

STAFF SUSTAINABILITY GUIDE



McGill

SUSTAINABILITY
AT MCGILL



TABLE OF CONTENTS

Introduction	3
1. Learn	4
Lunch and Learns, Safer Spaces Workshops	4
2. Act	5
Waste Management	5
Sustainability Projects Fund	6
Unit-Level Climate & Sustainability Action Plans	6
Sustainable Workplace Certification	7
Sustainable Travel	7
Sustainable Labs	7
Sustainable Events	8
Staff Gardens	8
3. Connect	9
Staff Sustainability Network, MForum, My Healthy Workplace, Catalyst Awards	9





INTRODUCTION

As a new employee at McGill, there are many ways to integrate sustainability into your work and this Guide is here to help you do it. The Guide is divided into three main sections: **learn, act, and connect**. This represents a continuum of engagement in creating a more sustainable university. First, you can learn about sustainability challenges and potential ways to confront them, then you can act on these learnings through individual and collective efforts, and finally you can connect with others to work towards more ambitious transformations of our organization.

The University is also doing its part to embed sustainability in Research, Education, Operations, Governance and Administration, and in our connections within and outside of the McGill community:

- The [Vision 2020 Climate & Sustainability Action Plan](#) has committed McGill to two ambitious, long-term targets: to achieve carbon neutrality by 2040 and attain a Platinum sustainability rating by 2030.
- McGill is [banning the sale of bottled water on campus](#) in all vending machine and retail locations by May 2019.
- The University created a [Waste Reduction and Diversion Strategy](#) to improve our waste management and harmonize efforts across our campuses.

1

LEARN

It's not just green, and it's not just about our operations. The three dimensions of sustainability—**social, economic, and environmental**—are embedded in McGill's approach. If you are new to the world of sustainability or simply want to learn more, there are plenty of resources for you to gain skills and knowledge here at McGill. Check out the workshops listed each semester from various units, such as:

LUNCH AND LEARNS

Multiple units at McGill host lunch-time workshops through [Organizational Development](#) that offer good foundational training on sustainability, accessibility, and how they can be put into practice in the McGill context.

SAFER SPACES WORKSHOPS

These [interactive workshops](#) from the Social Equity and Diversity Education Office are designed for members of the McGill community to learn how to create more welcoming, inclusive, and equitable workspaces.



2 ACT

While the bulk of sustainability work must be done through collective action to push the slow moving gears of institutions towards more sustainable practices, individual behaviour changes are also necessary to lessen our environmental impact. In this section, you can explore how you and your team can engage with existing sustainability initiatives—or create your own!

WASTE MANAGEMENT

- Bring reusable containers and mugs with you to work. [McGill will no longer sell bottled water by May 2019.](#)
- Contact [Hazardous Waste Management](#) to dispose of waste such as batteries and electronics.
- Cut down on paper use by avoiding unnecessary printing.
- Currently, McGill has Eco Stations for compostable materials located in Carrefour Sherbrooke, New Residence, Bishop Mountain Hall, Douglas Hall, and Royal Victoria College dining halls. Visit [McGill Food and Dining Service's Composting website](#) for more information. McGill is working hard to expand composting operations across the campus. Stay tuned!

SORTING WASTE AT MCGILL

BLUE STREAM: Paper/Cardboard



YES

- Paper
- Cardboard (flatten boxes)
- Newspaper
- Magazines
- Egg cartons and coffee trays

NO

- Disposable coffee cups
- Paper products which are dirty or wet
- Paper products stained with food or grease

YELLOW STREAM: Plastic, Metal, & Glass



YES

- Plastics #1, 2, 3, 4, 5, 7
- Metal cans
- Glass bottles
- Milk or juice containers ("Tetrapack")
- Tin foil

NO

- Disposable coffee cups
- Plastic #6
- Plastic cutlery or plates
- Plastic beer glasses
- Plastic coffee creamers
- Styrofoam
- Any other plastic without a number
- Broken glass

LANDFILL: When in doubt, throw it out



YES

- Any item that you are not sure about
- Disposable coffee cups
- Food waste (when there is no compostables bin)
- Plastic #6
- Plastic that has no number (utensils, plates, creamers etc)
- Styrofoam

NO

- Compostable (where available) or recyclable materials
- Hazardous waste (see info to the left)

SUSTAINABILITY PROJECTS FUND

If you want to create positive change in your unit, consider applying to the [Sustainability Projects Fund](#) (SPF), a seed fund for projects that contribute to a culture of sustainability on McGill's campuses. Since its creation in 2010, hundreds of projects have been funded – from electric utility vehicles to mindfulness workshops for staff. All current members of the McGill community (students, faculty, and staff) who would like to contribute to sustainability on McGill campuses are encouraged to apply to the SPF.

There are three paths to applying to the SPF: one for projects under \$5,000, one for projects of \$5,000 or more, and one for Tiny Stream projects (usually under \$250).

UNIT-LEVEL CLIMATE & SUSTAINABILITY ACTION PLANS

Beyond our University-wide Vision 2020 Climate & Sustainability Action Plan, departments and faculties at McGill are encouraged to create their own [Unit-level Climate & Sustainability Action Plans](#) that are relevant to their needs and challenges. In order to coordinate a cohesive planning effort at the unit-level scale, we encourage groups to use the [McGill Guide to Unit-level Climate & Sustainability Action Planning](#) framework that is aligned with McGill's current sustainability strategy.

ATHLETICS ELECTRIC UTILITY VEHICLES

In 2018, Athletics and Recreation at McGill purchased two electric-powered utility vehicles with the help of the Sustainability Projects Fund. Project team leader, Angelo Battista (pictured below) wished to reduce noise, pollution, and greenhouse gas emissions, while providing a healthier environment for employees and community members, and reducing costs for the department.



SUSTAINABLE WORKPLACE CERTIFICATION

The [Sustainable Workplace Certification](#) program challenges staff and students throughout the University to foster healthier, more environmentally-friendly, and connected workplaces through individual and collective practices.

The certification uses teamwork to achieve 4 increasing levels: Bronze, Silver, Gold, and Platinum.

SUSTAINABLE TRAVEL

The way we travel (and how frequently we do it) can have significant impacts on the environment and local communities. For example, McGill's emissions from travel and commuting accounted for 26% of our overall emissions in 2017.

The [Sustainable Travel and Mobility Guide](#) contains guidance and resources to help University travelers—faculty, staff, and students—reduce some of the negative impacts from travel by following a series of best practices.

SUSTAINABLE LABS

This [Sustainable Labs Working Group](#) brings together staff, faculty and students working to reduce material, water, and energy consumption, while improving safety and accessibility in McGill laboratories. Check out their [Sustainable Labs Guide for New Researchers](#) to see how your group can improve the sustainability of your laboratory environment.

SUSTAINABLE WORKPLACE: DEPARTMENT OF BIOENGINEERING

“When thinking about sustainability, the first thing that comes to mind is the environment. However, Shona [Watt, the program coordinator] informed us that it is much larger than that as it also encompasses economic and social aspects. It was great to learn about the numerous programs individuals were involved in on campus to improve sustainability. I found the Workplace Certification program to be a great initiative to integrate sustainability into our daily work activities, and when I shared the idea with my colleagues they were on board with the program and excited to get started.”

- AIMÉE JABOUR, DEPT OF BIOENGINEERING



SUSTAINABLE EVENTS

The [McGill Sustainable Events](#) program provides consultations, trainings, resources, and certification to encourage and support more responsible events at McGill. These services focus on environmental impact (carbon footprint, waste management), inclusivity (diversity of organizers, programming, and participants), and accessibility (reducing barriers). Moreover, the program helps to raise awareness, involve participants and reduce material waste by working closely with the event managers throughout the planning process. The certification allows event planners to achieve 4 increasing levels: Bronze, Silver, Gold, and Platinum.

STAFF GARDEN

[The Staff Gardens](#) consist of over 75 container gardens on the Burnside terrace. McGill staff and faculty can sign up for a garden free of charge, in which groups (three or more) purchase their own seeds, and maintain the plots themselves. Learning opportunities are provided through bi-weekly Lunch-and-Learn sessions about gardening techniques, urban agriculture, and sustainability on campus. Participating in the gardens is a great way to foster community within your department and an opportunity to meet staff from other departments on campus.



*The 9th International Plant Biomechanics Conference achieved a **Silver-level** Sustainable Events Certification. Some of the sustainability and accessibility elements of this event included:*

- *Reducing food waste and composting any remaining material*
- *Offering vegan/vegetarian options*
- *Reducing physical barriers to the event*
- *Providing reusable tumblers to avoid bottled water*





CONNECT

Creating a more sustainable University is a monumental task that is best achieved together. Below are a few groups and events to help expand your sustainability horizons.

STAFF SUSTAINABILITY NETWORK (SSN)

The SSN is a monthly gathering of McGill staff who are interested in sustainability or are working toward the [Sustainable Workplace Certification](#). The members meet for constructive lunch-time sessions and via an online platform (Yammer) to share tips and ideas, and celebrate successes, big and small.

MFORUM

[MFORUM](#) seeks to foster a sense of community through networking and discussion among all 'M' classified Managers and Administrators with the goal of broadening the scope of professional experience and development, in ongoing alignment with the objectives of the University and all of its constituents.

MY HEALTHY WORKPLACE (MHW)

[MHW](#) is McGill's active commitment to providing a healthy, safe and productive environment for employees, based on respect, inclusivity, continuous learning and appreciation. MHW, while located within HR's Organizational Development function, is in fact a grouping of partners from across McGill with learning communities where we can learn together, refine programs and services and partner for a healthy workplace.

CATALYST AWARDS

The [Catalyst Awards for Sustainability](#) are held each spring to recognize students, staff, and faculty who have made meaningful and enduring contributions to the sustainability movement at McGill University.





**Thank you for helping us make McGill
a more sustainable university!**

Stay informed about sustainability news, events, and opportunities on campus by signing up for our [newsletter](#) and following us on social media:



www.twitter.com/sustainmcgill



www.facebook.com/sustainmcgill



www.instagram.com/sustainmcgill