



Mandatory Waste Source Separation Guide

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

Why?

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

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





Food Waste

Food isn't garbage. It belongs in the compost bin. Wasting food is costly to your business. Food in your garbage has been **paid for three times**: when **purchased**, when **stored and prepared**, and then when **thrown away**.



Composting food waste can be **cost effective**. Composting food waste may result in cost savings by reducing the regular garbage service.



A large portion of waste sent to landfills from restaurants and food service businesses is **compostable**.



Food waste disposed of in the landfill generates **methane**, a powerful greenhouse gas that contributes to climate change.

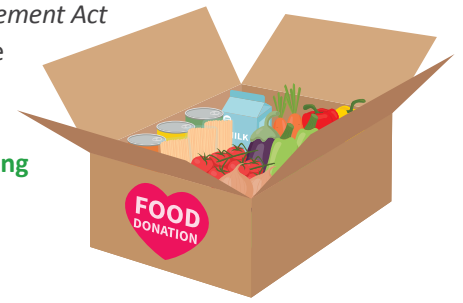
What's included

Commercial composting is different from backyard composting. With commercial composting, a food waste collection system includes **all food** – **fruits, vegetables, dairy, bread, pasta**, even **meat** and **bones!** **Napkins, paper towels** and other **paper products** that have been soiled with food can also be included.



Food donations

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



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

What about compostable plastics?

Most commercial composters **do not accept compostable, biodegradable or oxo-degradable products** because these items do not break down properly and can contaminate the finished compost product. If you are uncertain if you can put compostable products in your food waste bin, ask your **waste hauler**. You may also be able to negotiate with your hauler about using certain compostable plastic bags to line your bins or you can use heavy duty paper bags!



Indoor and outdoor waste sorting stations

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



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

Recycling

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



What's included

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

Signage

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

And remember:

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

Take it to the depot

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

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

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



RDN CURBSIDE APP
DOWNLOAD FOR FREE

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



Setting your business up for success

Step 1 – Engage your staff In advance

Talking about any changes to your **waste management program** with your staff will help build interest and get their support. Include everyone that is involved with food from both front of house and back of house staff.

- **Be inclusive** and ask your staff for any ideas or concerns.
- Ask where efficiencies can be made or for **cost-saving ideas**.
- Talk about **program design** and **implementation**.

Step 2 – Talk to your hauler and set up the collection service

- **Work with the hauler** to figure out how to best provide the collection service for your building.
 - ◆ Where is the waste generated? Bins should be accessible and non-obtrusive and not in the way.
 - ◆ Are separate bins needed for catering?
 - ◆ How many bins/collection points are needed?
 - ◆ Does the hauler offer bin cleaning service?
 - ◆ Bins should be easy to access with appropriate signage.
- **Costs will vary** depending on what service you choose, multiple collection days will cost more. Garbage is made up of mostly recyclables and food waste so you may be able to switch over to a smaller garbage bin or less frequent garbage collection.

Step 3 – Notify your staff about the new waste collection program

- **Schedule opportunities** to speak with staff.
- **Host a staff meeting** where staff can ask questions and get information.
- **Walk staff through your plan** and show them where recycling and compost bins will be placed.
- **Thank staff** for their participation and support.
- **Set up waste-sorting stations** in busy areas of the restaurant such as the kitchen, staff break-room, restroom and lobby. Sorting stations would include garbage, recycling and compost bins.

Step 4 – Ask for feedback

- **Share contact information** of who to call with questions.
- **Encourage questions and feedback** on how to make food waste sorting better.
- Make waste sorting a **standing agenda item** at meetings with staff.

Step 5 – Create clear signage

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

- Use images of common items found in your business to help staff make quick decisions.
- Customizing your signs to the various locations within the restaurant could also be helpful (eg. “paper towel only” posters for compost bins inside restrooms).
- To help people sort correctly, ask how signs can be clearer.

Step 6 – Monitoring

- Continue **monitoring** to determine if you need more or fewer collection bins, if you have contamination in your bins or if bin locations need to be changed.
- Ensure the **signage** is clean and visible.
- Discuss the program at **staff meetings** to ensure people know how to use the bins and offer periodic workshops with your staff about using the collection service. Include your hauler.