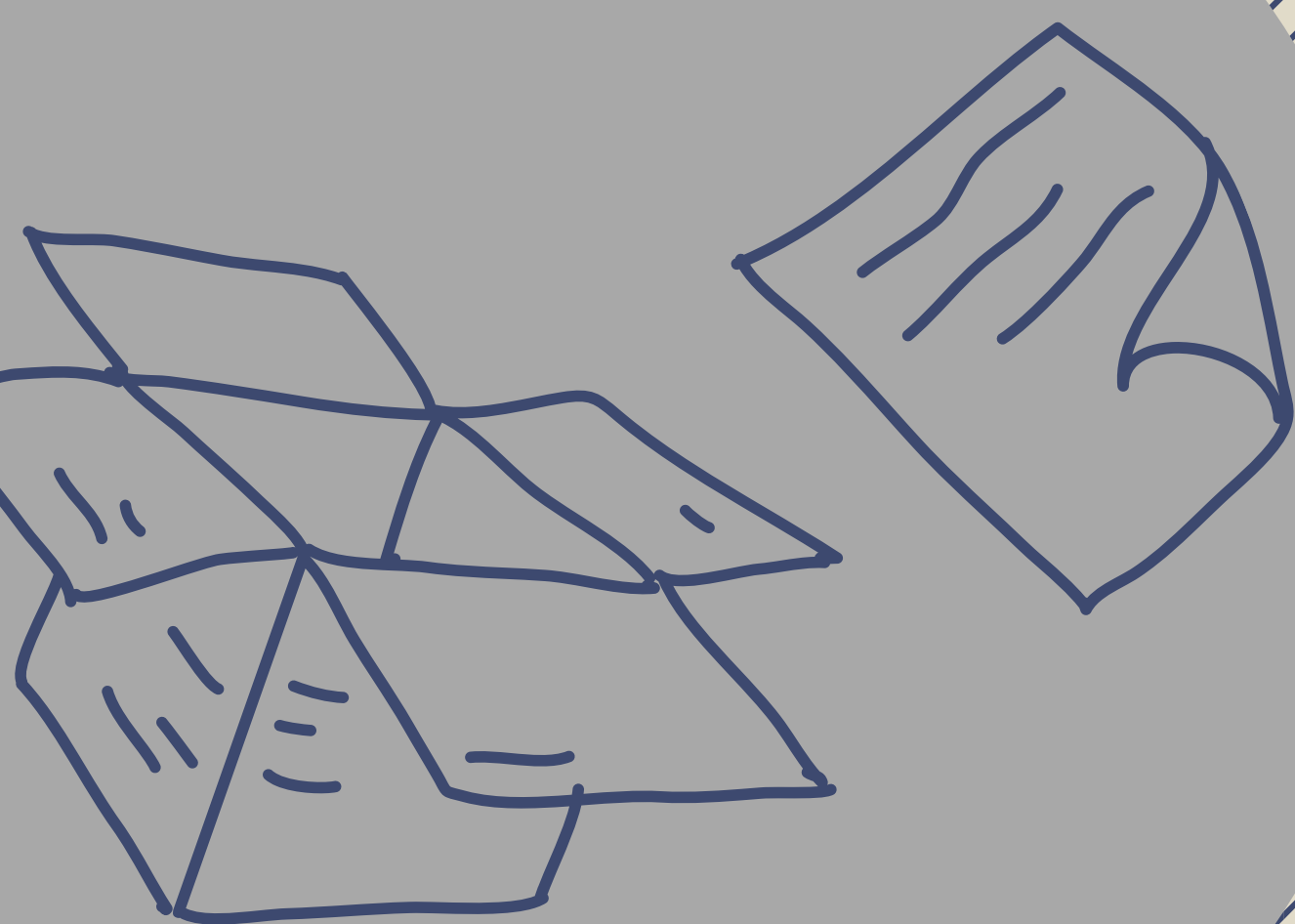
**ORGANICS**



**CONTAINER RECYCLING**



**PAPER RECYCLING**



**LANDFILL/GARBAGE**



# RECYCLING at UTM

## Common mistakes



\*Dirty/soiled Styrofoam container

Commonly found at Blind Duck



\*Food wrappers

## ALL GO IN **THE** **GARBAGE**



\*Takeout containers (not incl. Thai Express and Harveys non-poutine containers – both can be placed in organics, or paper recycling if clean.)



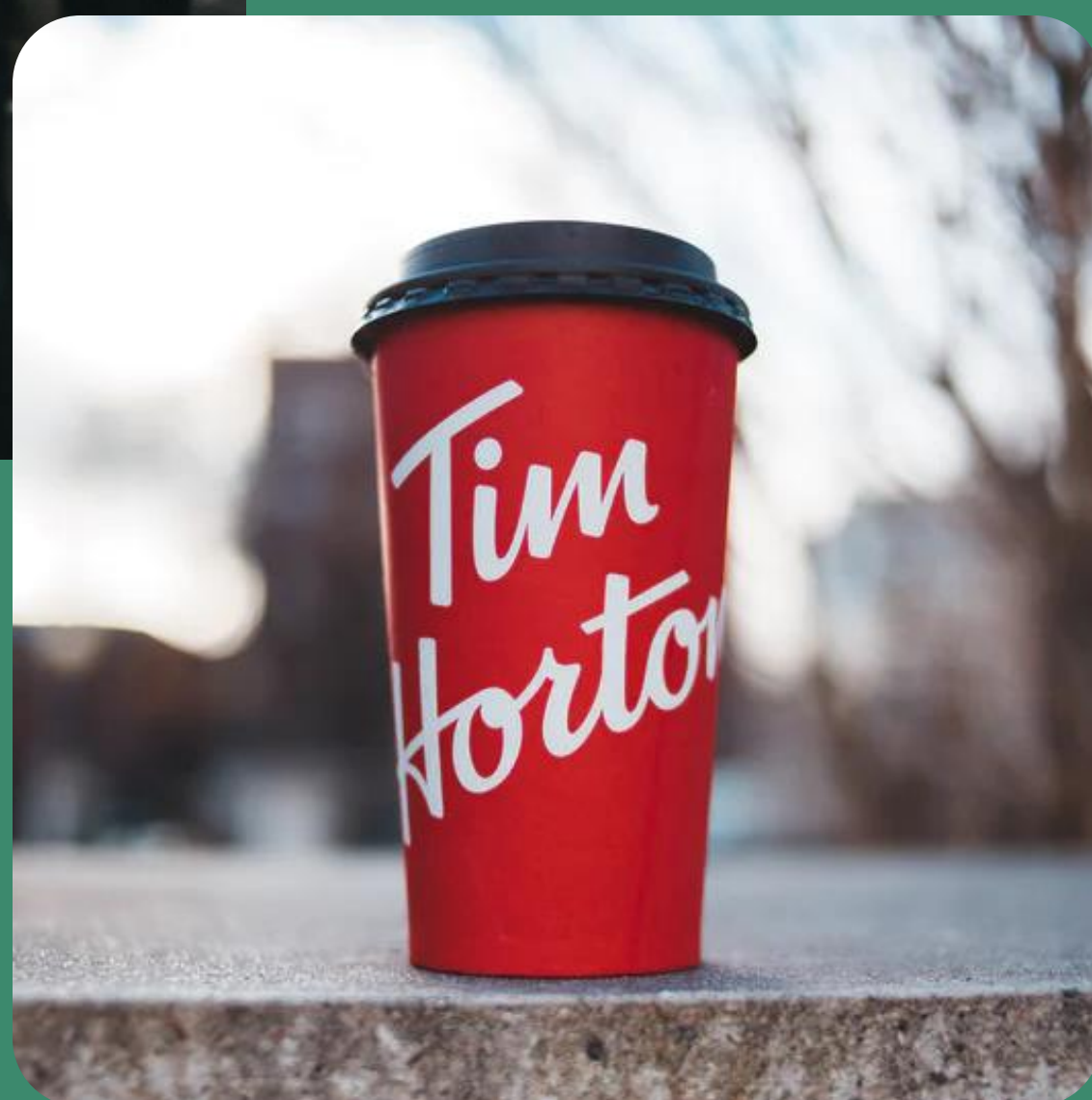
\*Dirty + clean



\*Both cup + lid



# WANTED

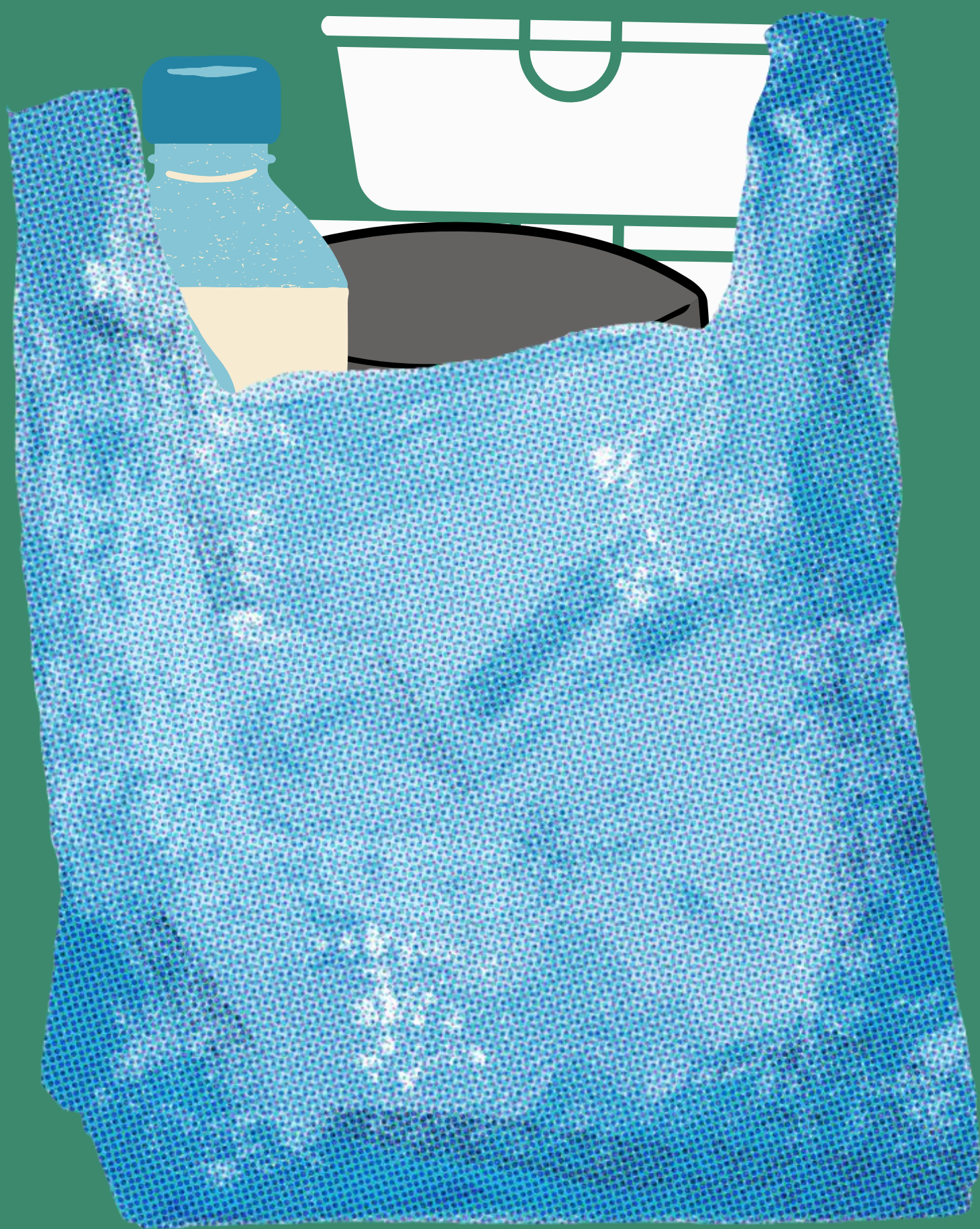


## COFFEE CUPS AND LIDS

GUILTY OF CONTAMINATING  
UTM'S RECYCLING STREAM DUE  
TO PLASTIC/WAX COATING

Last seen inside the recycling bins in Davis, Student Centre, Kaneff, Deerfield, IB, CCT, MN, and OPH.

# Separate your mixed garbage



TO SEPARATE UNFINISHED FOOD AND DRINKS, FIRST DUMP FOOD LEFTOVERS IN ORGANICS (FLUIDS IN SINK), THEN DISPOSE CONTAINER OR CUP PROPERLY

MORE INFORMATION ON NEXT SLIDE!

PLEASE NOTE: IF YOU CANNOT DUMP LIQUIDS INTO SINK, THROW YOUR ITEM INTO GARBAGE OR RECYCLING WITH LID ON (OR OPENING CLOSED) TO ENSURE LIQUID DOES NOT SPILL INTO THE BAG.

# Separate Your Waste!

**Step #1: Empty leftovers or unfinished food into organics**

**Dump liquids in sink/toilet when possible**



**Step #2:**  
**Place emptied food container into landfill**  
**(or container recycling if made of clear plastic and is clean\*)**

\*Does not have to be squeaky clean (can have a bit of food grease or crumbs but majority should be clean)

# RECYCLING at UTM



\*Only sleeve



\*Empty and clean cup



\*Empty and clean



\*Empty



\*Clean

\*NOTE: Does not need to be squeaky clean (can have a bit of food grease or crumbs but majority should be clean)

# Where Does It Go?



## Black Plastic Containers

### GARBAGE

Difficult to process black plastics in GFL facility  
E.g. Bento Sushi container

## Polystyrene plastic or foam (P6)

### CONTAINER RECYCLING/GARBAGE

E.g. Styrofoam, single use utensils are recycled  
IF CLEAN; when dirty, place them in garbage



## Plastic Bottle and Containers

### CONTAINER RECYCLING

E.g. plastic water bottle (leave cap on), clear plastic  
food container

## Glass Container and Bottle

### CONTAINER RECYCLING

E.g. bottles, jugs, jars  
Leave lid on bottle



# Where Does It Go?



**Food Scraps**  
**ORGANICS**

**Straws (Plastic)**  
**GARBAGE**



**Beverage Containers**  
**CONTAINER RECYCLING**

E.g. juice boxes, milk cartons, Iced Capp

**Flexible Packaging**  
**GARBAGE**

E.g. chip bags, granola bar wrappers



# Where Does It Go?



## Plastic Wrap or Film GARBAGE

E.g. Ziploc bag

## Flattened Cardboard and Paperboard PAPER RECYCLING

E.g. pizza box



## Paper

### PAPER RECYCLING/ORGANICS

Soiled/wet paper (e.g. paper plates) and non-waxed food packaging are compostable

## Food and Beverage Cans CONTAINER RECYCLING

E.g. Coke can, soup can



# Where Does It Go?



**Bamboo Cutlery**  
**ORGANICS**

**Soup Containers**  
**GARBAGE**



**Napkins**  
**ORGANICS**

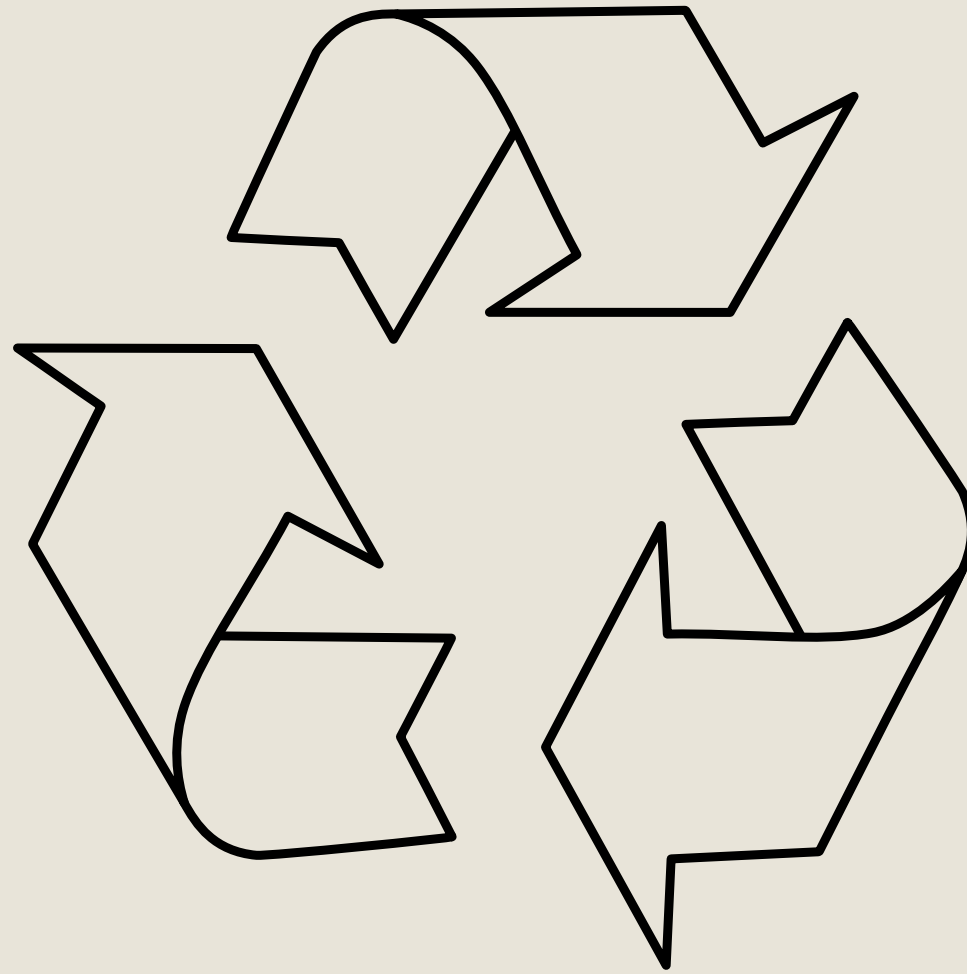
**Straws (Paper)**  
**ORGANICS**



\*If straw has a plastic/wax lining, throw in garbage.



# Bioplastics: Are they recyclable?



Bioplastics are complicated. Why? Because different bioplastics are made of different materials! Therefore, bioplastics can be compostable, recyclable, both compostable AND recyclable, or none of the above...

Bioplastics may take the same time to break down as conventional recyclable materials (~100-400 years) and many cities still do not have facilities and/or technologies to compost or recycle them.

At UTM, if bioplastic has resin code of #1-6, it can be recycled. If there is no label, place in landfill bin.

**So, are they recyclable? Yes (at UTM)!**

*Please note: Compostable items (e.g. bamboo cutlery) go into the organics bin, not the container recycling bin.*

# PLEASE NOTE:

RECYCLING RULES AND LINGO  
ALSO DIFFER GLOBALLY!



GUIDE INTERNATIONAL STUDENTS  
THROUGH DO'S AND DONT'S OF  
RECYCLING

**REDUCE.**

**REUSE.**

***THEN***

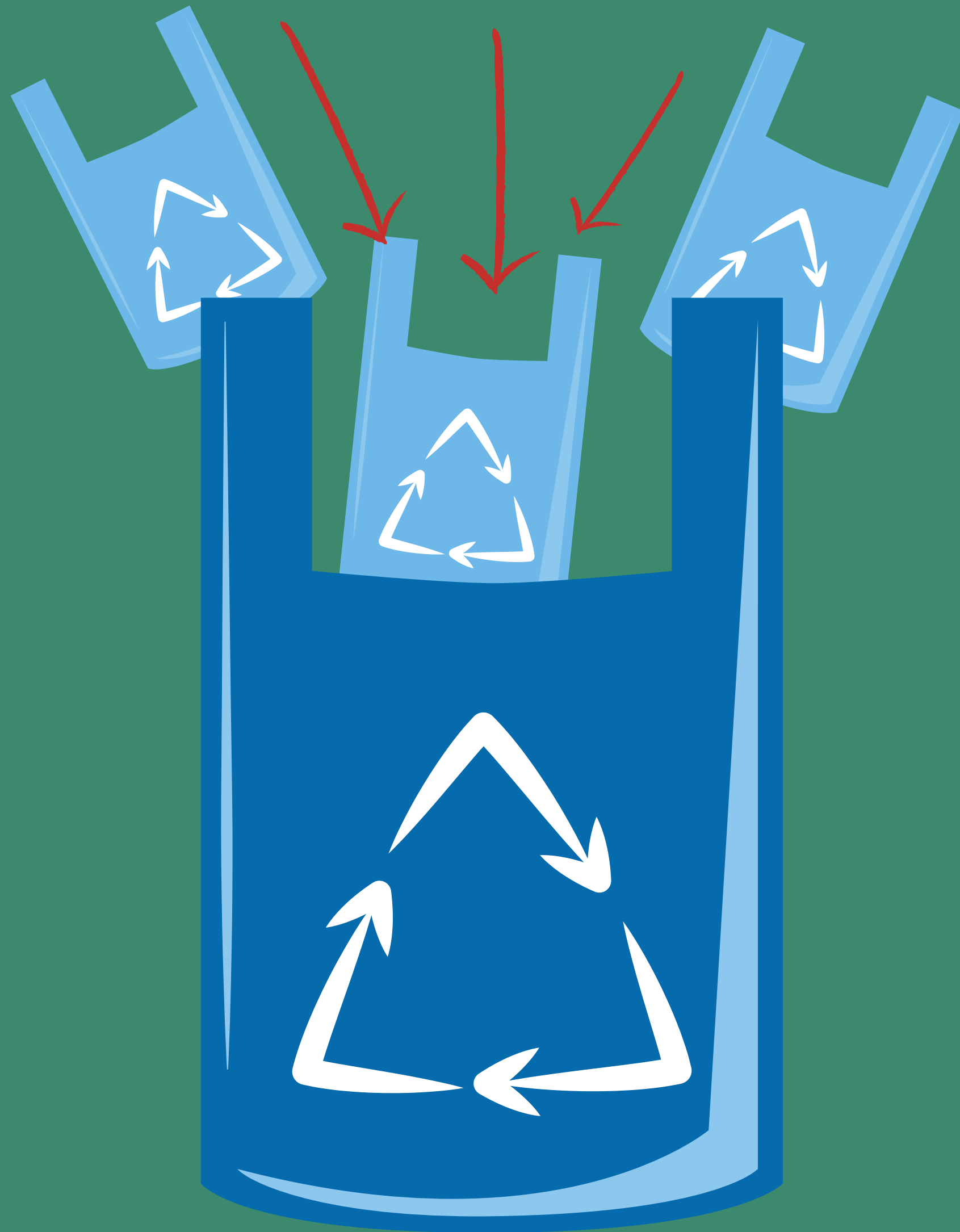
**RECYCLE.**

Remember, reducing and reusing comes before recycling!



# Plastic bags are ruining the recycling stream

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## The Problem?

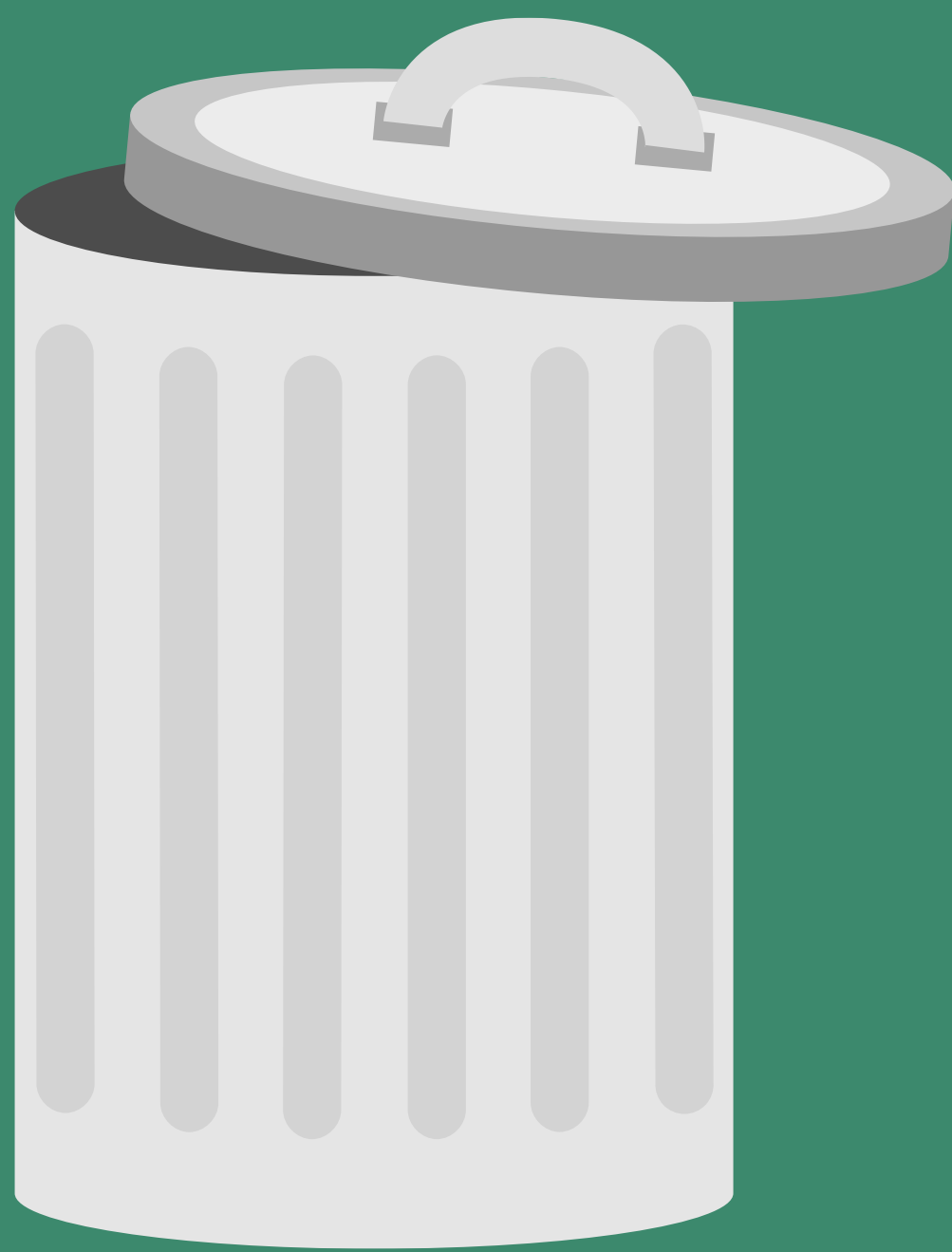
Individual plastic bags cannot be processed in recycling facilities, and create work stoppages. Recycling facilities that do accept plastic bags require that you assemble all the plastic bags together within one larger plastic bag with a knot.

## The Solution:

- Eliminate the usage of plastic bags, purchase reusable totes/bags
- Reuse any current plastic bags in your household
- Do your research and recycle the plastic bags in accepting recycling facilities

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**WHEN IN DOUBT,  
THROW IT OUT IN THE  
GARBAGE BIN!**



**But remember, this is last resort! Please do your due diligence first!**

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Don't fall for the "wish-cycle" trap!

## BYOC DISCOUNT

- Fair Trade tea and coffee: 25 ¢ off (Available at the Davis Food Court, North Side Bistro, Fair Trade Café, and Colman Commons)
- Starbucks: 10 ¢ discounts on tea and coffee
- Tim Hortons: 10 ¢ discounts on tea and coffee



## OSCAR (AI technology)

- Robot in Davis Food Court and IB that help sort your waste using camera

***Note: Please visit the [Hospitality and Ancillary Services website](#) for up-to-date information***



# OZZI Program

## What is OZZI:

- Recyclable containers that can be reused up to 300 times

## How do I get an OZZI container:

- Visit the Hospitality Office located at DV 3127 to get your container!

## How does the token system work?

- Purchase token for \$5
- Request an OZZI container when you purchase food
- Provide token previously purchased or \$5 upfront to receive container
- After you finish your food, drop the container into OZZI machine and you will receive token back to redeem again

More info: <https://www.utm.utoronto.ca/hospitality/OZZI>



# WASTE AMBASSADOR

## SKILLS AND TIPS





# Skills to Consider As a Waste Ambassador

## Patience

Is patient with students and does not throw information at students, rather guides them through activities



## Systems Thinking\*

Thinks about the whole picture and how each part of a system (e.g., campus) is connected



## Communication\*

Able to get complex messages and ideas (e.g. recycling) across in an easy and understandable way



## Leadership\*

Guide and lead students by educating them on waste sorting with the goal of persuading them to be more conscious of how they manage their waste



## Passion

Is passionate about the environment, particularly outreaching on waste and educating students on ways to improve their waste footprint



## Teamwork

Able to work with other like-minded people with minimal to no disruption and respects everyone

# WA COMMUNICATION TIPS

## WHAT SHOULD I DO?

### START SMALL, THEN EXPLAIN

1

Ask if they'd like their items sorted, then introduce yourself. If the student sticks around, explain the program and its goals.

### COMMUNICATE EFFECTIVELY

2

Avoid dumping waste information by 1) summarizing role of WAs, 2) asking questions (e.g. how do you reduce waste at home), and 3) using easy terminology.

### BE RESPECTFUL

3

Some students may not engage with you (e.g. catching next class, listening to music) and let that be. You don't need to approach all students — gauge the situation and make the decision whenever it feels best for you.



# WA Patrolling 101: How to Start a Conversation

**"Hello. I can help you with that, if you'd like."**

**"Hi there. Need help with sorting? I'm \_\_\_\_\_ and I'm a waste ambassador."**

**"Hi. Would you like me to help you sort your waste? I'm a waste ambassador...."**

**"Hey! Need a hand? I am happy to help."**

**"Would you like some help with sorting your waste?"**

# "What if..." Things to Consider as a WA



## What if...

**I don't know the answer to a question a UTM member (student, staff, faculty) asks?**

Direct them to the sustainability office (e.g. email, Instagram).

## What if...

**I can't make my patrolling shift?**

Let the SO team know beforehand through Whatsapp or email.

# "What if..." Things to Consider as a WA



## What if...

### **A UTM member is disrespectful to me?**

Please let the SO team know (via email or text) as soon as possible.

## What if...

### **I forget where a waste item goes?**

Feel free to revisit the training manual/use google on the job. You can put the waste aside until you know where it goes.

# QUICK TIPS TO KEEP IN MIND

1

## BE OPEN TO DISCUSSION

Welcome different opinions and be respectful of other's thoughts



2

## STAY INFORMED

Review the manual every once in a while, check the volunteer schedule, peek into group chat



3

## HAVE FUN

Don't forget to have some fun and meet new people while volunteering





HAVE QUESTIONS?

UTM Sustainability Office  
[sustainability.fmp@utoronto.ca](mailto:sustainability.fmp@utoronto.ca)

# RESOURCES

1. GFL Recycling Guide
2. Region of Peel Waste Sorter
3. UTM Hospitality and Ancillary Services – Sustainability Programs
4. UTM Sustainability Strategic Plan
5. Sustainability Ambassador Program – Waste Stream