

# GREEN LIVING GUIDE

FOR SEATTLE UNIVERSITY



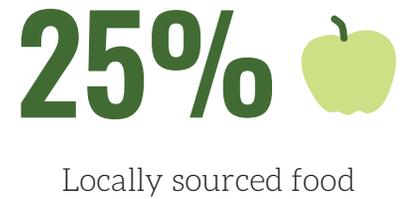
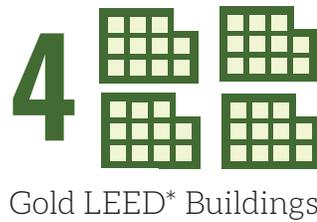
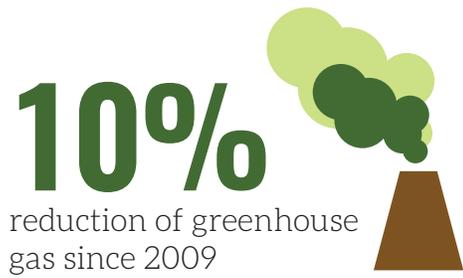
**LIVE SUSTAINABLE**

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# SU CAMPUS SUSTAINABILITY



Wildlife Sanctuary



47% of SU community walks, bikes, or uses transit



Fair Trade Designated Campus



0 Plastic water bottles



Edible Campus



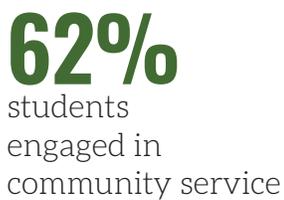
On-site composting



Food Recovery Verified: 7000 meals donated per year



Pesticide free campus



Sustainability related programs  
Sustainability focused courses  
Sustainability related courses

## SUSTAINABILITY CLUBS: JOIN!

- Engineers for a Sustainable World
- Esperanza
- Food with Spirit
- Gender Justice Center
- Global Student Embassy
- Green Team
- Just Serve
- Professionals Without Borders
- Rotaract Club
- SU Nurses for Social Justice
- Sustainable Student Action
- Vegan Society

## Learn more about **SU**sustainability!



cejs@seattleu.edu  
Go to [seattleu.edu/sustainability](http://seattleu.edu/sustainability)



@envjustice



@su\_cejs

**SEATTLEU**  
CENTER FOR ENVIRONMENTAL  
JUSTICE AND SUSTAINABILITY

# DO MORE TO SAVE MORE



## WATER

Brush your teeth without running water and save up to 3 gallons of water each day.

Wash full loads of laundry and conserve up to 25 gallons of water per laundry load.

Shorten your showers to 5 minutes and save up to 2 gallons of water per minute.

Ditch plastic micro beads in personal care products and reduce water pollution. Every day, eight trillion microbeads enter aquatic habitats in the United States alone!

Report leaks to facilities in toilets, sinks, or showers, and save gallons of water.



## ENERGY

Turn off your lights, computer monitor, speakers, and printer at night. Turned-off appliances plugged in still suck energy.

Laundry thoughtfully: wash full loads and use cold water.

Plug electronics into a power strip so you can flip 1 switch to turn everything off and eliminate standby power consumption.

Replace your halogen desk lamp with a LED light and save up to 60% energy.

Turn off the heater when leaving your room and help reduce SU's greenhouse gas emissions.



## CONSERVE

Only take the food servings you can finish and help SU reduce its food waste.

Use a reusable water bottle and reduce plastic waste on campus.

Use a reusable mug and reduce waste on campus.

Bring your own mug to any campus eatery and get a 20 cent discount off hot drinks and soda.

Use reusable dishware instead of to-go boxes and reduce waste on campus.

Educate yourself on what materials are recyclable and compostable.

# WASTE REDUCTION, RECYCLING, AND COMPOST

Six days a week, a mile long train of Seattle's waste goes directly to a landfill in Oregon. But here at Seattle University, we are dedicated to changing that by becoming a Zero Waste campus! We need **your** help by reducing what you buy and sorting your waste responsibly. Here's how to do it:

- 1 Donation.** Any items on campus that are still functional but unwanted can be donated to local charities by Facilities. Submit a work order to "Recycling" at [seattleu.edu/facilities](http://seattleu.edu/facilities) to have your surplus materials collected for donation.
- 2 Recycling.** Recyclable materials are those which have no further use in their current form but can be remade into a new product. Recycle your used batteries and broken electronics on campus by placing them into the campus mail in a bag or box labeled "For Recycling."

## ALL ABOUT YOUR RECYCLING BIN

### What to Recycle:

- All clean paper, plastic, and metal.

### How to Recycle:

- Use the small blue bin in your room to collect all of your recyclables.
- Put recyclables in the blue recycle bins in the recycle room on your floor.
- You **do not** need to separate your recyclables. All recycling can be put in any blue bin on campus.
- You **do not** need to remove tape or staples from paper.
- You **do** need to remove liquids and food from containers. Liquids go down the drain, food goes into your compost bin!



## ALL ABOUT YOUR COMPOST BIN

**Composting** is the last of the zero-waste options. Composting is a natural process that turns organic matter into soil. Food scraps from campus dining facilities are turned into compost at an on-campus composting facility, and then used on garden beds across campus.

### What to Compost:

- Food-soiled paper, napkins, and pizza boxes.
- All to-go containers, plates, napkins, and cutlery from campus dining.
- All food is compostable. If you can put it in your mouth, you can put it in the compost.

### How to Compost:

- Use your compost pail to collect food waste and compostable items in your room.
- Empty your compost pail into the green compost bins in your floor's recycle room. Additionally, green compost bins can be found throughout campus.
- Use a compostable plastic or paper bag to help keep your compost pail clean. These can be found in The Cave in the basement of Campion.
- Please don't put regular plastic bags in the green compost bin on your floor.



- 3 Trash.** Is a last-resort for waste leaving campus. Any material placed in a trash bin will end up in a landfill. Please follow the tips above to sort your waste responsibly and contribute to a Zero Waste campus.

For more information or questions, visit [seattleu.edu/sustainability](http://seattleu.edu/sustainability)

# CEJS EVENT CHECKLIST



Seattle University—Conference and Event Services

## GREEN MEETING & EVENT CHECKLIST

Revised February 11, 2015

Seattle University, as part of its Jesuit heritage, demonstrates leadership in sustainable practices and environmental justice.

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### Paper and Plastic Waste Reduction

If you don't create waste, then you don't have to figure out what to do with it. Ideas for waste prevention and reduction:

- Create a web site to post event information; downloadable versions of programs, handouts, itineraries and presentations. Suggest to attendees they bring their laptop to take notes instead of printing paper copies.
- Limit the number of printed items and print them double-sided on recycled paper.
- For recurring events, avoid printing dates and slogans on signs, posters, and banners, so they may be reused. Make them out of recyclable material.
- Limit the use of glossy paper to applications where it significantly improves the publication.
- Don't utilize a paper sign-in sheet. Have a computer at the entrance to gather contact information which can easily be shared via email.
- Require electronic registration and confirmation. The [SU Campus Calendar event posting](#) allows RSVPs to be directed to a specific person.
- Advertise using the web and email.
- Include information about the sustainable aspects of your event in the program or promotional materials. This could include placing small cards in front of the food indicating information such as organic, local, or fair trade.
- Post one agenda on a screen or write on a white board.
- Use dry-erase boards instead of flip chart paper.
- Have the note taker type notes onto a laptop. You can also project the notes as they are written onto a screen that all can see.
- Ask speakers/facilitators to not print their PowerPoint presentation as a handout. If they insist, then require they print the presentation as a handout with 6 or 9 slides per page on both sides of a sheet. Post the presentations on your website for attendees to download.
- Collect and reuse plastic name tag holders. Adhesive-backed disposable name badges cannot be recycled or reused.
- Make your own compostable name tags using hemp twine and thick, recycled-content card stock. SU's Reprographics can print, cut and punch two holes for the twine.
- For centerpieces, use objects and materials that people can take home and use such as local potted native plants, pesticide-free flowers, candles, fruit, Fair Trade chocolate, beer or wine. You can auction or raffle off the centerpiece as a fundraiser or put a colored dot under the chair of the lucky person who gets to take the centerpiece home.
- For ticketed events, instead of issuing paper tickets, use an e-ticket provider such as [www.brownpapertickets.com](http://www.brownpapertickets.com)

## Food Waste Reduction

- ❑ When using the Student Center, request the free reusable china and utensils. This is a significant factor in striving for a zero waste meeting or event. (Events held in all other campus buildings are charged a transportation and washing fee for reusable china and utensils).
- ❑ When using compostable china and utensils for an event with more than 20 people, ask your Conference & Events Coordinator if your room comes with a food waste bin. If not, request a bin be delivered for your event. Request the same number of food waste bins as there are recycling and trash bins in the room.
- ❑ When using compostable china and utensils for an event with less than 20 people, arrive early to find out where is the nearest food waste bin. It could be in the hallway outside the room. At the beginning and end of your meeting, tell attendees where the food waste bin is located and what goes in it.
- ❑ Request a carafe or pitcher of water, iced tea, lemonade or fruit punch. This avoids the packaging waste created by bottled and canned drinks.
  - Tap water is provided free of charge in a carafe. (Seattle U does not sell bottled water).
- ❑ Request the bagged lunch, if you feel your event requires a boxed lunch, as it uses significantly less packaging.
- ❑ Request that condiments like butter, creamer, sugar, jam, cream cheese, ketchup, mayonnaise be served in bulk dispensers instead of single serve packets.
- ❑ Order the right amount of food by asking participants to RSVP.
- ❑ In your communications write, “Please help us reduce waste at the event. Attendees are encouraged to bring a reusable mug.”
- ❑ Before attendees arrive, make sure the recycle, food waste and trash bins are next to each other in trios. This makes it easy for attendees to see their choices.
- ❑ At the start and end of your meeting or event, announce where the recycle, food waste and trash bins are located. Tell people what materials at your event go in each bin. Visit the [SU Compost page](#) if you want to see photos of what goes in the food waste bins.
- ❑ Compostable to-go containers are available upon request to take home leftover food; add the request in your catering order form. The greenest option is for you and your guests to bring your own to-go containers.
- ❑ At the end of your meeting or event, invite participants to take home excess food in the provided compostable to-go containers or the containers they brought from home.

Visit [Bon Appetit catering](#) to place an order.



## Catering

Catering is provided by Bon Appétit which follows these sustainable practices:

- Disposable plates, bowls, cups, and utensils are made from compostable plant-based materials and are put into the campus food waste bins
- Seafood meets Monterey Bay Aquarium Seafood Watch guidelines
- Fair Trade certified coffee
- Vegan and vegetarian food options
- Local in-season food is purchased whenever possible. This eliminates fuel used for long-distance shipping, benefits local farmers and the local economy and local foods taste fresher.

- ❑ A significant way to reduce your event's environmental impact is to not serve meat or dairy. To understand the reasons why, [read this article](#) by NY Times best-selling author Kathy Freston.

Here are just a few of the many delicious vegan choices: tofu and vegan sausage breakfast scramble, portobello mushroom sandwich and curry lentil soup for lunch, and appetizers like fresh vegetable rolls with peanut dipping sauce.

- ❑ If you must serve meat and dairy, your best options are tuna, chicken, turkey and salmon, according to the Environmental Working Group's [Meat Eater's Guide to](#)

[Climate Change and Health](#). Lamb, beef and cheese have the highest greenhouse gas emissions.

- ❑ Bon Appétit follows sustainable practices by purchasing local in-season food whenever possible. This eliminates fuel used for long-distance shipping, benefits local farmers and the local economy and local foods taste fresher.
- ❑ Request Fair Trade, shade grown coffee. Fair Trade coffee ensures farmers receive a fair price for the coffee and ensures fair labor conditions. Shade grown coffee helps protect rainforests and bird habitat and requires fewer chemicals.



## Giveaways

Consider whether giveaways are necessary. They are often not used and thrown away. If required, provide something useful and that conveys a socially responsible message. Consider the following:

- ❑ A reusable steel water bottle. The [Seattle U/Think Outside the Bottle water bottle](#) sold by the SU Bookstore donates proceeds to the SU chapter of [Engineers for a Sustainable World](#).
- ❑ Buy t-shirts made from organic cotton, bamboo or hemp fiber. Ask if clothing is made using sweat-shop free labor or in the USA.
- ❑ Local crafts and food



## Transportation

- ❑ In your communications, encourage participants to take public transportation. Provide a link to the [King County Metro Trip Planner](#) and to [SU's Getting to Campus page](#).
- ❑ Encourage participants to carpool and make it easy to find other carpoolers by using [Ridematch](#). It's free to create a private event and only your attendees can participate.
- ❑ Make your event available as a Webinar or video conference for attendees who are not local.
- ❑ Use the videoconferencing room in ENG 532. It allows users to send audio and video between Seattle U and remote locations that have similar video conferencing equipment. Visit [OIT's web site](#) for more information and how to reserve the room and equipment.
- ❑ Use web conferencing which only requires a basic webcam, microphone, and computer on both the sending and receiving ends. You can share documents and computer screens. Contact the OIT Helpdesk at [helpdesk@seattleu.edu](mailto:helpdesk@seattleu.edu).
- ❑ Choose a hotel close to campus. Encourage participants to use the hotel shuttle service, bus or walk to campus. Hire shuttles to transport participants from hotels or mass transit areas to campus.

## Where You Put Your Waste Matters

The city of Seattle prohibits businesses and residents from putting recyclables, food waste and plant-derived plastic to-go ware in the trash. On campus you'll find recycling and food waste bins on the first floor of and outside most buildings, cafés, at large catered events, and residence hall rooms and floor waste closets.

Packaged grab-and-go food packaging with the "Express" or "Bon Appétit" logos from campus cafes is made from compostable plant-derived plastic and goes in a food waste bin. Go to the university's [Compost web page](#) to see photos.

Plant-derived plastic disposable utensils, cups and straws from campus cafés and catering go in a food waste bin. EXCEPTIONS: Coffee and soup cup lids are petroleum plastic and go in a recycling bin. Coffee cups from off-campus cafes go in the recycling bin because they are plastic lined or made with non-compostable glues. To download a flyer or watch videos of what goes in a food waste, recycling and garbage bin, please visit the [Compost web page](#).

For more information, please contact Matthew Benedict, Recycling Coordinator, [benedicm@seattleu.edu](mailto:benedicm@seattleu.edu).



## Additional Resources

Visit these web sites for more information:

[Bon Appetit Catering](#)

[Conference & Event Services](#)

[Campus Sustainability](#)

# RESOURCE PAGE

## PUBLIC SAFETY

For any questions or concerns about commuting to campus and/or Orca Card resources.

**Business Office Hours:** Monday – Friday: 8:30 am – 4:30 pm

**24-Hour Emergency Line:** 206-296-5911

**24-Hour Non-Emergency Line:** 206-296-5910

**Business Line:** 206-296-5992

**Email:** [publicsafety@seattleu.edu](mailto:publicsafety@seattleu.edu)

## YOLANDA CIETERS, SUSTAINABILITY MANAGER, CEJS

For any questions or concerns about campus sustainability and/or environmental justice.

**Business Line:** 206-220-8400

**Email:** [cietersy@seattleu.edu](mailto:cietersy@seattleu.edu)

## ERIC ELLIOT, RECYCLING COORDINATOR

For any questions or concerns about recycling and/or composting.

**Business Line:** 206-296-6459

**Email:** [elliotte@seattleu.edu](mailto:elliotte@seattleu.edu)

## FACILITIES RESOURCE CENTER

For any questions or concerns about energy and/or water.

**Business Line:** 206-296-6996

**Email:** [facilities@seattleu.edu](mailto:facilities@seattleu.edu)

## LEARN MORE ABOUT SUSTAINABILITY:

[seattleu.edu/cejs](http://seattleu.edu/cejs)

[seattleu.edu/sustainability](http://seattleu.edu/sustainability)

[seattleu.edu/cejs/what-you-can-do/](http://seattleu.edu/cejs/what-you-can-do/)