



SUSTAINABLE OFFICE GUIDE

AUGUST 2017





MESSAGE FROM THE EHS SUSTAINABILITY TEAM

The purpose of this guide is to provide guidance to Concordia staff, faculty and student members wishing to contribute to fostering a sustainable university community; by presenting seven steps to integrate sustainable practices into your office and daily life.

Thank you for taking the time to read this guide, as we appreciate your participation, and welcome your ideas to making Concordia a leader in campus sustainability. For more information, questions or comments, please contact sustainability@concordia.ca. Visit us at concordia.ca/campus-life/sustainability.

EHS Sustainability is the administrative unit for sustainability on campus. We work to determine how best to integrate sustainability into university activities, operations as well as teaching and research. Minimizing Concordia's environmental impact is one of our goals. Our sustainability work includes:

- Assessment and metrics
- Employee sustainable ambassador training
- Institutional local food procurement
- Community supported agriculture (CSA)
- Internal sustainability consulting
- Residual materials management
- Secure bike parking
- Sustainability plans
- Sustainable transportation
- Sustainable awareness

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WASTE

Coffee cups are **Recyclable** at Concordia!



Lids go in the **trash**.



Reduce waste: Use a reusable mug!



Concordia mugs available at:

- Environmental Health & Safety, GM, 10th floor

Reusable Mug Beverage Discounts

Use your reusable mug and get discounts on hot beverages at the following cafes at Concordia:

- Cafe X
- All Aramark operated cafes (Green Beet, LB Bookstore Café, AD Café, CJ Café)
- The Hive
- G-lounge
- Frigo Vert

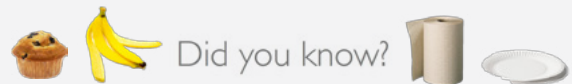
Zero Waste Events

- Plates, cutlery, cups and glasses should be reusable, compostable or recyclable. Avoid plastic #6, styrofoam, and composites (ex: chip bags, candy wrappers)
- Favour food that uses minimal packaging
- Carefully consider the necessity of giveaways
- Use 100% post-consumer recycled unbleached paper napkins
- Use wooden stir sticks instead of plastic, if using any
- Serve condiments in bulk
- Have compost bins for leftover food
- Have recycling bins if using any recyclable serving ware
- A clear sign on waste receptacles indicating what goes in where

Choose reusable over disposable

Concordia's Dish Project, a student-run initiative right on campus, provides a sustainable alternative to disposable dishes. Reserve their reusable dishes for events, meetings, and other gatherings at dishproject.ca.

CONCORDIA COMPOSTS



Did you know?

Over 40% of Concordia's waste is **compostable**.

Organic waste collection bins available at:

- ▲ LB, EV atriums
- ▲ H 7th floor
- ▲ GN and SC cafeterias
- ▲ Café X (EV and VA)
- ▲ SP Café



Ask for **compost** bins at your event!
Contact **x2400**



WASTE

Concordia University Center For Creative Reuse



CUCCR is a Concordia wide initiative that collects and diverts usable materials from the university waste-stream, making them available to the Concordia Community in one central location (Hall Building H-013-7).

BECOME A MEMBER: Students, faculty, and community organizations can donate or access materials at no cost.

Visit cuccr.ca for more information.

Low Waste Offices

Coming soon to all offices!



Concordians will use their mini bin to carry waste from their office to their kitchenette. There, they will be able to sort waste into the appropriate containers.

- Desk-side trash bins are being replaced by mini bins.
- Recycling bins remain unaffected.
- Compost bins are being added to kitchenettes and waste stations.

This configuration helped divert **80% of waste from landfills** on the floors where it has been implemented.



Electronic Waste

CD, floppy disks

Place them in a box and contact ext. 2400 r drop them off at the nearest electrobac bin (H 2nd, EV Basement, MB lobby, LB lobby, VL lobby).

CFL bulbs

See concordia.ca/rethink for drop-off locations

Incandescent bulbs

These bulbs cannot be recycled. Safely dispose of them in the trash by wrapping them in a protective material such as several layers of newspaper.

Toner cartridges

Contact ext. 2400 for pick-up. Label boxes to: DPrint, S-LB018-3.

Batteries

See concordia.ca/rethink for drop-off locations. Contact sustainability@concordia.ca to set up a battery collection box at your office. Contact ext. 4877 when full.

Cables, peripherals, portable devices, etc.

To recycle unusable items, place them in a box and contact ext. 2400 or drop them off at the nearest electrobar bin (H 2nd, EV Basement, MB lobby, LB lobby, VL lobby). Sell or donate working conditions items. Try craigslist or kijiji.

Desktops, monitors, laptops, etc.

For large electronic waste, contact IITS service desk at ext. 7613 or help@concordia.ca to submit a request to discard equipment.



FOOD & DRINKS

Fair Trade Campus



In 2016, Concordia University became a Fair Trade Campus, a status granted to colleges and universities that prioritize availability and visibility of fair trade products, and promote fair trade values.

What is Fair Trade? Fair trade's mission is to ensure that goods like coffee and cocoa are imported under fair terms of trade for the farmers of the South, and produced under decent working conditions. In your office and at your events, make sure coffee, tea and sugar are certified Fair Trade.

Community Supported Agriculture (CSA)



Also known as “organic baskets”, community supported agriculture is a method of direct marketing of local products. Farmers who run a CSA program deliver a variety of fresh vegetables every week to their clients,

at a pre-established pick-up location.

Baskets are dropped off in front of the 2090, Mackay street on Tuesdays between 4 p.m – 5:30 p.m. in the summer, or at the [Concordia's Farmers Market](#) in the winter.



Sign up at cooplesjardinsdelaresistance.com to receive baskets from mid-June until November, or at biolocaux.coop for the winter baskets. The Concordia Greenhouse also runs a Micro-greens CSA.

Bottle Filling Stations

Concordia encourages low-waste drinking water consumption with bottle filling stations located across both campuses.

44 bottle filling stations are available at the SGW campus in the EV, MB, LB, H and VA buildings.

10 bottle filling stations are available at the Loyola campus in the CC, CJ, PY, RA, SP and VL buildings.



Encourage Student Innovators

Concordia students have been recognized as leaders in the development of alternative food projects on campus. Projects include **the Hive** solidarity coop café (hivecafe.ca), **Café X** and the Health Food Store **Frigo Vert** (lefrigovert.com), among many others.



Buy Sustainable Paper

Buy 100% Post-Consumer Recycled Paper

100% post-consumer recycled paper is available at the Concordia Campus Retail Stores. Pre-consumer or simply “recycled” paper is made from scraps from the manufacturing process.

Buy locally

Quebec and Canada are home to several large paper manufacturing plants. Buying locally reduces unnecessary transportation emissions.

Buy chlorine-free

When chlorine is used to bleach paper, the produced toxins pollute air and water and can adversely affect human health.

Look for certifications

Most environmental certifications ensure a standardized level of quality for paper while minimizing the impact on the environment. FSC (Forest Stewardship Council), EcoLogo, Processes Chlorine Free, and Rainforest Alliance are the most frequently seen certifications.

Print double-sided

Contact IITS to set your default printing settings to double-sided: ext. 7613 or help@concordia.ca

Re-use paper

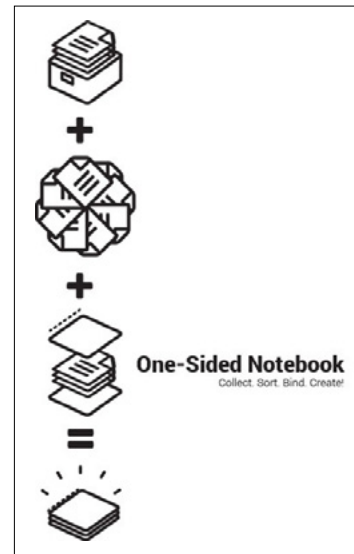
Set up a box for saving paper printed on only one side. Reuse the paper for notes. Send the full box to GM-1000.12 by contacting distribution at ext. 2400 for the paper to be used for one-sided paper notebooks.

Keep it electronic

Reduce printing by using electronic documents. Offer electronic versions of your newsletter and an opt-out option for print versions. Send minutes by email and use a projector to display your meeting agenda and documents.

One-Sided Paper Notebook

This 5.5" x 8.5" one-sided notebook uses discarded paper from across both Concordia campuses, and is a collaboration between Sustainable Concordia, EHS and The Print Store.



Available at Concordia Campus Retail Stores for \$1.99.



Buildings

Did you know that as of July 2014, there are currently 3 LEED-certified buildings at Concordia University?

- The **PERFORM Centre** at the Loyola Campus, certified **LEED Gold** in 2012
- The **John Molson School of Business (JMSB)** at the SGW Campus, certified **LEED Silver** in 2012
- The **Centre for Structural and Functional Genomics** at the Loyola Campus, certified **LEED Gold** in 2013

The Leadership in Energy and Environmental Design (LEED) is an internationally recognized sustainability rating system for buildings.

Best Practices for Energy Savings

- Adjust blinds daily to reduce heating/cooling demand in building (e.g. closing blinds at night in the winter time).
- Turn off monitors at the end of the day.
- Enable the power management features on your computer to save energy when you're not using it.
- Turn lights off when you leave a room.
- If you are using a desktop lamp, replace incandescent light bulbs with compact fluorescent light (CFL) or LED bulbs, which uses 66% less energy and last ten times longer.
- If you are buying a new computer or appliance for your office, make sure it is Energy Star certified. EPEAT Gold certified computers are also environmentally preferable products.

Vampire Power



Also called standby power or phantom load, vampire power refers to the energy that is consumed when your appliances and electronics are not in use.

Vampire power accounts for 5 to 10% of domestic energy consumption.

How can you slay the energy vampire in your office?

- Unplug electronics when not in use, or;
- Plug your appliances into a power bar and turn off the power bar when the appliance are not in use. Some power bars are provided with a timer that can cut the power at a set time.



TRANSPORTATION

Cycling

Did you know that Concordia University has received a silver certification from Vélo Québec's Vélosympathique Certification for our biking facilities on the downtown campus? Check out the list of our facilities below.



Indoor Bike Parking Facility

COST:

- Full year (Sept-Aug): **\$85.00** (plus tax)
- School year (Sept-May): **\$60.00** (plus tax)
- Summer semester (May-Aug): **\$55.00** (plus tax)

NOTE: A one-time refundable deposit of \$15.00 is required.

WHAT YOU GET:

- A security access card and key to access the Secure Indoor Bike Parking Facility.
- Access to bike tools in the facility + small individual lockers (lock not included).
- Discounted membership at Le Gym, where you can use the showers (towel not included).

How to register?

Visit stores.concordia.ca/services/bike-parking.html

BIXI on Campus

From March to June every year Concordians can save **20%** on the regular annual membership by subscribing through a specific URL. Check out

concordia.ca/campus-life/sustainability/transportation

Community Bike Shops

Two student groups, [Le Petit Vélo Rouge](#) (Loyola) and [Right to Move](#) (SGW), have drop-in, do-it-yourself bicycle shops where members can fix their own bicycles with the help of volunteer mechanics. They also hold hands-on workshops on bicycle maintenance.

Public Transport

Buses, metros and trains link the University to the rest of the metropolitan area, Laval, the West Island and the North and South shores. Plan your trip by using the STM's trip planner at stm.info.

The Concordia shuttle bus offers you a free ride between the SGW and the Loyola campuses.

Visit concordia.ca/maps/shuttle-bus.html for the schedule.

Carpooling

Connect with people who live in your area and share the gas money!

- [Concordia Rideshare board](#) (MyConcordia, under Auxiliary Services)
- [AmigoExpress](#)
- [Covoiturage.ca](#)
- [Netlift](#)

Electric Charging Stations

There are Level 2 (208VAC, 30A) charging stations located at the Loyola Campus, and at the SGW campus in the LB parking facility. You can find other electric car charging stations in the city at lecircuitelectrique.com/



Social Economy

Social economy is a form of collective entrepreneurship which generates services, products and revenues while improving communities' and members' wellbeing.

Did you know that our metal waste sorting stations in the MB and EV buildings were designed and made by Formétal, an organization that focus on social insertion and professional training for youths that have dropped-out of school?

Another social economy example is Inter-Missions, an approved Concordia caterer which provides work experience and training to single-parents and immigrant women.

In May 2017, Concordia University signed the Declaration *L'économie sociale, j'achète*. Coordinated by the Social Economy Council of the Island of Montreal this initiative aims to supply public institutions and large companies with access to social economy enterprises across Montreal.

Promotional Material



When developing promotional material for your event or department, make sure it is socially and environmentally sustainable. To find a social economy business that can supply you with promotional products, visit economiesocialemontréal.net/jachete/categorie/articles-promotionnels/

Cleaning Products

Choose cleaning products that carry certifications such as EcoLogo and Green Seal for your kitchenette. The objective of such certifications are:

- reducing impacts on aquatic life
- prohibiting the use of hazardous substances
- biodegradability in 28 days



When phosphates are released in the environment with sewage water, they tend to cause "algae blooms" and deteriorate the natural ecosystems. Look for cleaning products that are phosphate free.

Catering

Carefully choose your caterer and menu with the intention to support local and sustainable food sources, and socially engaged companies. Read the [Sustainable Event Guide](#) for further recommendations.

Veggies and House Plants

Don't miss the Concordia Greenhouse (concordiagreenhouse.com) house plant sale in October, and seedling sale in May!



You can also stock up on fresh vegetables during the summer at the City Farm market stand (cityfarmschool.com) at the Loyola campus.





Sustainability & Volunteering at Concordia

Volunteering allows you to support a particular aspect of sustainability that you care or want to learn about. Meet with a Volunteer Ambassador at the LIVE Centre, Concordia's volunteer hub. They will help you navigate through hundreds of volunteer opportunities on-campus, off-campus and abroad and help you find the one that's right for you!

concordia.ca/students/volunteering.html

Alternative Spring Break

The Alternative Spring Break (ASB) program is a transformative service-learning experience in which students, staff, and faculty prepare for and partake in a week of hands-on volunteering with a community partner during Reading Week. Participants prepare for the meaningful community service by attending workshops that cover issues around community development, concepts in service learning, teamwork, leadership, and conflict resolution.

concordia.ca/students/alternative-spring-break.html

Become a Sustainability Ambassador

Sustainability Ambassadors reinforce sustainable behaviours throughout their departments to support the sustainability goals of the university. Sign up to the Staff & Faculty Sustainability Ambassador Program, and we will contact you with the details for the upcoming training and volunteers sessions.

concordia.ca/campus-life/sustainability.html

Concordia Continuing Education (CCE)

Discover Concordia Continuing Education's new series of seminars on Health & Sustainability.

concordia.ca/conted/seminars/health-social-services.html

Sustainability Champions Awards

Nominated by the Concordia community, Sustainability Champions are students, staff and faculty members who are making a difference in sustainability on campus and in their communities.

Recipients of the awards are selected by members of the Concordia Sustainability Hub workgroup on the basis of their community leadership to advance sustainability, their capacity to inspire participation, their creativity and the impact of their achievements.

Sustainability Champions are showcased at a recognition event which takes place every year during the winter semester.

