

AIA New York Zero Waste Challenge Process Overview

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What Does “Zero Waste” Mean?

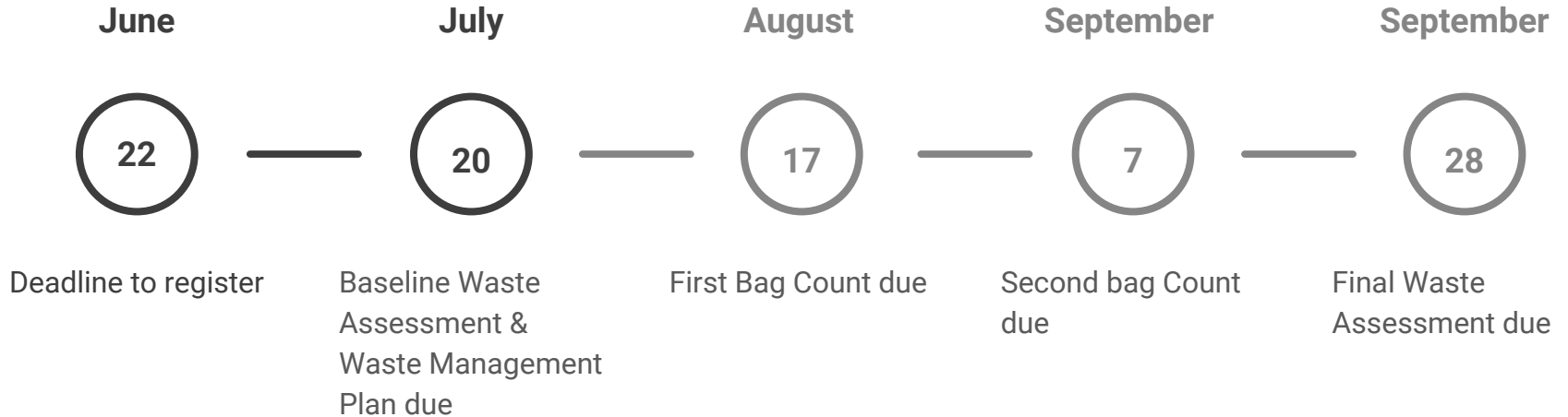
Zero Waste International Alliance (ZWIA) recognizes zero waste communities and businesses as those that **divert 90% of their waste from landfills, incinerators and the environment.**

ZWIA’s zero waste definition:

- Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to **emulate sustainable natural cycles**, where all discarded materials are designed to become resources for others to use
- Zero Waste means designing and managing products and processes to **systematically avoid and eliminate the volume and toxicity of waste and materials**, conserve and recover all resources, and not burn or bury them
- Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health



Timeline



Requirements to Participate

- Participate from June through early October 2018
- Identify one or two Points of Contact at your firm who will be responsible for carrying out the ZWC and submitting info to AIANY ZWC team
- Perform one Baseline Waste Assessment, two Interim Bag Counts (one in July and one in August) and one Final Waste Assessment
- Submit a brief Waste Management plan and implement Best Practice Strategies
- Review your facility to ensure compliance with NYC Commercial Recycling and Organics rules (if applicable) OR with local waste regulations



Process: Leadership Buy-in and Registration

- Get leadership to buy-in and agree to participate
- Register:
 - Fill out AIANY ZWC Participant with info on the firm, point of contact, and the firm's hauler
- Inform your staff that the firm will be participating in the Challenge
 - Staff meetings
 - Email communication
 - Message Boards
 - Education and training for all staff...all are crucial to success

Process: Waste Management Plan & Implement Best Practice Strategies

- Create and submit a Brief Waste Management Plan- AIANY ZWC team will be providing a template this must state the firm's diversion goal in the Challenge, a brief description of how you plan to get there (ie starting a composting program, switching to reusables, employee training, etc.)
- Implement Best Practice Strategies (i.e. design for occupancy, reduce materials consumptions)



Process: Baseline Waste Assessment

Perform Baseline Waste Assessment- baseline for how firm is sorting waste, current diversion rate, and a benchmark in order to achieve 60%, 75% or 90% diversion from landfill and incineration

Conduct one of the following, listed in order of preference:

1. **Sample Waste Audit** count all bags, open 50%+, weigh, sort, and weigh again post-sort
2. **Waste Assessment** count all bags, use firm's scale or hauler's scales on trucks to weigh and record weights for each waste stream
3. **Detailed Bag Count** count all bags and record them by waste stream and indicate fullness of each bag

#2 and #3- Visual check for contamination:

- a. Eyeball 10% of the bags, count the 10% and record the number
- b. Take pictures of these bags and note whether they are more or less than 10% contaminated
- c. Recycling bags that are more than 10% contaminated must be counted as Landfill/Incineration bags

Process: First Bag Count

- Pick 1 or 2 days on different weeks to collect all generated waste streams in one place by the end of the day
- Count bags for all commodity streams separately and record this information in the AIANY ZWC Bag Count Report, which will estimate the weights based on the type of material and how full the bag is
- **Perform Visual check for contamination and move 10%+ contaminated bags to Landfill/Incineration category**
- Take pictures of all waste streams and add these to your AIANY ZWC Google folder

Process: Second Bag Count

- Repeat the process followed in the first bag count. Refine any strategies and perform a second interim bag count on 1 or 2 more days in the following month
- Input the new data and upload new photos as before.



Process: Final Waste Assessment

- After all steps above are taken, perform Final Waste Assessment, using the same method that was used for the baseline waste assessment
- Enter data into AIANY ZWC Waste Tracking form, upload photos to your AIANY ZWC Google folder

AIANY ZWC Final Report

- Report diversion, reduction and lessons learned in AIANY ZWC Final Report
- Report any additional waste streams diverted (i.e. food donation, design samples, organics, e-waste, and universal waste)
- Participants may be asked to present their results at final event on October 9



Acknowledge and Celebrate!

Celebrate the diversion reached

- Advertise: post on social media and inform employees and clients
- Quantify diversion in terms of cost savings, greenhouse gas savings, and resource conservation

Past success from Mayor's Zero Waste Challenge

- Reach 50% diversion rate goal (in 4 months)
- **74% of participants reached the goal**
- Successfully diverted:
 - 36,910 Tons of total material
 - 11,833 Tons of recyclables
 - 24,517 Tons of organic waste

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Resources for Participants

Resource Guides

- AIANY Zero Waste Challenge Resource Guide
- Zero Waste Design Guidelines: Design Strategies and Case Studies for a Zero Waste City

Questions?

- Email AIANY ZWC team at: zerowaste@aiany.org
- Each month there will be an open call with the AIANY ZWC team and participants, where the AIANY team will discuss some best practices and tips for helping your office reach Zero Waste to Landfill & Incineration, and participants will have an opportunity to ask questions during this time.





AIA
New York

Thank you!

We look forward to having you participate in the Challenge.