

Campus Cleanup Toolkit

2025

This campus cleanup toolkit is a practical resource designed to help students, staff and faculty work together in keeping our campus clean and green. As a community located on the traditional lands of the Anishinaabe, Haudenosaunee, and Wendat peoples, we recognize our shared responsibility to care for the land. This toolkit supports collective action and fosters pride in being stewards of the land today and for future generations.

How to Carry Out a Cleanup?

1

Plan

Select a date, place and time that works for your group. Identify areas on campus that need attention, such as pathways, courtyards, or around buildings. Coordinate with Humber's Office of Sustainability at least two weeks prior to your Cleanup Event to ensure the area is safe and accessible, as well as to coordinate waste disposal.

2

Gather Supplies

You'll need:

- Garbage, recycling, compost, and paper bags (estimate one bag for roughly five participants)
- Reusable gloves, preferably with protective coating for safety
- Grabbers or pickers

3

Promote

Share with friends, classmates and colleagues by email, phone, or word of mouth to inform and engage the campus community about the event. Highlight the date, time, location, and any incentives like refreshments or volunteer hours. Engage student clubs, residences, and/or academic departments.

4

Cleanup

On the day of the event, gather your volunteers at a designated meeting point. Provide a brief safety orientation to discuss safety equipment, sharp and contaminated items, and assign groups to specific areas. Ensure proper sorting of waste into trash, compost and recycling bags. You can also track your collection data through apps such as *One piece a day* or *Clean Swell*.

5

Waste Disposal

Ensure that waste, compost and recyclables are disposed of appropriately. Coordinate with the Office of Sustainability to support with disposal **at least two weeks** prior to your event date.

Office of Sustainability Support

Humber's Office of Sustainability is dedicated to supporting students, staff, and faculty in organizing their own campus cleanups. We offer essential supplies such as gloves and bags, as well as the option to loan out pickers to facilitate safe and effective waste collection during cleanup events. Additionally, the Office will provide guidance on proper waste sorting and disposal.

Support Steps:

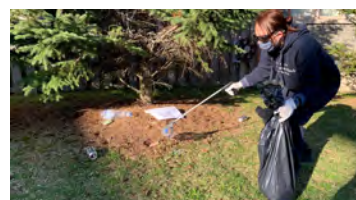
Reach out to Humber's Office of Sustainability

- Send us an email at sustainability@humber.ca
- Let us know your event details (date, time, location) and the number of participants in your group
- Your name and affiliation (faculty, program, etc.)



Complete the picker loan-out form

- Cleanup organizer contact details
- Number of pickers needed
- Expected pickup and return dates



Pickup supplies from the Office of Sustainability

Ensure to coordinate a pickup time with the Office of Sustainability team and designate someone to pick up the supplies from E103 at North Campus.



Return supplies to the Office of Sustainability

Designate someone to drop off loaned out pickers as well as unused supplies to the Office of Sustainability.



To share the outcomes of your campus cleanup with the Humber community, please send your event outcomes and any photos to sustainability@humber.ca. The Office of Sustainability is eager to showcase your efforts and results on our social media platforms, celebrating the collective impact of Humber's commitment to sustainability. You may want to share photos, insights and total collected weight or data from your cleanup!

Contact:

Humber's Office of Sustainability

205 Humber College Blvd, Toronto ON
M9W 5L7. North Campus, Room E103

For more information, please contact Humber's Office of Sustainability at: sustainability@humber.ca

Safety Orientation

Your safety is top priority. Please wear gloves! Due to the possible contamination and unknown origin of waste items, you will want to refrain from touching items without a glove. If you notice any dangerous, sharp or hazardous waste (such as broken glass, chemicals or needles), please notify your group and leave the item where it is. Please use the pickers when handling contaminated items to place them in a bag.



Humber's Office of Sustainability will provide regular plastic gloves and bags, but feel free to bring your own gardening gloves or coated work gloves for added protection. Additionally, trash pickers/ grabbers can be loaned out to cleanup groups for the event. As a general safety rule, please ensure your group knows to dress for the weather. Wear comfortable shoes or boots, bring a hat, glasses and sunscreen if it is a hot sunny day and consider bringing along your own reusable water bottle. In the event of bad weather, we recommend rescheduling the event to another day, and planning for a *"backup date"* in advance. **Finally, please ensure to sign the cleanup safety and liability waiver as part of the cleanup loan-out form.**



Material Checklist:

From the Office of Sustainability:





- Gloves
- Bags (Garbage, Recycling, Compost, Paper)
- Pickers / grabbers
 - Upon completion of the loan form

To bring individually:

- Additional gloves (if preferred)
- Comfortable shoes and clothes
- Hat and sunscreen (if hot weather)
- Reusable water bottle

Waste Sorting

Now, why is waste sorting important? When litter and waste are left behind, they have serious negative impacts on the environment. Plastic waste, for example, doesn't break down easily- it can take hundreds of years to decompose. In the meantime, it can release toxic chemicals into the soil and water, and harm wildlife who may ingest it or become entangled. Even small items like cigarette butts contain microplastics and toxic chemicals like arsenic and lead, which can leach into our water and soil. **Therefore, waste should be collected and sorted correctly to avoid any risk of improper disposal.** See the table below to help inform your waste collection and sorting.

Garbage (to landfill)	Recycling	Compost	Cigarette Butts
Clear, grey, or black bags.	Blue Bags.	White compost bags.	Brown paper bag.
			
<p>What goes here?</p> <ul style="list-style-type: none">• Food wrappers and contaminated food containers• Contaminated bottles or boxes• Plastic smoking products	<p>What goes here?</p> <ul style="list-style-type: none">• Clean plastic bottles or containers• Aluminum cans• Clean paper, foil or cardboard	<p>What goes here?</p> <ul style="list-style-type: none">• Food waste• Other organic waste	<p>What goes here?</p> <ul style="list-style-type: none">• Cigarette butts. Do not include plastic smoking products

For visibly contaminated items, it is important to note that these cannot be recycled. Recycling items must be clean- not full or contaminated with any liquid or other substances. Placing contaminated items with clean recyclables could risk contaminating the entire bag, resulting in that waste going to landfill, rather than being properly recycled. Please pay close attention to this, and **if unsure, it is best to place that item in the garbage bag, rather than recycling.**

If choosing to collect cigarette butts, you must inform the Office of Sustainability during your initial contact with the team to allow enough time to arrange a disposal drop-off. Cigarette butts should be returned in a paper bag, sealed in another plastic bag to the Office of Sustainability, where they will be sent to **Teracycle** to be properly recycled. Cigarettes are extremely toxic and should be recycled or disposed of separately from other waste. **After all waste has been collected and (ideally) weighed, bags can be dropped off at the agreed upon location on campus for pickup.**