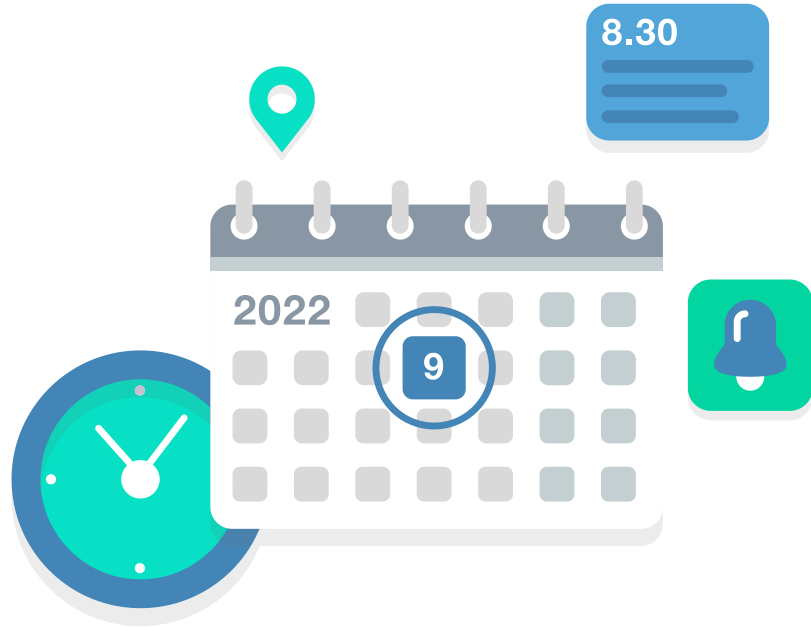


Sustainability Toolkit



Residential
& Dining
ENTERPRISES

STANFORD UNIVERSITY

Creating a Culture of Excellence

How to use this Toolkit

1. Follow along with the weekly Sustainability blurbs and send them out to your residents through your preferred communication channel
 - a. Consider setting up a weekly reminder to send out the blurbs
2. Print and send out [templates](#)
3. Host sustainability-related on-calls and events!

Introduction

Sustainable Stanford is a university-wide effort to reduce our environmental impact, preserve resources, and lead sustainability by example across its three pillars - environment, economy, and equity.

Stanford's Commitment:

- Reduce Scopes 1 and 2 greenhouse gas emissions by 80% by 2025
- ✓ 100% renewable electricity!
- Eliminate Scopes 1, 2, & 3 greenhouse gas emissions by 2050
- **Divert 90% of waste from the landfill – go Zero Waste – by 2030**



SUSTAINABLE
S T A N F O R D

← *This is where we come in!*

Resources

- Earth Day Resources
- Sustainable Stanford Website
- Sustainability listserv email - rdesustainability@lists.stanford.edu
 - Email with your questions/comments!
- Sustainability engagement opportunities on campus - Join SSS mailing list, Volunteer to save food from the dining halls, Roble Reuse - someone will update the website

Fall Quarter - Contents

- Waste sorting to-do's
- Stanford's commitment to Zero Waste
- Cardinal Clean Introduction
- Ways to contribute to Sustainability efforts on campus
- Leaving for Thanksgiving
- Give & Go
- Winter Closure - checklist

Fall Quarter Overview

Legend



Weekly Blurb



Event Idea

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 1	★				
Week 2	★				
Week 3	★				
Week 4	★				
Week 5	★				●

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 6	★				
Week 7	★				
Week 8	★				
Week 9	★				
Week 10	★				

Week 1

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 1	★				



Blurb

Welcome everyone! As we move in, the sustainability team at R&DE wants to remind you of some **waste sorting to-do's**.

REMEMBER:

- **FLATTEN your CARDBOARD BOXES** before recycling!
 - Unflattened boxes take up 10x the space of flattened box – They take up valuable space, which pushes overflow items into the landfill!
- **BLUE AND WHITE PLASTIC AMAZON** packaging is **not** recyclable. **The brown paper ones are!**
- Make sure to take your personal waste to the enclosures outside of your dorm building and sort accordingly!

[Click here for a printable template!](#)

Week 2

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 2	★				

★ Blurb

Did you know? Stanford University has a goal of becoming **ZERO waste by 2030**.
What does this mean? Zero Waste is the industry term that implies less than **10% of waste goes to landfill**, synonymous with a **90% diversion rate or higher**.

What can you do? There are many ways you can participate in this effort:

- Sort your trash correctly and remind your friends about correct waste-sorting practices
- Check out the [Sustainable Stanford link.tree](#) for internship opportunities, the Sustainable Stanford Instagram, and more!
- **Take the 8 minute [Student Zero Waste Tips & Quiz](#)** so you know how to correctly sort and dispose of your waste at Stanford.

Week 3

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 3	★				



Blurb

Did you know? Our campus waste characterization study shows that **26%** of the waste going to landfill is **recyclable** and **36%** of the waste is **compostable**.

What is compostable?

- Food (meats, poultry, fish, bones, eggs, dairy, grains, etc)
- Compostable utensils/cups
- Food-soiled fiber products (pizza boxes, napkins, paper towels, cardboard, coffee filters and grounds, and tea bags)
- Please put clean cardboard in the recycling unless it is soiled by food or grease (i.e. pizza boxes)

Read more about the recycling and composting guidelines [here](#).

Week 4

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 4	★				

★ Blurb

What is recyclable? Paper, cardboard, metals, glass, and (almost) all plastics.

Remember:

- PLEASE BREAK DOWN YOUR BOXES!
- Plastic liners, foods, liquids, red solo cups, and styrofoam are **not** recyclable!
- Stanford uses a single-stream recycling system: Plastics, metals, glass, paper, and cardboard are put in the same recycling bin!
- Clean as much food out as possible into the compost bin first and if it is too dirty, throw it in the landfill

Read more about the recycling and composting guidelines [here](#).

Week 5

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 5	★				



Blurb

What goes in the Landfill?

- Wrappers (from packaged foods like chips/candy, condiment packets) and other items with metallic liners such as toothpaste tubes
- Red solo cups
- Recyclables that are soiled with food
- Human/animal waste
- *Remember:* E-waste, batteries, light bulbs, and especially FOOD do NOT belong in the landfill! When food sits in landfills, it releases methane, which is extremely harmful to the environment.

BONUS: Week 5

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 5				●	



Event

Throw an Upcycled Halloween Costume Contest where attendees are encouraged to wear costumes they already have or upcycle materials they already own!

Sample announcement blurb:

*Happy Halloween Week! In honor of it being Halloween, the RA's are hosting an upcycled costume contest/party but with a twist – **use items you already have to create a costume!** Get crafty by transforming items sitting in the back of your closet.*

Week 6

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 6	★				



Blurb

Want to get involved with Sustainability on campus?

- Join **Students for Sustainable Stanford!** Sign up for their [mailing list](#) and follow them at [@sss_stanford](#) on Instagram!
- Volunteer to help save food on campus with the **Stanford Food Recovery**, a student organization dedicated to **redirecting surplus food** on Stanford's campus to **help Bay Area residents** in need. Learn more on their website!
- [Apply for a Sustainability Internship](#)
- **Stanford Earthsystems Program** allows students to learn about and independently investigate complex environmental problems caused by human activities in conjunction with natural changes in the Earth system.
- Check out all sustainability student organizations [here!](#)

Week 7

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 7	★				

★ Blurb

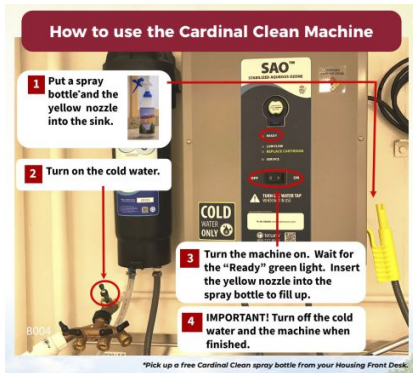
Introducing your new cleaning solution: **CARDINAL CLEAN!**

What is Cardinal Clean? It is a multipurpose cleaner, sanitizer and laundry detergent.

This cleaning system transforms ordinary tap water into a powerful natural cleaner by infusing it with ozone - electricity. Instructions can be found [here](#).

Why should you use Cardinal Clean?

- It's 99.99% effective against viruses and bacteria in the first 24 hours after it is dispensed
- It kills mold and mildew, and quickly eliminates odors and stains. • It converts safely back to water in 7 days.
- It's 100% chemical-free, and stronger than bleach and chlorine-based products.
- It's non-irritant, non-caustic, and does not cause any allergy concerns.
- It's FREE!



*Pick up a free Cardinal Clean spray bottle from your Housing Front Desk.

Week 8

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 8					★



Blurb

If you are leaving for Thanksgiving break, **don't forget to turn off your heaters, turn off your lights, and unplug everything!**

If you are not leaving for Thanksgiving, still remember to unplug anything you are not using. Your contribution will help save energy!

Other ways to conserve energy and water:

- Limit your showers to 5 minutes
- Use cold water in the washing machine
- Power down and unplug electronics when not in use
- Carpool or use the \$5 SSS shuttle service when going to the airport

Week 9

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 9	★				

★ Blurb



Donate your unwanted items to Give & Go!

What can you give? Clothes and shoes in good and usable condition. *Pro tip - tie the laces of the shoes together or put the shoes in a bag!

Where? Alpaca Recycle for Change Collection Box (14 available year round on campus!). Find your nearest [here](#).

Who? Have something to donate that another student could use? A FLI student would love it! Email rdesustainability@lists.stanford.edu and we will find it a new home.

Find your nearest year-round Recycle for Change collection bin on the [Give & Go webpage](#)



Week 10 Winter Closure Announcements

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 10					★

BEFORE YOU LEAVE FOR WINTER BREAK:

- Turn off your heater 
- Unplug your electronics and appliances 
- Turn off the lights 
- Close your windows 

Live Sustainably
© Stanford



★ **Blurb *with pictures***



Note for RA's: feel free to send out the pictures too.

Winter Closure provides big savings over the holiday season! In fact, this program has resulted in a cumulative **energy cost savings** of over **\$5.6 million** since its inception in 2001. Read more [here](#). Before you leave, do your part by turning off your thermostat, unplugging your personal devices, switching off all your lights, and closing your windows.

Winter Quarter - Contents

- Waste Sorting Reminders
- On-call idea
- Taking the Marguerite
- Water conservation
- General sustainability tips
- Dish Return
- Give & Go

Winter Quarter Overview

Legend

 Weekly Blurb  Event Idea

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 1	★				
Week 2	★				
Week 3	★				
Week 4	★				●
Week 5	★				

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 6	★				
Week 7	★				
Week 8	★				
Week 9	★				
Week 10	★				

Week 1

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 1	★				



Blurb

Welcome everyone! As we move in, the sustainability team at R&DE wants to remind you of some **waste sorting reminders**.

REMEMBER:

- **FLATTEN your CARDBOARD BOXES** before recycling!
 - Unflattened boxes take up 10x the space of flattened box. This means that the recycling would overflow faster and items will end up in the landfill instead.
- **BLUE AND WHITE PLASTIC AMAZON** packaging is **not** recyclable. **The brown paper ones are!**

Week 2

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 2	★				



Blurb

Did you know? Compostable items require oxygen to ‘compost’. For the most part, landfills are sealed and airtight, meaning compostable items cannot ‘compost’ in the landfill. Instead, they go through **anaerobic decomposition**, producing **methane gas** (much more harmful than carbon emissions!)

What to do instead – place your food scraps and compostable items in the compost!
Here are some examples of compostable things:

- Food (meats, poultry, fish, bones, eggs, dairy, grains, etc)
- Compostable utensils/cups
- Food-soiled fiber products (pizza boxes, napkins, paper towels, cardboard, coffee filters and grounds, and tea bags)

If unsure, check if there is packaging that says **“commercially compostable”**! These go in the compost.

Week 3

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 3	★				




Blurb

Why is it important to compost? According to the EPA, organic waste sent to landfills is the third-largest source of human-related methane emissions in the United States. By composting organic waste instead of sending it out to landfills, methane emissions can be significantly reduced.

What are the positive impacts of composting?

- Composting can reduce methane emissions by 49% to 96% compared to landfilling (EPA)
- In 2018, the US diverted ~25 million tons of organic waste from landfills, reducing GHG emissions by 27.5 million metric tons of CO2 equivalent
- Composting in California has resulted in a reduction of methane emissions equivalent to removing 423,000 cars from the road annually (CalRecycle)

Week 4

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 4					



Event

The event idea is an on-call where you watch a documentary such as *The Story of Stuff*.

Sample announcement blurb for your on-call:

On-call tonight: Come out and watch *The Story of Stuff*. The Story of Stuff is a short and captivating animated documentary about the lifecycle of material goods. The documentary is critical of excessive consumerism and promotes sustainability

Week 5

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 5	★				



Blurb

Looking for a way to get around campus? Hate biking to Town and Country?

Take the [Marguerite](#) instead! Here's why:

- It is free and open to the public, no ID required
- The main shuttle line traverse through campus all year from Monday-Friday (but weekend lines are currently being piloted!)
- It is 100% electric

Here is the [Marguerite Shuttle Map](#) & the [Marguerite Live Map](#)

Download the [ETA SPOT App](#) for The Marguerite's real-time tracking

Week 6

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 6	★				

★ Blurb

Water conservation is essential at Stanford and in California. Here are some tips for you to conserve water:

- Limit your showers to 5 minutes - *cutting back your shower time by just a minute could save sixty gallons of water per month!*
- Report leaks using R&DE's [Fix-it request form](#) or by calling 650-723-2281
- Turn off the faucet when shaving or brushing your teeth
- Only run full loads of laundry



Week 7

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 7	★				

★ Blurb



General Sustainability tips:

- **Skip plastic water bottles.** You can get BETTER quality water (from California's Hetch Hetchy reservoir) from the tap in your residence or dining hall. Fill up your reusable water bottle there.
- **Think twice before shopping.** Overproduction and overconsumption add to the already-high levels of pollution and toxic gases that contribute to global warming. Instead, try hosting a clothing swap with friends or check out [Roble Reuse!](#)
- **Think Twice about the company you are working for.** [B Corp Certification](#) is a designation that a business is meeting high standards of verified performance, accountability, and transparency on factors from employee benefits and charitable giving to supply chain practices and input materials.

Week 8

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 8	★				



Blurb

Please return your dishes to the Dining Hall! Every year, dishes leave R&DE Stanford dining halls and don't find their way back.



- Disappearing dishes have caused dining halls to occasionally switch to compostable items, which has increased our waste stream.
- Help us ensure that dishes end up back in a dining hall, where they can be reused, instead of in a landfill.
- Do your part and help us in our sustainable efforts by returning any dishware, silverware, and glassware you may have in your dorm room, **no matter how dirty!**

Week 9

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 9	★				

★ Blurb



As the quarter nears its end, *do you have anything you realized you didn't use or wear so far?* **Donate your unwanted items to Give & Go!**

What can you give? Clothes and shoes in good and usable condition. *Pro tip - tie the laces of the shoes together or put the shoes in a bag!

Where? Alpaca Recycle for Change Collection Box (14 available year round on campus!). Find your nearest [here](#).

Who? Have something to donate that another student could use? A FLI student would love it! Email rdesustainability@lists.stanford.edu and we will find it a new home.

Find your nearest year-round Recycle for Change collection bin on the [Give & Go webpage](#)



Week 10

Winter Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 10	★				



Blurb

If you are leaving for Spring Break, **don't forget to turn off your heaters, turn off your lights, and unplug everything!**

If you are *not* leaving for Spring Break, still try to unplug anything you are not using to help save energy.

Other ways to conserve energy and water:

- Limit your showers to 5 minutes
- Use cold water in the washing machine
- Power down and unplug electronics when not in use
- Carpool or use the \$5 SSS shuttle service when going to the airport

Spring Quarter - Contents

- Earth day events ideas, on call, house meeting for sorting, activity of a sustainability documentary
 - Slide-deck on sorting if we cannot pass along actual things for them to sort
 - Door decorating
- Clothing Swap
- Give and go, moving out

Spring Quarter Overview

Legend



Weekly Blurb



Event Idea

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 1	★				
Week 2	★				
Week 3	★				
Week 4	★				
Week 5	★				

Fall Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 6	★				
Week 7	★				
Week 8	★				
Week 9	★				
Week 10	★				

Week 1

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 1	★				



Blurb

Hey everyone! Welcome back to campus! As we enter the spring quarter, the sustainability team here at R&DE wants to remind you of some **waste sorting to-do's** to make sure we can divert waste from landfills.

What is Compostable? Food (meats, poultry, fish, bones, eggs, dairy, grains, etc), compostable utensils/cups, **food-soiled fiber products** (pizza boxes, napkins, paper towels, cardboard, coffee filters and grounds, tea bags)

Thank you for making **sustainable choices!**

Week 2

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 2	★				



Blurb

What is recyclable? Paper, cardboard, metals, glass, and (almost) all plastics.

Remember:

- PLEASE *BREAK DOWN YOUR BOXES!*
- Plastic liners, foods, liquids, red solo cups, and styrofoam are **not** recyclable!
- Stanford uses a single-stream recycling system: Plastics, metals, glass, paper, and cardboard are put in the same recycling bin!
- Clean as much food out as possible into the compost bin first and if it is too dirty, throw it in the landfill

Read more about the recycling and composting guidelines [here](#).

Week 3

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 3	★				



Blurb

What goes in the Landfill?

- Wrappers (from packaged foods like chips/candy, condiment packets) and other items with metallic liners such as toothpaste tubes
- Red solo cups
- Recyclables that are soiled with food
- Human/animal waste
- *Remember:* E-waste, batteries, light bulbs, and especially FOOD do NOT belong in the landfill! When food sits in landfills, it releases methane, which is extremely harmful to the environment.

Week 4

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 4	★				



Blurb

Did you know? Stanford hosts events every year, not only for [Earth Day](#) but also for the month leading up to it! There is also a delicious, plant-forward [Earth day MENU](#), so check out [the dining halls' websites](#) for more information!

Make sure to [come out and show your love for the Earth!](#)

If you are curious about other events and/or what Stanford is doing for sustainability, check out this sustainable.stanford.edu link.

Week 5

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 5	★				



Blurb

Hey everyone! Over the next weeks, we will be going over how to dispose of E-Waste, old batteries, and other hazardous waste that does not belong in the landfill.

Reminder: E-Waste is any electronic device that has a cord and contains hazardous materials such as lead and mercury, so please do not throw them in the landfill!
Some examples of E-Waste are: TV's, monitors, keyboards, LED bulbs, fridges, etc.

Batteries - Click this [link](#) for **battery recycling locations** on campus:
(Some locations include: First floor trash room of each EVGR building, Green library - 2nd floor, room 231e; Tresidder Memorial Union - 1st floor, loading dock; Huang Engineering Center - 3rd floor, room 347b)

Week 6

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 6	★				

★ Blurb

Do you have any *broken electronics (e-waste)* lying around?

Get rid of them before move-out by leaving them on the floor of your nearest waste enclosure. Anything with a battery or cord should never go in a dumpster!

The alpaca donation stations will also take your e-waste this coming move-out season. See the Give & Go website for when and where the donation stations will be located.



Week 7

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 7	★				

★ Blurb



Pay attention to labels when purchasing goods!

- **Fair trade labels**: When you see a product with the Fair Trade Certified label, you can be sure it meets rigorous social, environmental, and economic standards. That means: Safe working conditions. Environmental protection. Sustainable livelihoods
- **USDA Organic**: USDA certified organic foods are grown and processed according to federal guidelines addressing, among many factors, soil quality, animal raising practices, pest and weed control, and use of additives. Organic producers rely on natural substances and physical, mechanical, or biologically based farming methods to the fullest extent possible.
- **Shade Grown**: Coffee grown in its natural setting – in the shade. Plants are fertilized by dead leaves from taller trees. No extra chemicals needed.

Week 8

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 8	★				



Blurb

Please return your dishes to the Dining Hall! Every year, dishes leave R&DE Stanford dining halls and don't find their way back.



- Disappearing dishes have caused dining halls to occasionally switch to compostable items, which has increased our waste stream.
- Help us ensure that dishes end up back in a dining hall, where they can be reused, instead of in a landfill.
- Do your part and help us in our sustainable efforts by returning any dishware, silverware, and glassware you may have in your dorm room, **no matter how dirty!**

Week 9

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 9	★				

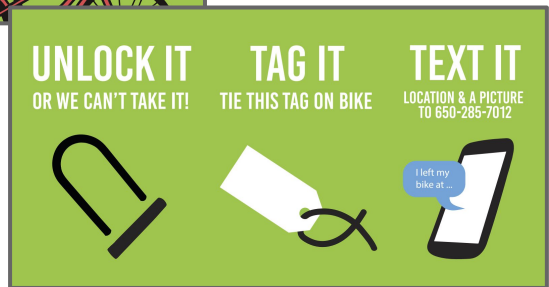
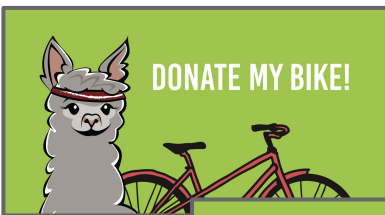
★ Blurb

Getting rid of your bike? Donate it to a FLI student! Grab a bike tag from your HSC, check out the [Give & Go website](#) for more info, or simply **text** 650-285-7012 with a picture and location of the bike.

HOW TO DONATE YOUR BIKE

What can be more satisfying than donating your bike to another Stanford student who can benefit so much from it?

- Ask for a Give & Go bike tag from your Housing Service Center.
- On the day of your departure from campus, unlock your bike in your dorm's bike lot.
- Tag your bike using the special bike tag, and text us a photo and pick-up location.



Our team will do the rest! We accept bike helmets and bike locks, too.

Week 10

Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 10	★				

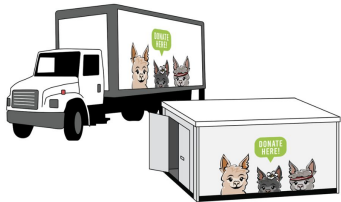
★ Blurb

Did you know? Stanford has a [Give & Go donation program](#) where you can donate anything in good, usable condition.

Every year **during move-out**, our **waste enclosures** are **filled** with furniture, home electronics, unexpired food, appliances, clothing, food and more **items** in **usable condition**.

Support your community (FLI students), **save time** while packing up, and **reduce waste** sent to the landfill by donating to the **Alpaca Donation Trailer or Pod!**

Find your nearest donation location [here!](#)



Additional Resources

- EVGR/Mid-Rise Specific Building Information
- Sustainable Event Planning Tips (e.g. On-calls, smaller events)
- Big Event Planning Checklist
- Clothing Swap Event Planning

EVGR/Mid-Rise Specific Buildings









Spring Quarter					
	Mon	Tue	Wed	Thu	Fri
Week 10	★				











Blurb

- **Don't put anything bulky down the waste chutes.** If you have a bulky item, it may clog the waste chutes. Please bring it to a dumpster at an outdoor waste enclosure instead.
- **Bring cardboard boxes to your mailroom.** Cardboard boxes will clog the waste chutes. Please break down all cardboard and put it in the mailroom.
- **Pizza boxes, e-waste, and batteries are all collected in the first floor waste room of EVGR buildings**

Sustainable Event Planning Tips

-  **01**  **Decor** Use reusable decorations
-  **02**  **Utensils** Use compostable single-use items instead of plastic
-  **03**  **Food** Buy shareable food rather than individually packaged snacks
-  **04**  **Waste** Make sure your residents are throwing their trash in the correct waste bin

Big Event Planning Checklist

-  **01**  **RSVP** Get RSVP from guests – order less food than the number of expected guests, as people no-show
-  **02**  **Sustainable Catering** Use R&DE catering first, or order from vendors who use compostable ware, do buffet style food, etc.
-  **03**  **Waste Bins** Order labeled 3-stream waste bins in advance if needed, place them near tables
-  **04**  **Recovery** Recover food by contacting Stanford Food Recovery club and provide compostable take out boxes

Clothing Swap Event Planning

Step-by-step guide

1.	Pick a date and a location
2.	Determine donation guidelines (what is accepted - condition)
3.	Guest rules (guests contributing fairly to the swap)
4.	Send out invites to the residents
5.	Set up swap table or rack for the day and get swapping!
6.	Have a plan for the leftover clothing (<u>give&go!</u>)