ZERO WASTE CONCORDIA PROGRAM

INITIATIVE INFORMATION FORM

Please fill out this form and the ***Initiative Budget Template*** with as much detail as possible so that IRMMP can assess how to best support your initiative. The completed forms should be emailed to sustainability@concordia.ca.

Today's Date:

INITIATIVE OVERVIEW

Initiative Name	
Summary	*Provide a brief overview of the initiative.*
Type of Initiative	*Is the initiative focused on operational changes or educating the community? Or both?* ☐ Operational ☐ Educational
Type of Impact	*Does the impact of the initiative divert waste from the landfill? Reduce materials used and disposed? Or both?* ***Please note*** *– reuse initiatives can divert AND reduce waste!* ☐ Diversion ☐ Reduction
Years Active	*How many years has the initiative been active?* years

Material Stream	*Select all of the materials that will be impacted by this initiative.*	
	Category	**Examples**
☐	Paper & Cardboard	*Printer paper, magazines, flyers, glossy paper, unsoiled paper food packaging, cardboard*
☐	Recyclable Packaging	*Glass bottles, plastic bottles, aluminum bottles, steel cans, yoghurt containers, coffee cups, juice boxes, milk boxes, plastics #1 through #5.*
☐	Non-recyclable Packaging	*Plastic #6 (Styrofoam), chip bags, candy wrappers, coffee cup lids*
☐	Organics	*Food waste, soiled paper towels, soiled packer packaging, soiled paper plates, compostable bioplastics, plant waste*
☐	Construction & Demolition Materials	*Insulation, nails, electrical wiring, shingle, roofing, brick, concrete, wood, plasterboard, piping, carpeting, vinyl flooring, linoleum, ceiling tiles, light fixtures, sawdust, woodchips*
☐	Furniture	*Tables, desks, chairs, cabinets, shelves, etc.*
☐	Electronic	*Batteries, computers, small electronics, printers, peripherals, cables, CDs/DVDs, lightbulbs, etc.*
☐	Art supplies	*Fabrics, canvases, paint, paintbrushes, clay, etc.*
☐	Office supplies	*Binders, erasers, pens, pencils, markers, transparencies, etc.*
☐	Laboratory equipment	*Styrofoam coolers, gel ice packs, plastic bottles, pipette tip boxes, conical tubes, glassware, etc.*
☐	Other:	*Indicate any other materials that the initiative targets.*

CONTACT INFO

Affiliated Group	*If your initiative is affiliated with a group, indicate so.*
Email	
Contact Person	**Phone**

IMPACT

REDUCTION

Reduction and diversion points are categorized based on the anticipated percent change of metric tonnes of materials disposed of per year.

Current yearly reduction	Provide your best estimate for the amount of materials that were or will be reduced from the Concordia waste streams as a direct result of your initiative this year.	kg
Potential yearly reduction	Provide your best estimate for the potential amount of materials that can be reduced from the Concordia waste streams as a direct result of your initiative per year.	kg
Details	Provide details on how you estimated your current and potential yearly reduction in kg.	

DIVERSION

Diversion initiatives are given points for anticipated increase in composting, recycling, or reuse of materials. Twice as many points are given for the same impact in reduction as diversion to be consistent with strategic orientation.

Current yearly diversion	Provide your best estimate for the amount of materials that were or will be diverted from the landfill as a direct result of your initiative this year.	kg
Potential yearly diversion	Provide your best estimate for the potential amount of materials that can be diverted from the landfill as a direct result of your initiative per year.	kg
Details	Provide details on how you estimated your current and potential yearly diversion in kg.	

AWARENESS

Awareness impact accounts for the importance of both the quality and quantity of education provided through your awareness activities. Provide details on the initiative's yearly activities that include an educational component.

Action #1

Action Name	Individuals Reached
Description	

Action #2

Action Name	Individuals Reached
Description	

Action #3

Action Name	Individuals Reached
Description	

Action #4

Action Name	Individuals Reached
Description	

Action #5

Action Name	Individuals Reached
Description	

LIVING LABORATORY OPPORTUNITIES

Initiatives that provide an academic learning or research opportunity are awarded points based on the anticipated total hours of course-based and research experience the initiative will provide per year.

Current hours provided per year **Anticipated hours provided per year**

Details Provide details on the current and anticipated course-based and research opportunities that the initiative will create.

DETAILS

HISTORY

Who started the initiative and why?

What groups is the initiative affiliated with?

Are there any accomplishments, landmarks, or recognition of the initiative that you'd like to share?

BEST PRACTICES / INNOVATION

Are there examples of successful versions of this initiative at other institutions?

What makes this initiative innovative?

METRICS	
How will data on reduction and diversion of waste due to this initiative be tracked?	
How will data on awareness reach and depth for this initiative be tracked?	
How reliable is the estimate or calculation of the potential impact of this initiative?	
How can the estimate or calculation be improved?	
Are there other measures that will be tracked through this initiative? How?	

INSTITUTIONAL INTEGRATION		
Does the initiative have an expected end date? If so, what is it? Or is it an ongoing initiative?	**Initiative type**	(•) Fixed period OR ( ) Ongoing
	End date	
What is the ideal long-term 'home' for initiative? Why?	**Ideal home**	Select One
	Other:	
	Why?	
What are some academic departments relevant to this initiative?	**Department**	
		Select One
		Select One
		Select One
		Select One
		Select One

SPACE NEEDS		
Does the initiative require office space?	Select One	
Select all activities that will be conducted in the space, if yes.	☐ Computer work	☐ Internet access
	☐ Printing	☐ Meetings
	☐ Other	
Does the initiative have office space?	Select One	
Where is your current office location?		
Does the initiative require workshop or storage space for materials?	Select One	
	Minimum square feet:	
	Ideal square feet:	
	Electricity needed:	Select One
	Plumbing needed:	Select One
	Storage needed:	Select One
	Other space needs:	
Does the initiative currently have workshop or storage space?	Select One	
Where is the current workshop / storage situated?		

COMMUNICATION NEEDS	
Who are the target audiences for this initiative?	
What are the key messages for this initiative and desired outcomes of communications?	

What are some best practices and innovations for delivering key messages to the target audiences for this initiative?	
What are the relevant communication outlets available at Concordia for this initiative?	

FINANCES

Please fill out the **Initiative Budget Template** to provide details on capital and operational expenses for the initiative.

Will any grants be applied to for capital costs? Select One

Select the grants that will be applied to:

☐	Sustainability Action Fund (SAF)	☐	Concordia Counsel on Student Life (CCSL)
☐	RecycQuebec	☐	TD Friends of The Environment
☐	Kimberly Clark Sustainable Campus Competition	☐	FundOne Concordia
☐	Others:		

STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS

What are the strengths of this initiative?
What are the weaknesses of this initiative?
What opportunities exist outside of the initiative?
What external elements threaten the initiative?

CALCULATION EXAMPLES

REDUCTION

Example:

An initiative to incentivize the use of reusable mugs estimates that 200 more people per day will use their mugs at Concordia due to the incentive during the weekdays of the Fall and Spring semesters, while 50 more people will during the Summer semester. The disposable cup and lid that would have been used weigh, on average, 17g.

Calculation for current reduction per year:
200 people/day x 34 weeks x 5 days/week x 17g/person = 578,000 g ÷ 1000g/kg = 578 kg per Fall/Winter
50 people/day x 18 weeks x 5 days/week x 17g/person = 76,500 g ÷ 1000g/kg = 76.5 kg per Summer
578 kg + 76.5 kg = **654.5 kg coffee cup waste reduction per year**

It is estimated that an expanded version of the initiative, with more marketing, could increase the numbers to 800 people per day in the Fall/Winter and 200 people in the Summer.

Calculation for potential reduction per year:
800 people/day x 34 weeks x 5 days/week x 17g/person = 2,312,000 g ÷ 1000g/kg = 2,312 kg per Fall/Winter
200 people/day x 18 weeks x 5 days/week x 17g/person = 306,000 g ÷ 1000g/kg = 306 kg per Summer
2,312 kg + 306 kg = **2,618 kg coffee cup waste reduction per year**

NOTE: Although many reuse initiatives will have an impact of reduction and divers, in this case, the mugs do not create a diversion impact since they are not made of a recuperated material.

DIVERSION

Example A:

An on-campus restaurant serves pizza on compostable paper plates. A waste audit conducted over one week determines that 50kg of compostable material is thrown out at the restaurant in the week. The initiative proposes to install a well-labelled compost bin next to the existing trash and recycling bin that will capture a maximum estimated 50% of organics generated.

Current diversion per year: 0
Calculation for potential diversion per year:
50 kg/week x 52 weeks x 50% = **1,300 kg waste diverted per year**

Example B:

An educational campaign focused on raising awareness about compost on campus estimates that it will reach 3,000 individuals with its upcoming first campaign. 50% of those individuals do not know about composting on campus (based on a survey) and will adopt composting habits thanks to the campaign. On average, each will compost 5kg per year on campus. If successful, the initiative will expand its marketing and reach 6,000 individuals with the same distribution of composting adoption.

Current diversion per year: 50% x 3,000 x 5 kg per year = **7,500 kg waste diverted per year**
Calculation for potential diversion per year: 50% x 6,000 x 5 kg per year = **15,000 kg waste diverted per year**

AWARENESS

Example:

An educational campaign targets student clubs with the objective of making their events more sustainable. Several actions are planned. Presentations will be provided to club leaders during faculty associations' club orientation sessions. Posters will be installed in club offices with info on how to set up a low waste event.

Action Name: Clubs orientation presentation.
Individuals reached: 150
Justification: CSU clubs orientation – 50 leaders. ASFA clubs orientation – 30 leaders. FASA clubs orientation – 30 leaders. CASA clubs orientation – 40 leaders.

Action Name: Club offices posters
Individuals reached: 1,000
Justification: Estimate of active team members in clubs.

LIVING LABORATORY OPPORTUNITIES

Example:

An initiative aims to study the usage of waste stations by using digital scales to track the weight in each bin over the course of the day. The initiative has partnered with a professor in Building and Civil Engineering to analyze the data from the bins as a course-project. Students are required to spend approximately 30 hours on the project. There are 50 students in the class.

50 students x 30 hours = 1,500 hours per year