



**MISSION  
CITY CHAKRA**

# ZERO WASTE OFFICES

for a

**CLEAN & HEALTHY CITY**



# WHAT IS A ZERO WASTE OFFICE?

"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 INTERNATIONAL ALLIANCE

Mission City Chakra aims to create a Zero Waste City by working with all the stakeholders with a focus on '**source reduction**' of waste.

Mission City Chakra has designed a '**Zero Waste Office**' model for the non-production office of a corporate entity. The office is divided into five areas and waste generating items are identified. Every item is examined for the type of waste generated and alternatives are suggested which are less polluting and have a lesser carbon footprint compared to current waste generators.

The use of single use disposables is discouraged even if they are biodegradable as they can be easily replaced by reusable items. '**Refuse**' and '**Reduce**' are emphasized with Recycle as the least preferred option.

## ZERO WASTE OFFICE

Zero Waste Pantry/ Canteen	Zero Waste Washrooms	Zero Waste Meetings	Zero Waste Events	Zero Waste Premises
				
Plates & cutlery	Tissue papers	Cups & glasses	Venue & Stage decorations	E-waste
Water bottles	Toilet rolls	Water bottles	Water bottles	Garden matter
Cups & glasses	Sanitary waste	Printouts & stationery	Displays & badges	Gray water
Food leftovers	Water saving devices	Plates & cutlery	Food waste	Storm water
Cleaners	Cleaners	Cleaners	Plates & cutlery	Food leftovers

# GOAL: ZERO-WASTE CITY

## LET US START WITH A ZERO-WASTE OFFICE

### LET US MAKE OUR OFFICE CANTEEN & PANTRY 'ZERO-WASTE'

#### Guiding Principles for ZERO-WASTE

- Every product consumes resources & energy in production, distribution, transportation **Hence Avoid single-use to the extent possible, even if biodegradable**
- Plastic can be recycled only 2-3 times, then it becomes waste, degrades into microplastic, pollutes the environment and affects everybody's health  
**Hence Avoid plastic where possible**

INSTEAD OF ✗	GO WITH ✓	GO WITH ✓	GO WITH ✓
Paper Cups for tea/coffee	Provide ceramic/steel mugs in the pantry that are washed and managed by the house-keeping staff	Gift employees a ceramic/steel mug with their name or company logo to encourage reusable mug usage	Encourage employees to bring their own ceramic/steel mug
Paper cups for drinking water	Reusable steel glasses or glass tumblers	A steel jug with filtered water and steel glasses	Employees use their own steel bottles
Packaged Bottled Water	Water Dispenser with glass tumblers/steel glasses	A steel/glass jug with filtered water and steel glasses	Individual steel bottles with company logo gifted to the employees for Diwali
Disposable plates & cutlery (Plastic/Biodegradable)	Steel plates & cutlery	Employees encouraged to dispose leftovers in a wet waste bin and rinse plates	Plates & cutlery to be washed by housekeeping staff
Straws & cling wrap	Straws are not required to drink any beverage	Cling wrap can be replaced with a reusable plate to cover food	Eco-friendly straws also have a carbon footprint
Cleaners with ingredients including SLS, SLES, Phosphates, Petrochemicals ✓	Enzyme-based, bio cleaners ✓	Vinegar based cleaners	Cleaners with plant based surfactants



PREVENTIVE  
INTERVENTION

END-OF-PIPE  
INTERVENTION

**ALWAYS AIM FOR THE PREVENTIVE INTERVENTIONS THAN THE END-OF-PIPE ONES**

# GOAL: ZERO-WASTE CITY

## LET US START WITH A ZERO-WASTE OFFICE

LET US MAKE OUR <u>OFFICE PANTRY</u> 'ZERO-WASTE'			
✗ INSTEAD OF	✓ GO WITH	✓ GO WITH	✓ GO WITH
Tissue papers	Hand dryers	Employees to carry their own cloth towels or handkerchiefs	Start by celebrating a 'Tissue Paper Free' Day
Plastic containers for lunch (provided at pantry)	Steel plates, bowls & cutlery (washed by housekeeping staff)	ZerOware (pre and post washed steel plates & cutlery on rent)	
Disposable plastic or biodegradable plates for snacks	Steel plates & cutlery (washed by housekeeping staff)	ZerOware (pre and post washed steel plates & cutlery on rent)	
Plastic straws for juices/beverages	NO straws - juices, cold beverages can be consumed directly without straws	Employees carry their own steel/bamboo straws	Paper straws*
Plastic/Single-use wooden stirrer or spoon	Steel cutlery	ZerOware (pre and post washed steel plates & cutlery on rent)	
Plastic or Plastic + Steel Tiffin boxes (brought by employees)	Steel tiffin boxes	Awareness sessions for employees on the health hazards of plastic food containers	
Cling wrap*	Best avoided at all costs*		

**Note: Some items marked with an \* are best avoided. Instead of focus on alternatives, a rethink is advisable on the necessity of these items.**

# GOAL: ZERO-WASTE CITY

## LET US START WITH A ZERO-WASTE OFFICE

### LET US MAKE OUR OFFICE RESTROOMS 'ZERO-WASTE'

#### Guiding Principles for ZERO-WASTE

- Every product consumes resources & energy in production, distribution, transportation  
**Hence Avoid single-use to the extent possible even if biodegradable**
- Plastic can be recycled only 2-3 times, then it becomes waste, degrades into microplastic, pollutes the environment and affects everybody's health  
**Hence Avoid plastic where possible**

✗ INSTEAD OF	✓ GO WITH	✓ GO WITH	✓ GO WITH
Tissue papers	Hand dryers	Employees to carry their own cloth towels or handkerchiefs	Start by celebrating a 'Tissue Paper Free' Day
Toilet Paper	Toilet Jet Spray	Recycled toilet paper	
Toilet Cleaner, Wash Basin Cleaner & Floor Cleaner with Ingredients - SLS, SLES, Phosphates, Petrochemicals	Enzyme-based, bio cleaners	Vinegar based cleaners	Cleaners with plant based surfactants
Water wastage	All taps to be fixed with aerators	Flush systems to have a half flush option	Waterless urinals
Sanitary waste	Strict segregation and responsible disposal of sanitary waste	Pad care (collection & recycling of sanitary waste)	Awareness sessions on sustainable menstrual products
Electricity wastage	LED devices	Motion activated or sensor based lights	Signage for switching off lights & devices before leaving



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# GOAL: ZERO-WASTE CITY

## LET US START WITH A ZERO-WASTE OFFICE

LET US MAKE OUR OFFICE MEETINGS 'ZERO-WASTE'			
<p><b>Guiding Principles for ZERO-WASTE</b></p> <ul style="list-style-type: none"> <li>• Every product consumes resources &amp; energy in production, distribution, transportation Hence <u>Avoid single-use to the extent possible even if biodegradable</u></li> <li>• Plastic can be recycled only 2-3 times, then it becomes waste, degrades into microplastic, pollutes the environment and affects everybody's health Hence <u>Avoid plastic where possible</u></li> </ul>			
✗ INSTEAD OF	✓ GO WITH	✓ GO WITH	✓ GO WITH
Paper Cups for tea/coffee	Provide ceramic/steel mugs in the pantry that are washed and managed by the house-keeping staff	Gift employees a ceramic/steel mug with their name or company logo to encourage reusable mug usage	Encourage employees to bring their own ceramic/steel mug
Packaged Bottled Water	A steel jug with filtered water and steel glasses	Glass bottles with glass tumblers	
Stationery & printouts	Digital notes instead of printouts	Recycled/handmade paper notepads	Paper pencils made of recycled paper
Disposable plastic or biodegradable plates for snacks	Steel plates & cutlery (washed by housekeeping staff)	ZerOware (pre and post washed steel plates & cutlery on rent)	
Tissue Paper	Encourage employees to use personal hand towels/handkerchiefs	Awareness workshops for employees	Cloth towels - provided in joining kits
Glass/Furniture/Device Cleaners with ingredients - SLS, SLES, Phosphates, Petrochemicals	Enzyme-based, bio cleaners	Vinegar based cleaners	Cleaners with plant based surfactants
Electricity wastage	LED devices	Motion activated or sensor based lights	Signage for switching off lights & devices after meetings



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# GOAL: ZERO-WASTE CITY

## LET US START WITH A ZERO-WASTE OFFICE

LET US MAKE OUR OFFICE EVENTS 'ZERO-WASTE'			
<p>Click on the link below to download the Comprehensive Resource Library for a Zero-Waste Event <a href="#">Zero-Waste Event Resource Library</a></p>			
✗ INSTEAD OF	✓ GO WITH	✓ GO WITH	✓ GO WITH
Plastic/disposable stage decoration items	Cloth stage decoration which can be reused	Digital stage backdrop	Decoration made from waste material
Display boards, flex boards	Digital display boards	Reusable boards which can be used for future events	Cloth banners
Stationery & printouts	Digital notes instead of printouts	Recycled/handmade paper notepads	Paper pencils made of recycled paper
Paper Cups for tea/coffee	Tea/Coffee in ceramic or steel cups	ZerOware (pre and post washed steel plates & cutlery on rent)	Plate sharing initiatives for smaller events (rent-free)
Packaged Bottled Water	Water Dispenser with glass tumblers/steel glasses	A steel jug with filtered water and steel glasses at tables	Glass bottles with glass tumblers
Disposable plastic or biodegradable plates for snacks	Steel plates & cutlery (washed by housekeeping staff)	ZerOware (pre and post washed steel plates & cutlery on rent)	Plate sharing initiatives for smaller events (rent-free)
Tissue Paper	Encourage employees to use personal hand towels/kerchiefs	Cloth towels - provided in the event kit	
Plastic badges	Metal badges that can be reused	Handmade paper/Waste paper badges	Upcycled cloth badges
Trophies & Mementos	Trophies and mementos made from natural material	Gifts and awards can be in the form of Tree certificates	Digital certificates instead of printed certificates
Glass/Furniture/Device Cleaners with ingredients - SLS, SLES, Phosphates, Petrochemicals	Enzyme-based, bio cleaners	Vinegar based cleaners	Cleaners with plant based surfactants

# GOAL: ZERO-WASTE CITY

## ZERO-WASTE PREMISES

✗ INSTEAD OF	✓ GO WITH	✓ GO WITH	✓ GO WITH
E-waste	Repair & refurbish devices to donate to NGOS	Authorised recyclers	Awareness sessions on E-waste hazards & Collection drives
Wet waste	Composting	Biogas	Employee engagement on food waste
Dry waste	Recycling	Printouts only when absolutely necessary and print on both sides	Sustainable office products using less plastic packaging
Electricity usage	LED devices & Motion activated or sensor based lights	Signage for switching off lights & devices when not in use	Solar energy
Gray water	Sewage Treatment Plant (STP)	STP water used for gardens	Plumbing system to recycle STP water for flushing
Storm water runoff	Rainwater harvesting	Green roofs	Vertical gardens
Garden matter	Dry leaves composting	Brown leaf	
Disposables - Plastic or biodegradable	Steel/ceramic crockery for all food & beverages	Display material in premises made of recyclable material	Reusable decoration material
All Cleaners with ingredients - SLS, SLES, Phosphates, Petrochemicals	Enzyme-based, bio cleaners	Vinegar based cleaners	Cleaners with plant based surfactants
Office stationery - Business cards, notepads, pens & pencils, dairies & printouts	Recycled paper/plantable or handmade business cards, refillable pens, recycled paper pens, small notepads	Digital notes instead of printouts. Unavoidable printouts to be printed on both sides	Rethink on the 'necessity' of stationery items
Corporate gifts (for clients & employees)	Eco-friendly/utility gifts & minimal packaging of natural material	Gift vouchers/ e-vouchers instead of mementos	Tree gift certificates (trees planted on behalf of giftee)
Employee transport	Car pooling, public transport, cycling or office transport	Incentives for green commuting; free charging for electric vehicles	Work from home options (based on role/function) on select days





MISSION  
CITY CHAKRA

## WHO WE ARE

**Mission City Chakra** is a project by the Centre for Sustainable Development, at Gokhale Institute of Politics and Economics, Pune

The objective is to build a city on the lines of a forest where nothing goes waste. The action plan involves various measures to reduce the generation of waste at source through a mindset change and wise material choices.

**Janwani** is a partner organization in this mission.

## WHAT WE DO

Our cities are drowning in their own waste, due to ever increasing population, expanding city limits and insufficient garbage management facilities causing multiple issues like pollution, health hazards, increasing landfills, landfill fires, choking waterways etc.

A Forest is a complex web with a multitude of elements and their interactions, just like in a city.

There is no waste in a forest because output of one process serves as an input to some other process. This is the circular design in nature.

Can we create circular systems in a city so that nothing goes waste? We say it is possible.

We aim to create  
**A Clean and Healthy City by DESIGN**

## Make your office a **ZERO-WASTE OFFICE**



### How?

- Set your goal. Start with what you think is doable.
- We together assess the waste generated in the entire office or the office area you wish to start with: pantry/ meeting room/ events/ restrooms/ premises.
- We provide a set of solutions for each waste-type
- You implement the one that suits you the best

### What do you get?

We provide you the Impact Certificate on successful implementation of the solution.

You proudly share it with your clients, boast it on your website and social media platforms.

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*Start with what is convenient*

Zero-Waste Pantry  
+  
Zero-Waste Meeting Rooms  
+  
Zero-Waste Events  
+  
Zero-Waste Restrooms  
+  
Zero-Waste Premises  
->  
**ZERO-WASTE OFFICE**

### What do we get?

With each zero-waste establishment created, we inch towards our vision of

**A ZERO-WASTE CITY.**

Mission City Chakra is a project by  
Centre for Sustainable Development,

**Gokhale Institute**

of

**Politics and Economics**