

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Technical Review – **Recycling and Trash**
Date and Time 18 July 2013 – 4:00 – 4:30pm
Location EMU Capital Construction Conference Room

Attendees	Name	Organization
	UO:	
	Gregg Lobisser	UO, User Group Chair
	David Flock	UO, EMU Staff
	Mike Kraiman	UO, EMU Staff
	Dana Winitzky	UO, EMU Staff
	Dan Geiger	UO, EMU Staff
	Janet Lobue	UO, Campus Operations
	Jeff Ziglinski	UO, Zero Waste Recycling Coordinator
	Karyn Kaplan	UO, Zero Waste Program Manager
	Fred Tepfer	UO, CPRE
	Martina Oxoby	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Eric Philps	SERA
	Nathan Burton	SERA
	Margo Rettig	SERA
	Jon DeLeonardo	SERA
	Larry Gilbert	CM
	Aaron Olsen	CM

Discussion Items

1.0 Introduction

- Eric summarized the changes to the program and overall design since the completion of the last phase.

2.0 Recycling Office Location

- The group was pleased with the location of the recycling office, off the south loading dock. A window or door with a relight or light was requested. Access to the office from via a direct entry from the dock or via the existing vestibule are both acceptable to the recycling group.
- The office requires a data connection.
- The recycling office will be shared with the Designated Driver Shuttle, as that group occupies the space after hours.

3.0 Waste System – Culture of Zero Waste

- Concern was expressed about waste generated by outside vendors, and others, who are not familiar with UO recycling options. Provide recycling options at loading dock, clearly identifiable to divert cardboard packaging and other loading dock generated waste from landfill.
- Consider new approaches to waste management, for example, eliminating or limiting number of stand alone garbage bins. Refer to attached handout for greater detail.

4.0 Loading Dock Waste Management

- Designated area for dumpsters and recycled material barrels is needed.
- Proposed placement along reconfigured ramp along west side of loading dock and at corner at top of stairs.
- Provide a curb at dumpster location to capture dumpsters.
- Consider space requirements of Craft Center recycling materials to be located at loading dock area.

5.0 Recycling Bins and/or Casework

- Create a solution for compact, cost-effective recycling casework, right-sized for specific locations. Suites and offices may have smaller, single sorted receptacles. Potential to create a standard for wider campus implementation. Designate space for casework now, integrate intentionally.
- Study options, share other campus precedents on how to create intuitive, clear signage for recycling casework.
- Clarify requirements for placement and configuration of recycling casework in corridors set by Campus FLS group.
- Existing recycling casework in the food service area is not very effective, as debris falls outside of containers.
- Consider use and placement of (35) green recycling bins existing in the EMU, purpose built for EMU.

6.0 Next Steps

- Meeting to discuss waste stream strategies for building interior, building site and service areas

Attachment

- UO Campus Zero Waste Program, Erb Memorial Union, Zero Waste Facilities Analysis

End Time: 5:00 pm

Recorded by: Margo Rettig

Date of Report: 07/24/2013

U of O Campus Zero Waste Program

Erb Memorial Union Zero Waste Facilities Analysis

EXISTING FACILITIES

Note: The existing facilities were allocated to the Program over the years as needs arose, but none were specifically designed for waste management functions. As such, most are inadequate in terms of space, location, and/or function.

Current Zero Waste Program Facilities

- North Loading Dock Area
 - Loading Dock – The Program uses this area to stage glass/metal/plastic recyclables and compostables for van pickups. The square footage is inadequate for storage of the materials generated by the building, necessitating more frequent service pickups than is ideal or cost-effective.
 - Zero Waste Program Office – This office space is dedicated to the Program. Since it was formerly a storage area, the square footage, ventilation, and other amenities are inadequate.
- South Loading Dock Area
 - Storage Room off of Dock – The Program uses room 125A to stage paper recycling for van pick up; and the building users use it for cardboard recycling which is then picked up by an outside hauler. The room is also used minimally by the EMU kitchen staff. As is the case with the north dock, the square footage is inadequate for storage of the materials generated by the building, necessitating more frequent service pickups than is ideal or cost-effective. Also, the system for storage and pick up of cardboard is operationally flawed. The cardboard should be collected and picked up externally in dumpsters.
 - Washout Room – The Program is allowed to use equipment washout facilities in room 125, but this room is largely the purview of the kitchen staff. The shared usage is less than ideal. Also, the Program equipment requiring a washout facility is stored on the north dock – on the opposite side of the building from the washout facility. The washout facility and the equipment staging areas should be close together.

Staff Service Areas

The Campus Zero Waste Program has over 100 recycling and composting stations located throughout the EMU for both staff and public use.

- Food Service Areas – The food service areas have recycling and composting equipment for the exclusive use of the food service staff. The following limitations exist:
 - Since the placement of these sites was not allowed for in the building design, spaces are cramped and many of the sites are incomplete (they do not adequately allow for all material types)

- Centralization of materials by the food service staff is required to overcome this lack of space. This is inefficient for the staff operations
- Staff and Student Group Offices – Staff and student group offices are provided with desk-side recycling equipment and have access to centralized recycling stations for use in servicing their own desk-side units. This should be allowed for and expanded in an integrated way in a remodel design

Public Service Areas

- Recycling Sites – Public recycling sites are located throughout the building. Most of these have modern, aesthetically-pleasing equipment specifically designed for recycling collection and which were purchased by the EMU. However, the total number of stations is inadequate, and many of the stations do not include enough receptacles to allow for collection of all material types. Any expansion of the building will require a significant investment in the total number of receptacles and stations
- Compost Sites – Public compost sites are currently located in the dining areas and a few other high-traffic locations, but in a non-integrated manner. Many of them are also in areas in which space constraints create problems. Equipment often does not easily or logically fit in the apportioned spaces, and the sites are often difficult for the public to distinguish or locate. Better planning, design, and integration is needed.
- Site Integration – Many of the waste management sites do not allow for a full range of material types in a single array of receptacles. Often, recycling and composting receptacles are not together. Better integration is needed.
- Garbage Cans – Currently, in both public and staff areas, garbage cans far outnumber recycling and composting equipment. For the most part, this is due to an excess of stand-alone garbage cans and inadequate recycling and composting equipment. Stand-alone garbage cans should be eliminated, garbage cans should be reduced in size, and all waste management stations should have both recycling and garbage equipment – with many of them also having composting equipment.

REQUESTED/PROPOSED FACILITIES

As the EMU is striving to be as green as possible, achieving a net zero building would be ideal. Being that this might not be an option for the current project, there are considerations that could take the building towards net zero including the approach that is taken on materials management. Flow of materials is critical to the operation and maintenance of this building.

Taking steps on the front end, to maximize opportunities for waste reduction and recovery will reduce maintenance needs, create efficiency and provide the foundation for a sustainable culture within the building and throughout campus.

Eliminating opportunities to "waste" through elimination of stand-alone garbage cans and creation of zero waste stations will reduce the overall maintenance needs in the building and overall reduce the cost to the Facility to manage the waste in the long term. This can be achieved through items mentioned in this document and a commitment to eliminate stand-alone garbage cans, while creating an actual waste management system.

Making an investment in a truly zero waste centered facility will benefit the building, the campus goal of sustainability and the long range costs of managing materials. With the opportunity to renovate and renew the EMU, lies an opportunity to imagine and create a building that will function with systems that favor zero waste and other net zero behaviors.

When the building re-opens as a state of the art facility, it would be the perfect opportunity to introduce a new facility with an upgraded way that the building would function and thus this is the perfect opportunity to take a step to eliminate all stand-alone garbage cans and truly model zero waste.

Zero Waste Program Facilities

- Loading Docks
 - A single loading dock is needed to combine the staging operations currently split between two docks. A total square footage increase is needed to handle the increased material output from the remodel, as well as to decrease the number of service pickups required to move the material to processing facilities.
 - External space at or near the docks is needed for cardboard dumpsters.
 - Washout facilities dedicated to the Zero Waste Program are needed at the dock
 - Additional space for recycling equipment for use by vendors and delivery personnel to recycle packaging and other materials.
 - Trash/Garbage – The garbage dumpsters for the building users and custodians should be co-located with building recycling equipment and cardboard dumpsters to allow users and custodians to sort materials appropriately. This should be at the main dock. Garbage dumpsters should be sited alongside cardboard dumpsters and allow for ease of access by both users and haulers. Recycling equipment should be also be co-located to allow for sorting of materials.

- Office - A larger office is needed for the Zero Waste crews, preferably at or near the loading dock. A total square footage increase is also needed. Good ventilation and day-lighting are also needed.
- Storage Facility - A closet or similar secure room for Zero Waste material handling equipment should be sited next to the Zero Waste crew office.

Staff Service Areas

Ideally, an evaluation of existing waste containers and purchase of deskside and any other additional public zero waste collection containers, would be included in the cost of this project.

With the goal for zero waste, 90%+ of what ends up in an office waste receptacles is either recyclable, reusable or compostable. In creating new office and group offices, incorporating new waste management system would be welcome. Reduce the size of the waste receptacle to a mini bin and implement (purchase) a desk-side recycling container. These are less expensive than a traditional 20 gallon waste receptacle and would ensure that the building is operating with a zero waste focus. The Zero Waste Program would be happy to provide individual or department 2 gallon compost bins that can be emptied into any of the building central compost collection totes.

Another thing to consider is to eliminate any desk-side service of waste or recycling and have the individual office(s) centralize their material to a central zero waste station that would include recycling, waste and possibly compost. The precedence has been set and at the UO, there is no desk-side collection service for recycling-all individual offices are responsible to centralize their own recycling while offices still receive a "garbage" emptying service. This seems unnecessary if the goal is to recycle/compost and most of the waste generated in an office is recyclable. This would save a notable amount of money that could be spent in other building areas and would increase diversion while helping the building model and achieve a net zero impact.

Here is an example of a desk-side bin with a divider to separate paper from bottles/cans and an addition of a small side hanging waste can:

<http://www.allsourcemfg.com/deskside-recycling-bin.php>

As we have implemented across campus, another option is to include a 2 gallon compost collection container (self-service-empty to compost bin in building), in a department office:

<http://www.rehrigpacific.com/products-and-services/waste-recycling-and-public-works/roll-out-carts-and-recycle-bins/organic-waste-carts-and-containers/2gal-food-waste-container>

In regards to other needs in staff areas:

- Kitchens and food service areas
 - Recycling and composting facilities in all kitchen food prep and serving areas
- Staff and Student Group Offices
 - Desk-side recycling equipment

- Small composting units – For shared use by several staff members (example: <http://www.rehrigpacific.com/products-and-services/waste-recycling-and-public-works/roll-out-carts-and-recycle-bins/organic-waste-carts-and-containers/2gal-food-waste-container>)
- Centralized composting sites for staff use
- Minimally-sized desk-side trash receptacles or combination recycling/trash units (example: <http://www.allsourcemfg.com/deskside-recycling-bin.php>)
- Cardboard – Some allowance for in-building cardboard collection in strategically located areas to provide a staging area for users to supplement exterior cardboard dumpsters. Collection areas would be serviced by building custodial staff.

Public Service Areas

Note: All of the following assumes:

- No stand-alone garbage/trash equipment
- Consistency in equipment design, siting, visual appearance, and range of materials collected at each site. All sites should be relatively identical and all should allow for all material types
- Meeting rooms and spaces
 - Permanent waste management stations with recycling, composting, and (minimally-sized) trash receptacles in all meetings rooms to be serviced by building custodial staff
- Dining areas
 - Recycling, composting, and (minimally-sized) trash receptacles generously co-located in dining areas in conjunction. Siting should allow for eating locations, traffic patterns, and egress areas.
- Public Spaces
 - Recycling co-located with trash equipment
 - No stand-alone garbage equipment
 - Centralized sites based upon traffic patterns and area usage
 - Ensure a zero waste system is implemented into all of the rooms utilized for events. With the idea of no stand-alone garbage cans, there are options to eliminate any waste receptacles in these rooms; incorporate a recycling set-up and a very small waste receptacle into each room. A compost bin can be incorporated for any EMU scheduled events. Likewise, this is an opportunity to ensure that all EMU scheduled events would include a cost for managing the waste and thus set-up would add a compost container that would be serviced as part of the event.
 - Another option, at the minimum, is to have a storage area for several sets of zero waste events containers. This could be a self-serve option where event coordinators would check out the bins for the events, receive instructions and ensure the bins are utilized and returned. The EMU is a large hub for campus events and being that the EMU has to manage and pay for the garbage generated, this is an excellent time to evaluate the opportunity to reduce the waste, increase diversion and ensure that all EMU activities are zero waste.

ADDITIONAL CONSIDERATIONS

The following are proposed for consideration in making the building a state-of-the-art sustainable facility and to allow for the activities taking place within.

1. An informational kiosk or similar appurtenance to alert users and visitors to the green features of the building
2. A reusable office supply room for use by building occupants to exchange unneeded but reusable office supplies and small equipment
3. A "Free Store" to allow student and staff to exchange (donate and take) reusable items of any nature
4. Dyson or similar hand dryers in restrooms and staff areas to eliminate the need for paper towels
5. Water bottle re-fill spouts on all water fountains
6. Elimination of entry doors to restrooms – similar to movie theaters. This obviates the need for people to use paper towels to open doors (which has become common as a means to stem the spread of communicable diseases)
7. Dining stations which include a place for patrons to rinse refillable and reusable containers, water and ice machines, toasters, sinks, and other amenities for diners
8. A generous amount of covered bicycle parking with bike repair stations (several of these stations are currently cited around campus and the bike paths)
9. Covered outdoor stage or performance area
10. Additional outdoor gathering, meeting, speaking spaces to tie in with the numerous activities which take place out of doors
11. Flooring which allows for easy and quiet movement of wheeled equipment and handtrucks

OTHER FEEDBACK

As the program staff attended earlier design sessions, the idea originally was to create a pattern that necessitates people having to go into the building. From all of the students and staff at Campus Zero Waste Program, we like the pass through under the building. Everyone is really busy and it's important that the building has a good flow with the rest of campus. Creating a space where you have to go through the building is not good "feng shei" and will annoy a lot of people going from point A to point B. Inviting people into the building should come from the user spaces in the building and not from being forced to go into the building to pass through. If there is good food and a lot of different activity opportunities in the building, it will create an inviting building. We hope you re-consider this important aspect as the under the building pass through currently creates a great outdoor space with a connection to the building. Blocking that off will create problems for the campus population and flow. The way it is now, creates a good connectivity to the building without having to always go through it to get to where you are going.

Thank you for your work and your consideration of a Zero Waste EMU!