

COVER PAGE

PROJECT INFORMATION

Please complete the fields below with information regarding your project.

Project Title Zero-Waste Dining Halls

Brief Description Implement purchasing, signage, and programming changes in dining halls that will facilitate and encourage residents to make choices that contribute toward waste reduction and diversion.

Total Estimated Project Budget \$99,730 **Amount Requested from SPF** \$99,730

Campus(es) Impacted Downtown Macdonald Gault Nature Reserve Other _____

CONTACT INFORMATION

Project Leader

This person must be a current McGill University student, administrative staff, or academic staff.

Name	<u>Lauren MacDonald</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>lauren.macdonald3@mcgill.ca</u>	Campus	<u>Downtown</u>
Faculty/Unit/Organization	<u>McGill Office of Sustainability</u>		

Project Team Members

The SPF encourages you to be inclusive, collaborative (especially between staff and students), diverse, and interdisciplinary when possible. To list more members, please complete a second cover page. You may email it to [SPF Staff](#) to include with your application.

Name	<u>Frank DiGiovanni</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>frank.digiovanni@mcgill.ca</u>	Faculty/Unit/Organization	<u>SHHS</u>
Name	<u>Monique Lauzon</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>monique.lauzon@mcgill.ca</u>	Faculty/Unit/Organization	<u>SHHS</u>
Name	<u>Mario Paladin</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>paladinm@danahospitality.ca</u>	Faculty/Unit/Organization	<u>SHHS</u>
Name	<u>Goktug Bender</u>	Affiliation	<u>Undergraduate</u>
Email	<u>goktug.bender@mcgill.ca</u>	Faculty/Unit/Organization	<u>SHHS</u>
Name	<u>Emma Chothani</u>	Affiliation	<u>Undergraduate</u>
Email	<u>emma.chothani@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>ERC</u>

SUBMISSION INFORMATION

In line with the [SPF Eligibility Criteria](#), our team certifies that this project takes place at **McGill University**, is **sustainability focused**, is requesting **seed funding**, and is **action oriented**. Yes No

Our team has read the [SPF Terms & Conditions](#) and agrees to respect them. Yes No

Our team understands that this application is not confidential and consents to have its contents shared with relevant stakeholders during the review process and, if approved, on the SPF website. Yes No

Our team agrees to have **their contact information** included in the complete and shared application and, if approved, on the SPF website. Yes No

PART 1: PROJECT OVERVIEW

Instructions: Please answer the questions below as clearly and concisely as possible. You will be able to detail your project further in Part 2 of the Over \$5,000 application process, the Project Plan, as well as submit relevant appendices. Once you have completed this Project Overview, save it and submit it online. SPF Staff will respond with feedback on your application within two weeks and send you Part 2. Once all sections are complete, the combined application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the [SPF Eligibility & Evaluation Criteria](#):

ELIGIBILITY CRITERIA		EVALUATION CRITERIA		
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	IMPACT	FEASIBILITY
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING

Before starting, you may find it helpful to consult the [SPF Sustainability Brief](#) and the [Climate & Sustainability Strategy 2020-2025](#).

CONTEXT

Criteria assessed in this section: **SUSTAINABILITY FOCUSED, ANALYSIS**

- 1. What specific sustainability-related need/issue have you identified at McGill and aim to address through your project? In your response, please describe clearly how the need/issue is related to sustainability. Note: Please wait to detail your project idea in response to Question 5. Limit ~100 words**

This project aims to address the need for waste reduction and diversion in McGill's residence dining halls. The four residence dining halls generate approximately 20% of the overall waste produced on McGill's campus. Costs associated with food waste and packaging, such as disposal, over-purchasing, labor, and energy are a drain on university resources. The average waste diversion rate of the four dining halls is 42.3%. This means that 57.7% of waste in the dining halls is being sent to landfill.

We have recognized that opportunities exist to address this need by eliminating excess packaging, incentivizing waste reduction, and increasing waste education to encourage food waste reduction and proper sorting.

- 2. How do you know this is a need/issue? What research have you done on this need/issue (e.g. consultation, observation, survey)? Limit ~100 words**

In 2013, SHHS completed the first "Greenhouse Gas Audit" of McGill's dining halls. This report provided data on total waste tonnage generated in dining halls and the percentage of waste diversion.

In a survey administered to a sample of residents by the Environment Residence Council in Fall 2021, 73% of respondents said the University is not doing a satisfactory job of integrating environmentally sustainable practices into its residences. 87% of respondents said they would be interested in participating in more opportunities to get involved with sustainable living in residence if they were available.

- 3. What relevant information and/or best practices have you found that relate to this need/issue? In addition to information from external sources, detail any relevant related initiatives (past or current) that you are aware of at McGill. Limit ~100 words**

Since 2013, there have been four-stream waste sorting stations installed and collection of pre-consumer and post-consumer organic waste in residence dining halls. The Zero-Waste Ambassadors program, established in 2022, trains student volunteers to provide helpful waste sorting advice to their peers during peak dining periods in the four main dining halls.

The ERC raised concerns about inconsistent waste sorting station signage, gaps in waste education, and reducing single-use food packaging at the URC in November 2022.

Best practices suggest that in addition to providing appropriate waste sorting infrastructure, making eco-friendly choices obvious, clear, and accessible is necessary for changing behaviour.

4. What expertise or qualifications does your team have regarding this need/issue, if any? *Limit ~100 words*

Frank DiGiovanni and Mario Paladin jointly manage all operations associated with the residence dining halls and have extensive knowledge of consumer demands, purchasing logistics, and existing SHHS sustainability initiatives. Monique Lauzon manages the SHHS marketing and communications team and has valuable experience in communicating sustainability initiatives to residents in a clear and compelling way. The MOOS representative has a comprehensive knowledge of waste management on campus and has been involved in several key zero-waste initiatives in the past. The ERC Advisor has an understanding of student perceptions, wants, and needs and experience engaging residents in sustainability initiatives.

PROJECT IDEA

Criteria assessed in this section: **ALL ELIGIBILITY & EVALUATION CRITERIA**

5. **What is your project idea? Please describe the idea thoroughly and concisely. Identify how SPF funding will be used, key contributions to sustainability at McGill, and, if your project is happening in different stages, core phases in the project.** *Note: You may also share how the project is new or how it complements, builds upon, or scales existing initiatives. Limit ~400 words*

This project will use SPF funding to implement changes in dining halls that will facilitate and encourage residents to make choices that contribute toward waste reduction and diversion. The project activities will fall under three tactics:

- 1- **PRODUCT REPLACEMENT:** Provide McGillians with more opportunities to avoid disposable packaging in dining halls by purchasing bulk dispensers for beverages, condiments, creamers, and cereals instead of individual packets to both encourage taking only what is needed and reduce excess packaging. Disposable to-go item packaging and utensils will be replaced with products that are compostable or recyclable in Montreal.
- 2- **PUBLIC EDUCATION:** Promote consumer awareness of sustainable choices by developing specific digital and print materials and programming to identify zero-waste options and encourage students to “think before they take.” For example, labels on products that indicate how to sort packaging, informational signs at buffet style food service venues that encourage customers to take only enough food to match their appetite, signs promoting an added fee for purchasing food/drinks in single-use disposable containers, and signs promoting try-a-taste (sample an entrée before taking an entire serving).
- 3- **UPDATE WASTE SORTING STATIONS:** Facilitate diversion by installing new waste sorting stations that will be standardized with the rest of the McGill campus, providing clear visuals indicating examples of products that go in each stream, and draw attention to recycling and composting streams.

SHHS has already done work to provide the foundation for zero-waste dining halls by implementing pre and post-consumer organic waste collection, four-stream waste sorting stations, the Ozzi reusable container system, and some bulk dispenser options. This project will position McGill as a leader in sustainable dining among its peers and facilitate the significant behaviour change that is needed to reach McGill's zero-waste target.

As a self-funded unit, SHHS' purchasing and spending is driven largely by consumer demand. From data collected by the MOOS and the ERC and consultations with the ERC and Zero-Waste Ambassadors, we know that students have a desire to learn more about sustainability and make sustainable lifestyle changes. However, this desire will not be reflected in their purchasing habits unless sustainable choices are made more clear and accessible. By using flexible, risk-tolerant funding from the SPF to demonstrate student demand for low-waste food, packaging, and utensil options, this project will catalyze institutional investments to ensure the ongoing supply of these options.

6. **Is your project related to the University's [Climate & Sustainability Strategy 2020-2025](#)?** Yes No
7. **Is your project related to the University's [Equity, Diversity & Inclusion Strategic Plan 2020-2025](#)?** Yes No
8. **If you answered yes to Question 6 or 7, how does it relate? Please refer to the relevant strategy category, theme, goal, and/or action in your response.** *Limit ~200 words*

This project directly progresses the Food Systems category of the Strategy by working towards the action to "Collaborate with food suppliers and internal stakeholders to reduce single-use items and food packaging while considering accessibility needs."

This project will also make a significant contribution to achieving McGill's target of becoming zero-waste by 2035 by improving waste reduction and diversion in McGill's residence dining halls, which account for approximately 20% of the overall waste produced on McGill's campus.

However, the impact of this project will extend beyond just dining halls. Food service operations are highly visible on McGill's campus, so they present an opportunity to provide an inspiring institutional example of a zero-waste system. Dining halls are also one of the first environments that incoming students interact with when they arrive on

campus, so by creating conditions in dining halls that allow students to form low-waste habits, McGill's overall diversion rate will benefit as students carry those habits with them for the duration of their time at McGill.

TRANSFORMING CAMPUS

Criteria assessed in this section: **AT MCGILL, IMPACT**

9. In the table below, describe your proposed project's 2-5 main impacts on the McGill community or its main goals to accomplish. Please check the stakeholders that will be impacted. Finally, list at least one key **success indicator** for each impact (e.g. # people will be engaged, % waste will be diverted, # buildings certified). Note: Indicate a realistic target for each success indicator (e.g., rather than "# people engaged," include a target such as "50 people engaged").

Main Impacts/Goals		McGill Stakeholders Impacted (check all that apply)	Key Success Indicator(s)
REQUIRED	1 Cost savings by avoiding the purchase and disposal of unneeded food and packaging products	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	Δ cost of purchasing low-waste food and packaging products
	2 Reduced environmental impacts of landfill methane emissions, pollution, energy use	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input checked="" type="checkbox"/> Alumni	% waste diverted from landfill
	3 Model zero-waste institutional practices to inspire change	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input checked="" type="checkbox"/> Alumni	Δ perception of sustainability of residence dining halls
OPTIONAL	4	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	
	5	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	

10. Have you considered implementing your project at more than one McGill campus? (e.g. If your project is downtown, could it be implemented at Macdonald Campus as well?)

Yes No

11. Please describe your choice of campus(es) and why this choice is best for your project. Limit ~150 words

Macdonald campus does not have any residence dining halls. Waste reduction and diversion was largely addressed at the Macdonald campus through SP0286 Improving McGill's Waste Systems because most building on the Mac campus are managed by the FMAS unit. However, a gap still exists on the downtown campus in SHHS managed buildings.

To complete the application process, please submit this form on the SPF website. The SPF Staff will be in touch regarding your application within two weeks and will send you Part 2 for the Over \$5,000 application process, the Project Plan.

PART 2: PROJECT PLAN

Instructions: Please answer the questions below as clearly and concisely as possible. Once you have completed this Project Plan, save it and submit it online. SPF Staff will respond with feedback on your application within 2 weeks. Once all sections are complete, the combined application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the [SPF Eligibility & Evaluation Criteria](#):

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IMPLEMENTATION

Criteria assessed in this section: **ACTION ORIENTED, FEASIBILITY, IMPACT**

- List the key **activities** for your project and indicate the timing for these on the right. Please be specific and realistic when formulating your activities, ensuring that they are achievable within the indicated timeframe.

Key Project Activities	Start Date (DD-MM-YY)	End Date (DD-MM-YY)
Plan project activities	31-10-22	11-11-22
Order new waste sorting stations	9-12-22	9-12-22
Install new waste sorting stations	3-1-23	13-1-23
Order bulk dispensers	9-12-22	9-12-22
Install bulk dispensers	3-1-23	3-1-23
Phase-in the purchase of low-waste food ware alternatives	9-12-22	28-11-22
Design graphic elements	28-11-22	16-12-22
Order zero-waste print informational materials	19-12-22	19-12-22
Install zero-waste print informational materials	3-1-23	3-1-23
Implement new zero-waste programming	3-1-23	28-11-23
Plan and organize promotional campaigns/activities	31-10-22	16-12-22
Communicate about the initiative through digital channels	3-1-23	28-11-23
Monitor results	3-1-23	28-11-23
Mid-progress report	28-04-23	28-04-23
Final report	3-11-23	28-11-23

- Please describe what will happen to your project after the SPF funding ends. Additionally, please share if anything will be produced or installed (e.g. a workshop guide, equipment, a toolkit, a network, website, etc.) and indicate future maintenance plans. *Limit ~200 words*

After the SPF funding ends, new waste sorting stations, signage, and bulk dispensers will have been installed. SHHS commits to servicing the new waste sorting stations and bulk dispensers through operational funding. SHHS will also continue to improve programming for zero-waste, promote zero-waste initiatives on their communications channels, and replace foodware with more sustainable alternatives after the SPF project ends.

- Please list any potential risks associated with your project and the measures you will take to reduce their likelihood.

Main Risks	Preventative Measures
Fluctuation of market price for waste sorting stations.	~15% contingency included in project budget.

Waste education efforts will be short-lived, due to the transient nature of the McGill population.	Ongoing outreach and communications activities that follow the flow of students' time at McGill, with special attention paid to reaching first year students. New programming and purchasing policies embedded in the culture of SHHS.

STAKEHOLDER ENGAGEMENT

Criteria assessed in this section: **AT MCGILL, COLLABORATION, SUPPORT, CAPACITY BUILDING**

4. Please list all the key stakeholders involved in your project, indicating their role and support. If the stakeholder has provided a support letter, please indicate so here and attach it as an appendix document. *Note: Projects involving modifying a space on campus, making a permanent installation, hiring a full-time staff, or adding/modifying a garden, etc., must seek permission from the appropriate stakeholder(s) (e.g. building director, Campus Planning and Development, staff supervisor, etc.). SPF Staff can help you assess if any key stakeholders need to be added to your list.*

Stakeholder's Name(s)	Title	Role in the Project	Support/Permission	Support Letter
Monique Lauzon	Marketing Communication Manager, SHHS	Implementation	Confirmed	Yes
Frank DiGiovanni	Associate Director, Dining and Hospitality Services, SHHS	Implementation	Confirmed	Yes
Mario Paladin	General Manager McGill University, Dana Hospitality	Implementation	Confirmed	Yes
Francois Miller	Executive Director, McGill Office of Sustainability	Strategic support	Confirmed	No
Emma Chothani	Environment Residence Council Advisor	Outreach & Engagement	Confirmed	Yes
			Choose one.	Choose one.
			Choose one.	Choose one.
			Choose one.	Choose one.
			Choose one.	Choose one.
			Choose one.	Choose one.

5. How will you communicate about your project and share its impacts with your stakeholders and the McGill community? Please describe your tactics (e.g. social media, workshops, tabling, newsletters, etc.) and any related timing (e.g. at the beginning, during, or after the project). Related activities can also be included in Question 1. *Limit ~200 words*

In addition to the printed zero-waste informational materials that will be a core part of the project, SHHS and MOOS will work together to share the goals and impacts of the project with the McGill community through digital communications, such as videos, reels, social media posts, and newsletters on each unit's online channels.

The Zero-Waste Ambassadors will be briefed on the changes made as part of this project and they will play a key role in sharing information about the impacts of the project while tabling in the residence dining halls.

The ERC will share information about the project through their channels as well.

6. If applicable, are there any training, volunteer opportunities, jobs, or complementary applied student research integrated in your project? Please describe. *Limit ~100 words*

This project is not requesting an funding for training, volunteer opportunities, or jobs. However, there will be opportunities for exisiting student interns and volunteers to be involved in the program. The SHHS Sustainability Coordinator intern and Waste Education intern will support the project by helping to promote zero-waste initiatives in dining halls through outreach activities and content creation.

The Zero-Waste Ambassador volunteers have already been regularly conducting tabling in dining halls to provide information on waste sorting and waste reduction. This program will continue to play an important role in complemeting improvements in signage and infrastructure with education and awareness raising to reach zero-waste.

PROJECT BUDGET

Criteria assessed in this section: [FEASIBILITY](#)

Revenues

Indicate any funding you will receive or may receive to complete your project, including funds from McGill departments and units.

Funding Source(s)	Amount Requested	Request Status
Sustainability Projects Fund (SPF)	\$100,000	Requested
	\$0.00	Choose one.
	\$0.00	Choose one.
	\$0.00	Choose one.
REVENUES GRAND TOTAL (must match Expenses Grand Total)	\$ 0.00	

Expenses

Indicate your project expenses below. Please remember to include tax and shipping costs, if any.

Item Description	Unit Cost	# of Units	Total Cost	Expense paid by SPF?
Waste sorting stations	\$13,295.00	3	\$40,380	Choose one.
Waste sorting station delivery	\$3,000	1	\$3,000	Choose one.
Waste sorting station installation	\$5,000	1	\$5,000	Choose one.
Posters	\$30	100	\$3,000	Choose one.
Large signs/banners	\$400	8	\$3,200	Choose one.
Decals (for waste sorting stations, bulk dispensers, and food stations)	\$10	25	\$250	Choose one.
Floor decals	\$40	25	\$1,000	Choose one.
Labels	\$0.40	500	\$200	Choose one.
Signage installation	\$1,700	1	\$1,700	Choose one.
Graphic design services	\$10,000	1	\$10,000	Choose one.
Bulk dispensers	\$1,000	8	\$8,000	Choose one.
Cost difference for packaging alternatives	\$10,000	1	\$10,000	Choose one.
Contingency	\$14,000	1	\$14,000	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
Expenses Subtotal			\$99,730	

Salaries & Wages

If applicable, please indicate any paid positions needed for your project. Please note: if you complete this Salaries & Wages section, you must also complete the [Staff Position Information Appendix](#).

Position Title	~# Hours per Week	~# Weeks	Hourly Wage	Subtotal	+ 20% Benefits	Total Cost	Funding Sources
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
Salaries & Wages Subtotal						\$ 0.00	

EXPENSES GRAND TOTAL (must match Revenues Grand Total)						\$ 0.00
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APPENDIX

Relevant Support Documents

List any appendix documents in order in the table below.

Please keep the total number of pages as low as possible (recommended max 10). Please include any relevant support letters.

Doc #	Appendix Document Title	# of Pages
1	Letter of Support Frank DiGiovanni	1
2	Letter of Support Mario Paladin	1
3	MFDS 2013 Greenhouse Gas Audit (selected pages)	2
4	Winter 2022 McGill Compost Survey	1
5	2020 Residence Sustainability Survey Responses	1
6	Waste Sorting Station Invoice	1
7	Letter of Support Monique Lauzon	1
8	Letter of Support Emma Chothani	1
9		
10	Staff Position Information Appendix , if applicable	