

Froggi Van Riper - Knox College

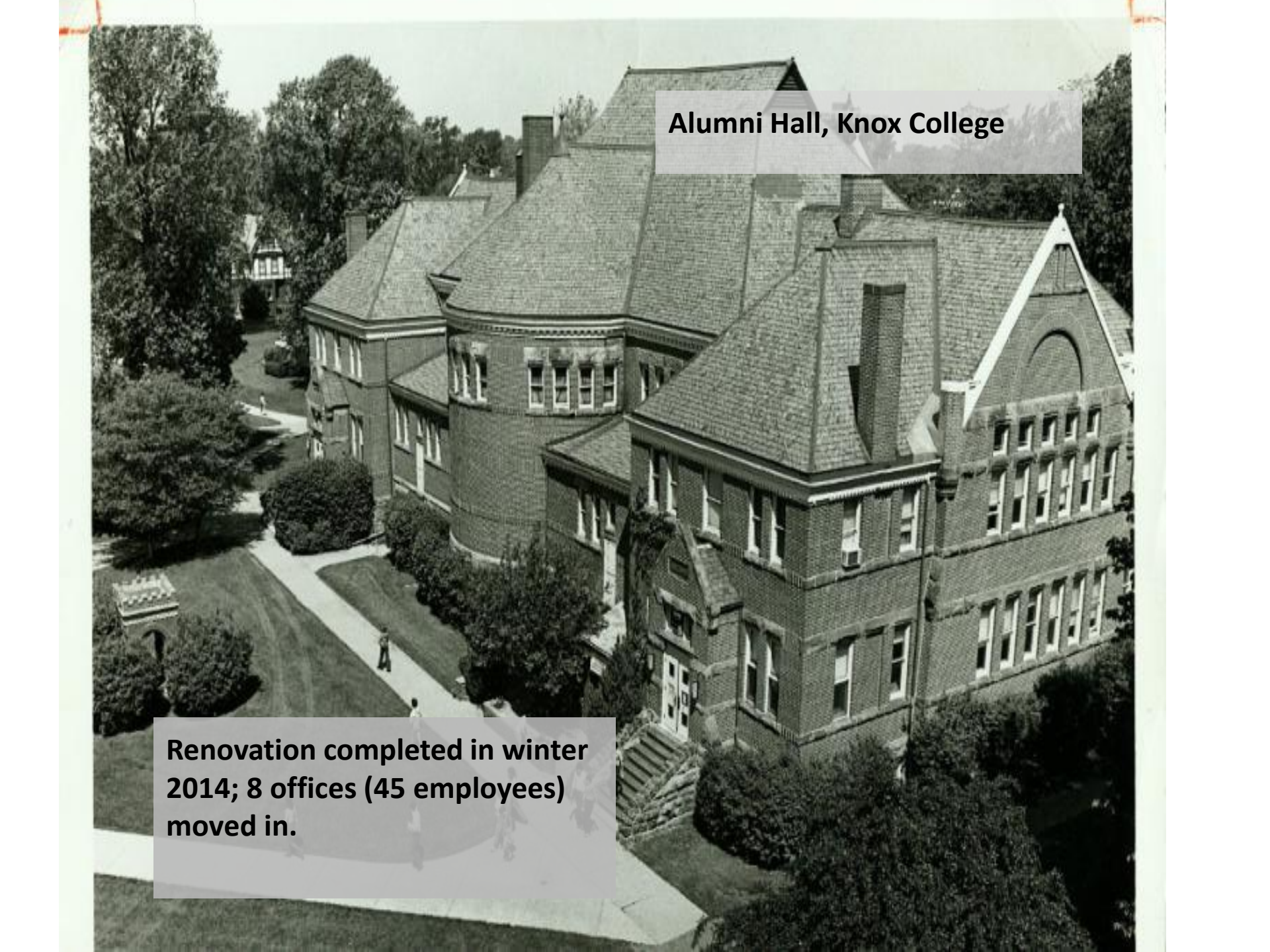


Froggi VanRiper has coordinated waste management and sustainability programs in the governmental, private, and higher education sectors since 2005. She has served as the Director of Campus Sustainability Initiatives at Knox College for two years. She has a masters degree in Sustainable Development from Linkoping University in Sweden, and is the co-founder of Dynamic Sustainability Consultants.



The Waste-Free Move: a lesson from Knox College

Froggi VanRiper, Dynamic Sustainability consultants



Alumni Hall, Knox College

Renovation completed in winter 2014; 8 offices (45 employees) moved in.



**Commencement 2014:
2000 lunches
6.5 lbs of landfill waste**



“What if we made this a zero-waste move?”

~Teresa Amott, President

Key Players

- Office of Sustainability (planning, communication, coordination)
- Dining Services and Mail Services (stockpiling used boxes)
- Facilities casual labor (hauling, delivering, interpreting destinations)
- Employees (packing, labeling, contacting relevant parties for materials pickup)
- Communications (documentation, promotion)

Congratulations on participating in the
WASTE-FREE MOVE
to Alumni Hall!

Eight different offices will be transitioning to the newly renovated Alumni Hall this winter. Knox has committed to making this a waste-free move. This handy guide should help you to prepare for the move, and answer your questions about where and how to dispose of any unneeded items.

Packing it up:



BOXES: We don't need to purchase new boxes for this move: Many boxes are already generated by daily campus operations, and we are busy saving them for you. Feel free to collect them from staging zones for your own use, or to contact Froggi to help set aside more for you.

- Paper Ream Boxes: These are being stashed outside of IT and in the Coat Room by Harbach Theatre.
- Shipping Boxes: Outside the mail room there is often a large collection of collapsed shipping boxes from packages sent to campus.
- Other Sized Boxes: The kitchen unpacks many boxes daily. The Sustainability Office is a temporary staging zone for these. Contact Froggi (rmvanriper@knox.edu), x7357 for more info.



PACKING MATERIAL: Bubble wrap, paper, and foam packing worms are collected, for your use, in the mailroom. Help yourself to any materials you need for this move!








GETTING IT THERE: In preparation for the move, you will be provided with brightly colored tags to attach to the side of each moving box. To get more tags, contact Froggi (rmvanriper@knox.edu), x7357.

- Place the appropriately colored tag on your box (Pink for Floor 1, Blue for Floor 2, Yellow for Floor 3)

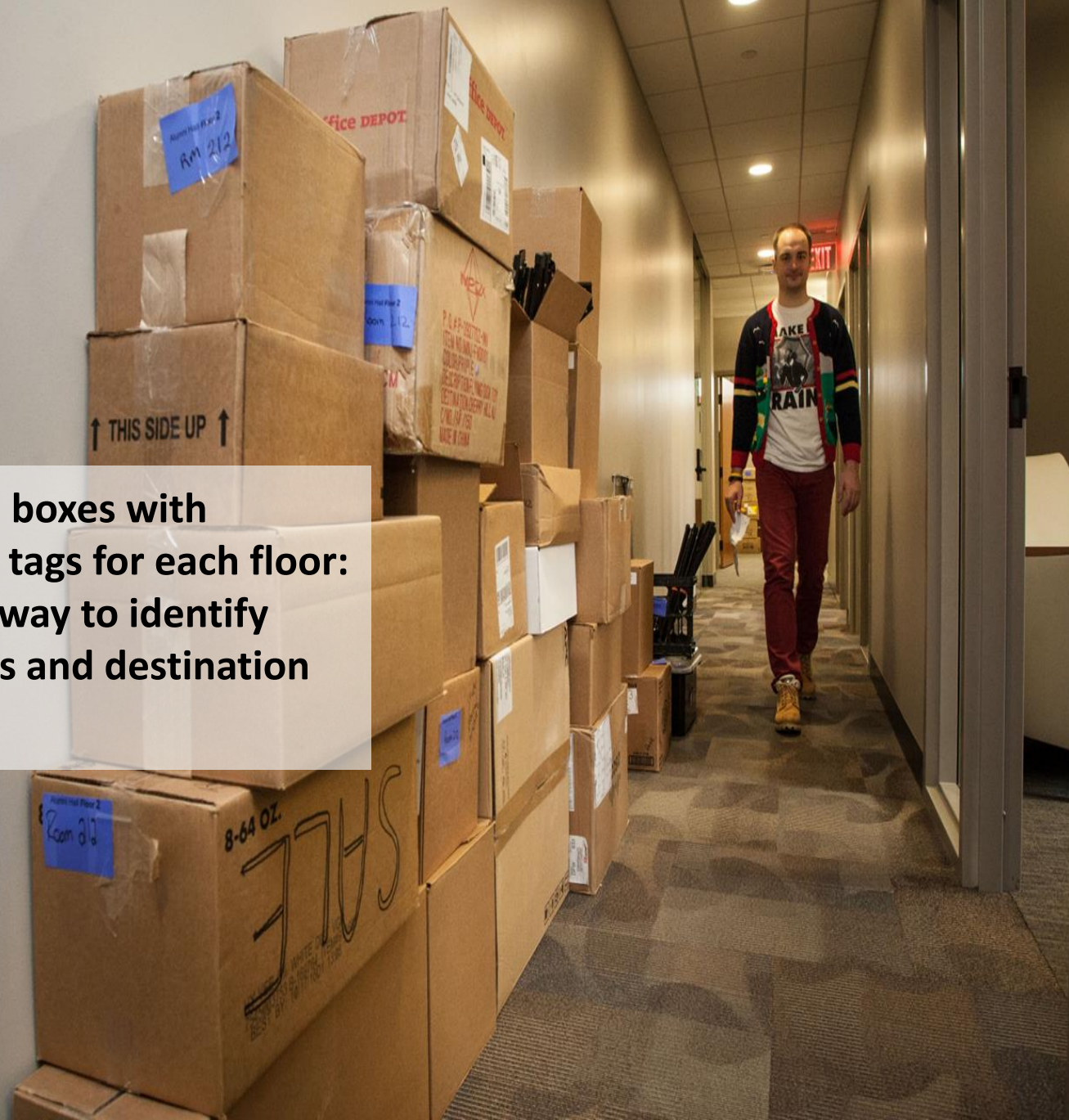
Waste-free move guide distributed to all employees included info on where to find boxes and packing materials, and how to label their boxes for transport

Guide included clear instructions for recovering:

- commingled recycling
- white paper
- confidential documents
- cardboard
- bound materials
- reusable office supplies
- other reusable items
- data storage media
- electronics
- ink & toner cartridges
- batteries
- fluorescent bulbs
- textiles
- personal care items
- packing materials

Office Paper Recycling	<p>White used office paper (staples, tape, and envelopes with windows OK)</p> 	<p>Office paper recycling is collected by casual labor. If it is overflowing, place a work order or call x7251</p> <p>Note: Knox is paid a small amount for recyclable office paper.</p>
Confidential Document Recycling	<p>ONLY paper documents containing sensitive or confidential information. This is a locked blue recycling bin on wheels.</p> 	<p>Confidential document recycling is collected by casual labor. If it is overflowing, place a work order or call x7251</p> <p>Note: The transportation and security involved in confidential document recycling is costly. Please be sure not to use this bin for general paper waste.</p>
Cardboard Recycling	<p>Brown corrugated cardboard, collapsed. Place against the wall behind your recycling bin.</p> 	<p>Cardboard recycling is collected by casual labor and compacted on Seymour Loading Dock. If it is overflowing, place a work order or call x7251</p> <p>Note: Knox is paid a small amount for recyclable cardboard bales.</p>
Bound Materials	<p>Books, and anything with Spiral, Glue, or Sewn bindings</p> 	<p>Bound materials are collected by casual labor and hauled by a local recycler, who de-binds and recycles the materials. To have these collected, place a work order or call x7251</p> <p>Note: Knox is pays a small amount for bound material recycling.</p>
Reusable Office Supplies	<p>Binders, empty folders, all office supplies</p> 	<p>Reusable office supplies will be stocked in the share zone in the Sustainability Lobby in Seymour. If you need these collected, call or email Froggi (rmvanriper@knox.edu), x7357</p>

Labeled boxes with colorful tags for each floor: a quick way to identify contents and destination



After each use, labels were removed and boxes were set out for another round of use



Reusable office supplies were staged for incorporation into the Office Supply Share



**Student crews
transported donated
materials to local
community partners**

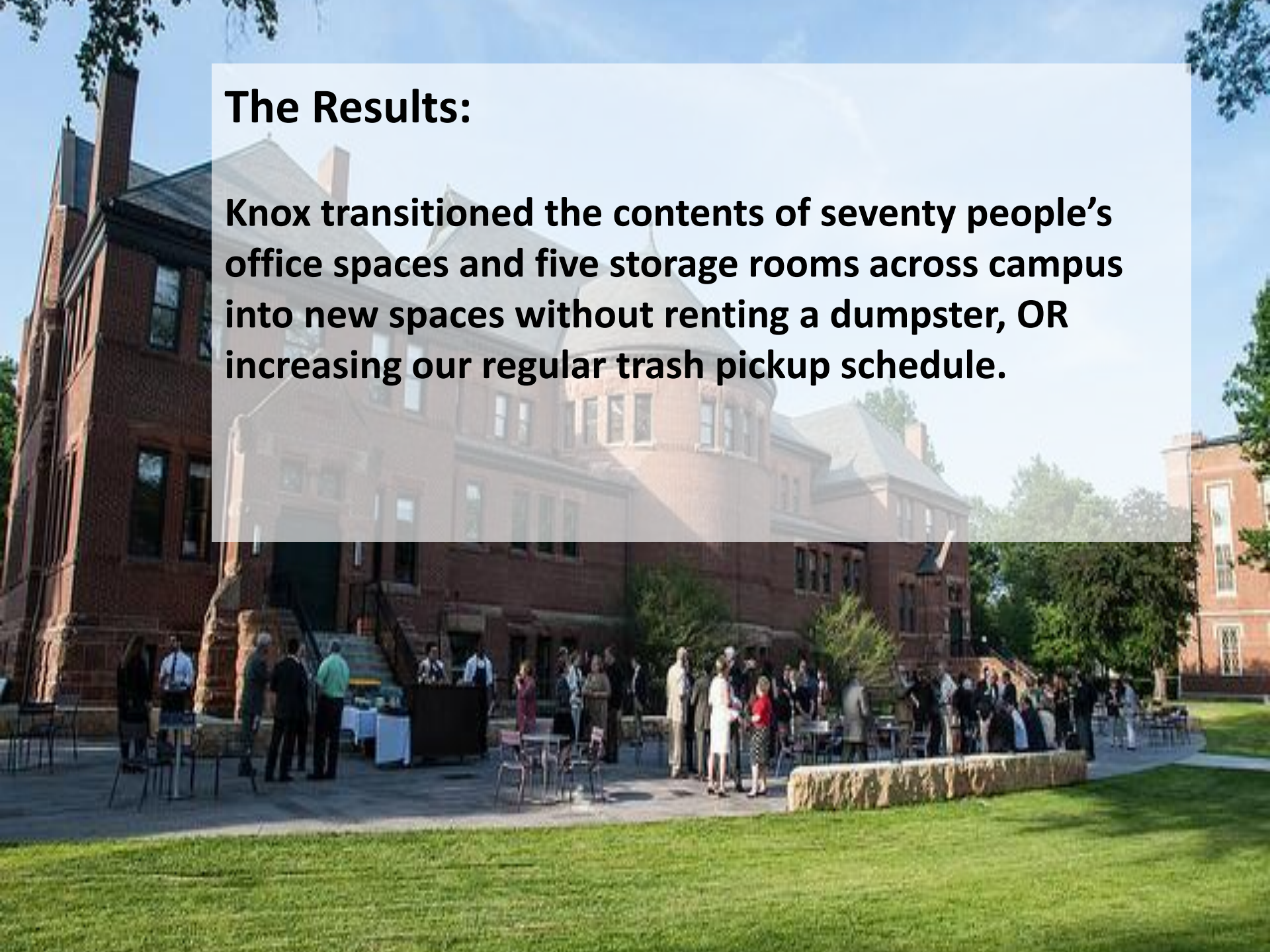


Student workers collected nontraditional recyclables and transported them to the appropriate staging locations on campus



The Results:

Knox transitioned the contents of seventy people's office spaces and five storage rooms across campus into new spaces without renting a dumpster, OR increasing our regular trash pickup schedule.



The Knox College Office Supply Share program has saved thousands of dollars, and provided a convenient access to needed supplies for all employees. It receives dozens of visits a month.





Estimated materials **recovery**:

1 ton materials recovered for reuse

2 tons material recycled

2 tons furnishings recovered for reuse & donation

Total: 5 tons (10,000lbs) overall waste diversion

Estimated Resource Reduction

- As the cascading move progressed, over **1500 mid-sized boxes** were diverted temporarily from the cardboard compactor.
 - They were re-labeled and reused several times over.
- **Assuming a fraction of the used boxes would have been purchased specially for the move,**
 - Knox saved over \$3,000
 - Knox reduced its external environmental footprint by
 - 2,300 lbs of CO₂e emissions
 - 17,700 gallons of water
 - 2,250 lbs of raw tree fiber



How to conduct a WASTE-FREE MOVE at Knox College

Long-term impact

Since the move of eight offices to Alumni Hall in December 2014, Knox has demonstrated that a waste-free move is possible. This handy guide should help you to prepare for your move, and answer your questions about where and how to dispose of any unneeded items.

Packing it up:



BOXES: You don't need to purchase new boxes for your move. Many boxes are already generated by daily campus operations and will simply be saved for reuse. For more information on obtaining any of the following types of boxes, contact the Office of Sustainability (sustainability@knox.edu, 735-7357) to hold these aside before they are compacted for recycling.

- Paper Ream Boxes: These are generated regularly by the IT department.
- Shipping Boxes: Outside the mail room, there is often a large collection of collapsed shipping boxes from package services. Also the kitchen and C-store use a lot of shipping boxes. Contact the Office of Sustainability (sustainability@knox.edu, 735-7357) to hold these aside before they are compacted for recycling.

PACKING MATERIAL: Bubble wrap, paper, and foam packing worms are collected, for community use, in the mailroom in Seymour Union. Help yourself to any materials you need for this move!

- The Alumni Hall waste-free move guide was adapted into a generic campus guide for future moves at all scales
- Facilities student laborers and sustainability student staff are now trained to identify nontraditional recyclables, and respond to pickup requests
- Creative waste recovery continues to be part of campus culture and pride

Recycling:

The attached guide includes helpful information on common items that we can recycle, reuse, and recover, as well as who to contact for disposing of various items. Anything not on the list? Chances

Thank you

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