

## Suggest that your events become Zero Waste

Two key benefits include: Eliminate food and other waste from landfills; Campus events receive free compostable supplies (silverware, plates, cups, and more).



**STUDENTS: Contact SSI**  
(Student Sustainability Initiative)  
[sustainability.umich.edu/ssi/zero-waste](http://sustainability.umich.edu/ssi/zero-waste)

**STAFF: Contact OCS**  
(Office of Campus Sustainability)  
Email: [zerowaste@umich.edu](mailto:zerowaste@umich.edu)

Also look for composting locations,  
see the OCS website:  
[sustainability.umich.edu/ocs](http://sustainability.umich.edu/ocs)



## When planning a Zero Waste event, consider the food you will serve

To limit consumer packaging for the food you will be serving, avoid boxed lunches, which contain a significant amount of packaging waste.



## Return any unused materials to the Zero Waste Coordinator

Extra materials may be used for other events. Send photos of your Zero Waste event to share with others and let us know how we can improve this program.



## Once your compost bags are full, ensure they are not contaminated

If your bag contains only compostable materials, tie it up and take it to the nearest U-M composting location. Remove any items that are not compostable. If this is not possible, place the bag in the trash.



## At the beginning of your event, announce that it is Zero Waste

Tell people what items are compostable. All Zero Waste materials and food waste is compostable. But cardboard, metal, and plastic are not compostable and must be disposed in recycling or trash bins.



## Before your event, assign volunteers to “watch the bins”

Volunteers monitor the area to ensure all waste materials go into the correct bins. It's important that the bins are not contaminated with the wrong materials. Encourage volunteers to have fun and take photos.

## A Zero Waste Coordinator will contact you to confirm a meeting time

Learn how to be a Zero Waste Event Expert and ask questions during the meeting with your Zero Waste Coordinator. You may take the supplies you requested.



## A Zero Waste Coordinator will follow-up after your meeting

Look for resources, check out the videos, and the Zero Waste Guide through OCS.



## When ordering food let your contact know you are hosting a Zero Waste event

Ask for bulk items (e.g., chips, condiments, cream, and sugar). If possible, ask for Biodegradable Products Institute (BPI) certified compostable materials. Specifically state plastic silverware, napkins, plates and cups are *not* wanted.

# 10 STEPS

# ZERO WASTE

**M** | planet blue  
UNIVERSITY OF MICHIGAN

[sustainability.umich.edu/zero-waste](http://sustainability.umich.edu/zero-waste)