

**PROJECT TITLE: SP0338 LAUNCHING SYSTEMIC SOLUTIONS TO LAB WASTE MANAGEMENT AT MCGILL**

Please answer the following questions and return the completed form to the [SPF Staff](#) via e-mail.

Final Report prepared by \_\_\_\_\_

Email \_\_\_\_\_

Actual Project Start Date Click or tap to enter a date. Actual Project End Date Click or tap to enter a date.

**Questions**

1. Please summarize the project and its key accomplishments to date. In your answer, consider the impact your project has had so far on McGill's campus(es).

*Unlimited characters, suggested minimum ½ page or ~250 words.*

2. Please describe the key successes and challenges of your project. Include a minimum of two examples for each.

*Unlimited characters, suggested minimum ½ page or ~250 words.*

3. What key points of advice or lessons learned would you give to other SPF teams either regarding your experience managing your project or the project itself?

*Unlimited characters, suggested minimum ½ page or ~250 words.*

4. How has your project helped to grow a culture of sustainability at McGill? You may consider social, economic, and/or environmental sustainability in your answer.

*Unlimited characters, suggested minimum ½ page or ~250 words.*

5. What recommendations do you have for the future of this project and are there any opportunities for complementary projects? Who will take responsibility for the project's future and how can interested persons be in touch? The SPF team may be in touch for updates on the project's progress in coming years, if ongoing.

*Unlimited characters, suggested minimum 1 paragraph.*

6. Would you or your project team member(s) be willing to serve as a mentor to SPF project teams? Please choose one. If yes, SPF Staff will contact you with more information.  Yes  No

7. In your application, you listed the following additional sources of funding:

McGill Office of Sustainability (MOOS): \$19,980.00

Please confirm if you received this funding in the space below and list the actual amount (in dollars) that you received.

8. How did you document your project, and did you include the SPF logo on any project materials (e.g. posters, promotional materials, social media posts, webpages, decals, etc.)? Please briefly describe in the field below.

9. Did you purchase equipment or make an installation on campus?  Yes  No  
If yes, please briefly describe how these items will be maintained and used in the future.

10. The following Key Success Indicators were indicated in your project application and selected for tracking. Please indicate the actual results that you have achieved in the “Actual” column.

Selected Key Success Indicators	Target	Actual
Non-hazardous lab waste guidelines published online	1	
Percentage of labs equipped with labels	>5%	
Number of lab waste audits conducted	5	
Percentage of labs consulted	<5%	
Number of top (i.e., most used) lab waste streams identified	3	
Percentage decrease in tonnage of lab waste sent to landfill	5%	
Project proposal to implement new guidelines for recycling or composting lab waste	1	
Percentage of McGill labs across 5 faculties reached through outreach events	≥5%	

If there is a significant difference in the target numbers and the actual numbers achieved, please explain. If you have any additional information to share about these success indicators, please also include it below.

11. Please report on your progress with the Standard SPF Key Success Indicators in the “Actual” column.

Standard SPF Key Success Indicators	Actual
# of people hired using SPF funding for the project	
# of volunteers directly or indirectly engaged in the project	
# of people (student, staff, or other) trained in the context of the project	
\$ raised for project activities subsequent to SPF funding	
# of tons of GHG emissions reduced by your project	
# of partnerships or collaborations developed between the project team and other McGill administrative units, student groups, community groups, other universities, and/or other groups/organizations	

Please list the groups and/or organizations that you counted in the last Key Success Indicator. *Point form acceptable.*

If you have any additional information to share about the Standard SPF Key Success Indicators, please include it below.

12. Please indicate the McGill stakeholder groups that were involved with your project as a team member or collaborator/partner. Select all that apply.

Undergraduate  Postgraduate  Administrative Staff  Academic Staff  Alumni

13. Please rate your project team's overall satisfaction with the support provided by the **SPF Staff**.

- Very Dissatisfied
  Dissatisfied
  Neither Satisfied Nor Dissatisfied
  Satisfied
  Very Satisfied

Please provide any feedback or recommendations regarding your team's experience with the SPF Staff.

14. Please rate your project team's overall satisfaction of your experience with the **SPF**.

- Very Dissatisfied
  Dissatisfied
  Neither Satisfied Nor Dissatisfied
  Satisfied
  Very Satisfied

Please provide any feedback or recommendations regarding your team's experience with the SPF.

15. If there is additional information you would like to share about your project, please use the field below.

*Unlimited characters.*

16. Has your involvement in this SPF project positively impacted your team in the area of **professional growth**?

- Yes
  No
  Prefer Not to Share

If you would like to elaborate, please use the field below.

17. Has your involvement in this SPF project positively impacted your team in the area of **personal growth**?

- Yes
  No
  Prefer Not to Share

If you would like to elaborate, please use the field below.

18. Which of the following skills or attributes has your team improved through involvement in your SPF project?  
Select all that apply.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Budgeting           | <input type="checkbox"/> Networking                 | <input type="checkbox"/> Systems Thinking                                   |
| <input type="checkbox"/> Communications      | <input type="checkbox"/> Planning                   | <input type="checkbox"/> Teamwork   |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Problem Solving            | <input type="checkbox"/> Technology   |
| <input type="checkbox"/> Leadership          | <input type="checkbox"/> Project Management         | <input type="checkbox"/> Time Management                                    |
| <input type="checkbox"/> Listening           | <input type="checkbox"/> Public Speaking            | <input type="checkbox"/> Writing  |
| <input type="checkbox"/> Mentoring           | <input type="checkbox"/> Stakeholder Engagement     | <input type="checkbox"/> Other ( <i>Please specify in the field below</i> ) |
| <input type="checkbox"/> Negotiating         | <input type="checkbox"/> Stakeholder Identification |   |

Other:

19. Since starting your SPF project, has your team improved its **knowledge of sustainability**?

- Yes
  No
  Prefer Not to Share

If you would like to elaborate, please use the field below.

20. (Optional) If applicable, please list the total number of team members voluntarily self-identifying as members of marginalized communities. Total number: \_\_\_\_\_

(Optional) Please identify the represented communities below.

### THANK YOU FOR COMPLETING YOUR FINAL REPORT!

Please e-mail your report to the [SPF Staff](#) attaching any additional information that you would like to share (e.g. other reports, research, documents, photos, etc.). Please note that this Final Report will be shared publicly on your SPF Project Webpage.