

**Ball State University
Unit-level Sustainability Planning**

Dining Department

Sustainability Report

August 4, 2008

Submitted to
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Achievements to Date

The following are Dining's short-form question responses within the categories of Administration and Operations.

Administration

- | Y | N | Goal |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. The unit has standing committees to address issues of sustainability.

Our department created a standing "Green Initiatives" committee effective 9/1/2008. The committee is chaired by the Director and includes a representative from each Dining unit.

Dining also serves on the campus recycling committee which is convened monthly. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.

Dining does not have a dedicated staff position however we do assign this responsibility to a staff member in each operation. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. The unit has established policies that encourage sustainability initiatives.

Dining's staff is aware of the university's adopted statement on sustainability and continue to encourage sustainability initiatives among the staff and our students customers. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The unit has sustainability integrated into its mission statement.

The department will consider the possibility of integrating a statement on sustainability into its mission statement during its next revision. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. The unit maintains active membership in organizations engaged in promoting sustainability.

BSU Dining is a founding member of the Indiana College & University Food Alliance along with Notre Dame, Indiana University, Indiana State and Purdue. We meet two times a year to share information and contacts. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. The unit encourages and rewards research related to sustainability.

Our staff is very active in maintaining information and trends in College and University green initiatives. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7. The unit encourages and rewards the integration of sustainability issues into course material.

n/a. |

Operations

Y N Goal

X

1. The unit purchases/uses Energy Star Office and Telecommunications Equipment.

Dining specs and purchases all Energy Star equipment and energy saving equipment when ever available.

Y N Goal

X

2. The unit has policies to restrict paper use.

We encourage duplex photocopying and printing, use of electronic distribution of meeting agendas, minutes and related documents.

Y N Goal

X

3. The unit uses recycled paper.

Dining uses 30% recycled content paper.

Y N Goal

X

4. The unit recycles all materials accepted by the university system.

We use the university's co-mingled recycling waste system; several recycling containers are located prominently in our departmental administrative offices.

Y N Goal

5. The unit has appropriate recycling bins throughout its offices.

Departmental offices have a dual waste receptacle for staff to separate garbage from co-mingled recyclable materials.

Y N Goal

X

6. The unit has policies that encourage the use of teleconferencing capabilities to limit travel.

A number of our staff participate in professional organizations using teleconferencing connections and Web based meeting applications.

Y N Goal

X

7. The unit specifies hybrid electric vehicles for travel.

Dining staff uses hybrid electric vehicles when using the university fleet and Dining will be obtaining all hybrid vehicles October 2008 for our departmental fleet.

Y N Goal

X

8. The unit shows preference for sustainable lodging for professional travel.

Not available in most cases.

Y N Goal

X **9.** The unit uses washable dinner/service ware for its meetings/receptions.

In addition to using reusable flatware, our office kitchenette is stocked with china, glassware and flatware.

Y N Goal

X **10.** The unit purchases/uses remanufactured office furniture.

We do not purchase or use remanufactured office furniture at this time.

Y N Goal

X **11.** The unit purchases/uses sustainable materials for office furnishings.

Our latest purchase included furnishings that included recycled materials.

Y N Goal

X **12.** The unit discourages the use of single-occupant automobile travel.

Our staff carpools when possible when traveling to conferences.

Y N Goal

X **13.** Classroom, Office and/or Restroom lighting for the unit is controlled by occupancy sensors.

Many of our facilities use sensors to control the lighting and all new construction and renovations include sensors.

Y N Goal

X **14.** The unit's thermostats are set to minimize energy use for heating and cooling.

Dining's facilities personnel routinely check thermostat settings to assure efficient energy use.

Operational Commitments

Food Preparation and Service

Donate wholesome leftovers and foods to be discontinued on menus to local services.

Purchase and use pre-cleaned and cut produce and fruit when feasible to reduce campus food waste.

Maintain waste records for over-production / out-dated, discarded food and trim waste on produce. Train employees in minimizing trim.

Maintain service records to prepare amounts that match demand to reduce waste.

Use smaller food containers at buffets, on salad lines, and on hot lines to prevent over preparation and spoilage.

Serve portion sizes that encourage patrons to return for seconds rather than over-serving resulting in food waste.

Conduct weekly inventories to keep stocks low and avoid spoilage / waste.

Prepare foods, as much as possible, fresh and to order, and in smaller batches throughout the meal period.

Date and rotate stock to ensure that perishable food does not spoil or sit on the shelf past expiration dates.

Use bulk condiments and salad dressings in all you care to eat locations.

Promote sales of fountain or dispensed bulk beverages to reduce the use of cans and bottles.

Conduct meal planning based on tracking of food consumption patterns to reduce purchasing costs and to keep waste at a minimum.

Use computerized recipes to make exact numbers of needed portions.

Recycle oil from fryers and other waste oils. Use bulk frying oil to reduce the need for paper and plastic oil containers.

Recycle and compost coffee grounds.

Paper Goods and Packaging

Provide each resident student with a free “Green” reusable bag to help reduce the use of plastic take-out bags

Participate in the local Blue Bag recycling program for trash disposal capturing over 40% of the departmental waste stream.

Donate empty pickle buckets and cottage cheese tubs to charitable organizations.

Recycle corrugated cardboard boxes, glass, paper goods, plastic, newspaper, phone books, office ink and toner cartridges, batteries and office paper from copying, printing, and shredding.

Sponsor a reusable drink container program to all patrons in retail locations—purchase a large drink container and refill it for a reduced drink price on subsequent visits.

Purchase and use recycled napkins whenever feasible.

Purchase plastic containers with lids that can be washed and reused versus boxes and plastic wrap for transport of bakery products from one unit to another.

Use paper wrappers rather than Styrofoam or plastic whenever feasible.

Use stainless steel pans rather than aluminum foil disposable pans when feasible.

Reinforce the use and selection of china, silverware, and glassware by customers.

Buy convenience store goods in reusable totes that are returned to the vendor for refilling.

Cleaning and Chemicals

Utilize air hand dryers in new locations and install in older locations as those locations are renovated.

Use GREEN chemicals and cleaning methods to limit use and prevent waste.

Use cloth towels that can be washed rather than disposable towels.

Maintenance and Repair

Administer preventive maintenance programs in all units.

Properly dispose of paints, solvents, batteries, fluorescent bulbs, printer inks, and other items used in maintaining food service areas, offices, or food service equipment.

Recycle computers, cell phones, computer printer cartridges, and metals.

Equipment

Buy energy efficient and Energy Star rated equipment.

Administrative and Unit Offices

Reduce waste and costs by making all Dining Service forms, policies, and procedures available as e-forms on the computer.

Maintain two bicycles for use by office staff to get around campus rather than taking departmental cars.

Waste Collection

Participate in University co-mingling program with trash hauler who separates recyclables.

Provide waste containers whereby customers can properly dispose of aluminum cans and recyclable soda bottles. Ensure these items are collected for recycling.

Customer Awareness

Use patron and student involvement in menu planning and evaluation.

Offer attractive educational flyers, posters, and labels to heighten environmental awareness of patrons and encourage use of permanent dishware, choosing foods that will be eaten and not wasted, and returning to the line for second helpings.

Solicit ideas for change from patrons.

Employee Awareness

Educate and train employees to encourage a strict adherence the policies and procedures to facilitate compliance with our environmental goals.

Dining Service staff personnel serve on campus environmental task forces and remain pro-active in all environment activities.