

Ministry of the Environment Waste Form

Report of a Waste Audit

Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

- *This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.*
- *For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94" (Revised July 2008)*

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Laurentian University of Sudbury			
Name of Contact Person: Kati McCartney		Telephone #: 705-675-1151 ext. 1538	Email address: ka_mccartney@laurentian.ca
Street Address(es) of Entity(ies): 935 Ramsey Lake Road, Sudbury, ON P3E 2C6 & 85 Elm Street, Sudbury, ON P3C 1T3			
Municipality: City of Greater Sudbury			
Type of Entity (check one)			
<input type="checkbox"/> Retail Shopping Establishments	<input type="checkbox"/>	<input type="checkbox"/> Hotels and Motels	<input type="checkbox"/>
<input type="checkbox"/> Retail Shopping Complexes	<input type="checkbox"/>	<input type="checkbox"/> Hospitals	<input type="checkbox"/>
<input type="checkbox"/> Office Buildings	<input type="checkbox"/>	<input type="checkbox"/> Educational Institutions	<input checked="" type="checkbox"/>
<input type="checkbox"/> Restaurants	<input type="checkbox"/>	<input type="checkbox"/> Large Manufacturing Establishments	<input type="checkbox"/>

Note: O. Reg. 102/94 does not apply to multi-unit residential buildings.

II. DESCRIPTION OF ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Laurentian University offers an outstanding university experience in English and French, with a comprehensive approach to Indigenous education. Laurentian University, situated on the traditional territory of the Anishinabe peoples of Atikameksheng First Nation, prepares students as agents of change and empowers them to create innovative responses to local and global challenges. In 2014 Laurentian University reported 6,318 FTE (full and part-time undergraduate and graduate students). The University occupies over 180,830 m2 of space in two locations; the main campus located at 935 Ramsey Lake Road, and the School of Architecture at 85 Elm street.</p> <p>In 2014 Laurentian University established the Office of Sustainability with the goal of fostering a culture of sustainability across all aspects of its operations including academic, research and administration. The annual waste audit and waste reduction plan apply to all activities across the institution including classrooms, office space, laboratories, food services, residences, athletics, etc.</p> <p>This report is to satisfy the requirements of Ontario Regulation 102/94.</p>

III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
<i>Example: Disposable Food Packaging</i>	<i>Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reusable mugs for customers consuming coffee/tea inside restaurant is being reviewed.</i>
Aluminum food and beverage cans	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Cardboard	Mainly produced by packaged goods. Purchasing contracts on campus directly affect the production.
Fine paper	Offices, residences, printing centres, etc. Policies to move to more electronic work systems, course packages, etc. will affect this category of waste.
Glass food and beverage bottles/jars	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Newsprint	Student newspapers, flyers, brought in newspapers from individuals. This is affected by the student union's decision to print certain volumes for their members.
Steel food and beverage cans	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
PET (#1) plastic food and beverage bottles	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
HDPE (#2) plastic jugs, crates, totes and drums	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
LDPE (#4) plastic film	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Polystyrene (#6)	Research centres, health sciences and medical facilities. Purchasing departments for these areas directly affect the production of this waste category.
Organics	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Boxboard shoe boxes, cereal boxes, etc.	Both on and off campus food and other goods, service providers and grocery stores. Food service providers and vending machines directly affect its production.
Glossy magazines, catalogues, flyers	Campus retail centres, promotional materials, brought to campus by students, faculty or staff. Specific campaigns, retail on campus and individual behaviours affect this waste source.
Wood	Construction projects, broken furniture.
Steel	Construction projects, broken furniture.
Drywall	Construction projects.
Skids	Deliveries to campus.
Paper towels	Hand washing, laboratories and meal preparation areas. Contracts with janitorial services affect this waste category.
Printer cartridges	Individual printers, printing centres. Policies to move to more electronic work systems, course packages, etc. will affect this category of waste.
IT equipment/audio-visual equipment	Offices, classrooms, research, residences.
Furniture	Broken furniture, residences, renovations.
Building/renovation material	Construction projects.
Disposable take out food packaging	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Cellphones	Individual use on campus.
Diapers	Campus daycare and visitors to campus.
Clothing/textiles	Retail stores, athletics, residences.
Other:	
Batteries	Offices, classrooms, research, residences, retail stores, various equipment on campus (i.e. clocks, cell phones, calculators)
Light bulbs	Campus wide, replaced when required.

Note: When completing this form, write "n/a" in the columns where the entity will not produce any waste for a category of waste.

IV. MANAGEMENT OF WASTE

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).

Category	Waste to be Disposed	Reused or Recycled Waste
<i>Example: Beverage cans</i>	<i>Staff/clients may place in garbage bins</i>	<i>Staff/clients place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.</i>
Aluminum food and beverage cans	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Cardboard	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Fine paper	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Glass food and beverage bottles/jars	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Newsprint	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Steel food and beverage cans	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
PET (#1) plastic food and beverage bottles	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
HDPE (#2) plastic jugs, crates, totes and drums	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
LDPE (#4) plastic film	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Polystyrene (#6)	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Organics	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in compost where available are sent to municipal composting.
Boxboard shoe boxes, cereal boxes, etc.	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Glossy magazines, catalogues, flyers	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Wood	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Steel	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Drywall	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Skids	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Paper towels	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Printer cartridges	Campus community is encouraged to dispose at TechHub.	Materials sent to third party recycling service providers.
IT equipment/audio-visual equipment	Campus community is encouraged to dispose at TechHub.	Materials sent to third party recycling service providers.
Furniture	Facility Services will collect the items for recycling when requested.	Furniture that can be reused is stored and reused when possible or donated. Broken furniture is sent to landfill.
Building/renovation material	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Disposable take out food packaging	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Cell phones	Campus community is encouraged to dispose at TechHub.	Materials sent to third party recycling service providers.
Diapers	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various locations. Items in garbage are sent to landfill.
Clothing/textiles	Campus community is encouraged to donate, or place in appropriate collection bins.	Collection staff collect from various locations. Items in garbage are sent to landfill; items in designated bins are donated.
Other:		
Batteries	Campus community is encouraged to dispose at TechHub.	Materials sent to third party recycling service providers.
Light bulbs	Facility Services will collect the items for recycling when requested.	Materials sent to third party recycling service providers.

Note: When completing this form, write "n/a" in the columns where the entity will not produce any waste for a category of waste.

V. ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY

Categories of Waste	Estimated Amount of Waste Produced (KG)											
	Generated			Reused			Recycled			Disposed		
	"A" * Base Year	"B" * Current Year	"C" * Change (A-B)	"A" Base Year	"B" * Current Year	"C" * Change (A-B)	"A" Base Year	"B" * Current Year	"C" * Change (A-B)	"A" Base Year	"B" * Current Year	"C" * Change (A-B)
RECYCLING												
Aluminum food and beverage cans	122751	122751	0	0	0	0	122751	122751	0	ND	ND	0
Cardboard, boxboard, cerealboxes, etc.	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
Fine paper, Newsprint	10879	10879	ND	ND	ND	0	ND	ND	0	ND	ND	0
Glass food and beverage bottles/jars	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
Steel food and beverage cans	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
PEI (#1) plastic food and beverage bottles	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
HDPE (#2) plastic jugs, crates, totes, drums	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
Glossy magazines, catalogues, flyers	8206	8206	0	0	0	0	ND	ND	0	ND	ND	0
LDPE (#4) plastic film	21	21	0	0	0	0	ND	ND	0	ND	ND	0
Polystyrene (#6)	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
ORGANICS												
42910	42910	42910	0	0	0	0	42910	42910	0	ND	ND	0
CONSTRUCTION												
Wood, Drywall, Skids	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
Steel	30818	30818	0	0	0	0	30818	30818	0	ND	ND	0
Building/renovation material	ND	ND	0	ND	ND	0	ND	ND	0	ND	ND	0
LANDFILL												
368200	368200	368200	0	0	0	0	0	0	0	368200	368200	0
Diapers	ND	ND	0	0	0	0	0	0	0	ND	ND	0
Paper towels	ND	ND	0	0	0	0	0	0	0	ND	ND	0
Clothing/Textiles	ND	ND	0	ND	ND	0	0	0	0	ND	ND	0
Furniture	ND	ND	0	ND	ND	0	0	0	0	ND	ND	0
Disposable take out food packaging	ND	ND	0	0	0	0	0	0	0	ND	ND	0
ELECTRONICS												
Printer cartridges	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
IT equipment/audio-visual equipment	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
Cellphones	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
Batteries	ND	ND	0	0	0	0	ND	ND	0	ND	ND	0
Total	583764	583764	0	0	0	0	196479	196479	0	368200	368200	0
Percent Change (C ÷ A x 100)			0			0			0			0

Note: When completing this form, write "N/A" in the "Estimated Amount of Waste Produced" column where the entity will not produce any waste for a category of waste.
 * Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste reduction program.
 N/D = unable to determine, not measured
 Baseline year is 2014.

VI. EXTENT TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY THE ENTITY CONSIST OF RECYCLED OR REUSED MATERIALS OR PRODUCTS

Please answer the following questions:

1. Do you have a management policy in place that promotes the purchasing and/or use of materials or products that consist of recycled and/or reused materials or products? If yes, please describe.

The newly established Office of Sustainability is working across campus to foster a stronger culture of sustainability. This work will include education and outreach, construction waste standards and expectations, greener purchasing policies, etc.

2. Do you have plans to increase the extent to which materials or products used or sold* consist of recycled or reused materials or products? If yes, please describe.

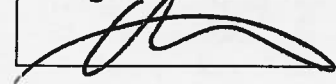
The Office of Sustainability intends to move the organization to more sustainable practices. This involves all stages of waste generation from purchasing practices to waste diversion.

* Information regarding materials or products "sold" that consist of recycled or reused materials or products is only required from owner(s) of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments.

Please attach any additional page(s) as required to answer the above questions.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.

Signature of authorized official:



Title:

Manager of Energy and
Sustainability

Date:

January 12, 2015

Ministry of the Environment Waste Form
Report of a Waste Reduction Work Plan
Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

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- *For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94"*

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Laurentian University of Sudbury			
Name of Contact Person: Kati McCartney		Telephone #: 705-675-1151 ext. 1538	Email address: ka mccartney@laurentian.ca
Street Address(es) of Entity(ies): 935 Ramsey Lake Road, Sudbury, ON P3E 2C6 & 85 Elm Street, Sudbury, ON P3C 1T3			
Municipality: City of Greater Sudbury			
Type of Entity (check one)			
<input type="checkbox"/> Retail Shopping Establishments	<input type="checkbox"/>	<input type="checkbox"/> Hotels and Motels	<input type="checkbox"/>
<input type="checkbox"/> Retail Shopping Complexes	<input type="checkbox"/>	<input type="checkbox"/> Hospitals	<input type="checkbox"/>
<input type="checkbox"/> Office Buildings	<input type="checkbox"/>	<input type="checkbox"/> Educational Institutions	√
<input type="checkbox"/> Restaurants	<input type="checkbox"/>	<input type="checkbox"/> Large Manufacturing Establishments	<input type="checkbox"/>

Note: O. Reg. 102/94 does not apply to multi-unit residential buildings.

II. DESCRIPTION OF THE ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Laurentian University offers an outstanding university experience in English and French, with a comprehensive approach to Indigenous education. Laurentian University, situated on the traditional territory of the Anishinabe peoples of Atikameksheng First Nation, prepares students as agents of change and empowers them to create innovative responses to local and global challenges. In, 2014 Laurentian University reported 6,318 FTE (full and part-time undergraduate and graduate students). The University occupies over 180,830 m2 of space in two locations; the main campus located at 935 Ramsey Lake Road, and the School of Architecture at 85 Elm street.</p> <p>In 2014 Laurentian University established the Office of Sustainability with the goal of fostering a culture of sustainability accross all aspects of its operations including academic, research and administration. The annual waste audit and waste reduction plan apply to all activities accross the institution including classrooms, office space, laboratories, food services, residences, athletics, etc.</p> <p>This report is to satisfy the requirements of Ontario Regulation 102/94.</p>

III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.

Waste Category (as stated in Part V of your "Report of a Waste Audit")	Source Separation and 3Rs Program
Aluminum Food and Beverage Cans	<p>1) Recycling Program.</p> <p>2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Cardboard	<p>1) Recycling Program.</p> <p>2) Reduce: Create campus purchasing guideline to encourage procurement with reduced packaging.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Fine Paper	<p>1) Recycling Program.</p> <p>2) Reduce: Campus community is encouraged to print double-sided or use electronic means as much possible.</p> <p>Reuse: Create campus purchasing guideline to encouraged procurement with post-consumer recycled content as opposed to virgin paper.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Glass food and beverage bottles/jars	<p>1) Recycling Program.</p> <p>2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Newsprint	<p>1) Recycling Program.</p> <p>2) Reduce: Campus community is encouraged to transition to electronic versions where possible.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Steel food and beverage cans	<p>1) Recycling Program.</p> <p>2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>

PET (#1) plastic food and beverage bottles	<p>1) Recycling Program.</p> <p>2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
HDPE (#2) Plastic jugs, crates, totes and drums	<p>1) Recycling Program.</p> <p>2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
LDPE (#4) plastic film	<p>1) Recycling Program.</p> <p>2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Polystyrene (#6)	<p>1) Recycling Program and Purchasing Guideline.</p> <p>2) Reduce: Create campus purchasing guideline to encourage procurement with reduced packaging.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Organics	<p>1) New Organics Program as of September 2014 in various areas of campus.</p> <p>2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Boxboard shoe boxes, cereal boxes, etc.	<p>1) Recycling Program and Purchasing Guideline.</p> <p>2) Reduce: Create campus purchasing guideline to encourage procurement with reduced packaging.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Glossy Magazines, catalogues, flyers	<p>1) Recycling Program.</p> <p>2) Reduce: Campus community is encouraged to transition to electronic versions where possible.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Wood	<p>1) Maintenance and Capital Projects Programs.</p> <p>2) Reduce: capital projects and maintenance departments are encouraged to limit waste and source wood responsibly.</p> <p>Reuse: capital projects and maintenance departments are encouraged to return for reuse where applicable.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>

Drywall	<p>1) Maintenance and Capital Projects Programs. 2) Reduce: capital projects and maintenance departments are encouraged to limit waste. Reuse: capital projects and maintenance departments are encouraged to return for reuse where applicable. Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Skids	<p>1) Maintenance and Capital Projects Programs. 2) Reduce: capital projects and maintenance departments are encouraged to limit waste. Reuse: capital projects and maintenance departments are encouraged to return for reuse where applicable. Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Paper towels	<p>1) New Organics Program as of September 2014 in various areas of campus. 2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining. Reuse: n/a Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Printer cartridges	<p>1) Printer Cartridge Recycling Programs. 2) Reduce: n/a Reuse: n/a Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
IT equipment/audio-visual equipment	<p>1) Electronics Recycling Program. 2) Reduce: n/a Reuse: n/a Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Furniture	<p>1) Free Store. 2) Reduce: n/a Reuse: Members of the campus community are encouraged to bring and collect items from the campus Free Store. Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Building/renovation material	<p>1) Maintenance and Capital Projects Programs. 2) Reduce: capital projects and maintenance departments are encouraged to limit waste. Reuse: capital projects and maintenance departments are encouraged to return for reuse where applicable. Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Disposable take-out food packaging	<p>1) Recycling and Organics Programs. 2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining. Reuse: n/a Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>

IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN

Name of Person	Responsibility	Telephone #
Kati McCartney	Manager, Energy and Sustainability – Responsible for waste diversion improvements, education and outreach.	705-675-1151 ext. 1500
JP Cholette	Manager, Grounds and Fleet – Responsible for waste and recycling collection across campus.	705-675-1151 ext. 1500
Pierre Fontaine	Senior Manager Operations and Maintenance – Responsible for Facility Services Operations	705-675-1151 ext. 1500
Brad Parkes	Executive Director Facility Services – Responsible for Facility Services Operations, Energy and Sustainability	705-675-1151 ext. 1500

V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

Provide a timetable including when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
Source Separation and 3Rs Program	Schedule for Completion
Recycling Program	Program already in place. Review of bin locations and education/outreach programs scheduled for 2015-2016.
Maintenance and Capital Projects Programs	Sourcing responsibly and reducing waste impacts are already in practice with renovation and new construction. Formalized expectations of contractors for sustainable practices is under review.
Organics Program	New program in place September 2014 for residences and main cafeteria.
Purchasing Guideline	A new sustainable purchasing guideline is in draft format scheduled for release in 2015.
Printer Cartridge Recycling Program	All printer cartridges are currently recycled by individual departments, the Print Hub or by the Tech Hub. Review of more centralized and streamlined practices to be reviewed in 2015-2016.
Electronics Recycling Program	Electronics will be recycled through a few campaigns a year at the Tech Hub. Review of more centralized and streamlined practices to be reviewed in 2015-2016.
Free Store	In place already. A dedicated Move-Out Campaign to divert waste at residence move out time is planned for 2015.
Battery Recycling Program	All batteries are currently recycled by individual departments, the Print Hub or by the Tech Hub. Review of more centralized and streamlined practices to be reviewed in 2015-2016.
Lightbulb Recycling Program	Program already in place.

VI. COMMUNICATING TO STAFF, CUSTOMERS, GUESTS AND VISITORS

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students.
Both the Waste Audit and Waste Reduction Work Plan will be posted on the Sustainability website annually. In addition, annual Sustainability Forums are planned through the Office of Sustainability to encourage suggestions, educate about new programs and engage the campus community in waste diversion, among other sustainability efforts.

VII. ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED AMOUNT

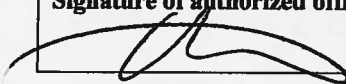
Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (kgs)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (kgs)			Estimated Annual Amount to be Diverted ** (%)
			Reduce	Reuse	Recycle	
<i>Example: Fine Paper</i>	<i>1.8 tonnes</i>	<i>Fine Paper 3Rs Program</i>	<i>200 kg</i>	<i>100 kg</i>	<i>1.2 tonnes</i>	<i>83</i>
Recycling	ND	Recycling Program	0	0	122751	60
Cardboard Boxboard, etc.	ND	Recycling Program	ND	0	ND	60
Fine paper Newsprint	10879	Recycling Program	2176	0	ND	60
Glass food and beverage Bottles	ND	Recycling Program	ND	0	ND	60
Steel food and beverage cans	ND	Recycling Program	ND	0	ND	60
Aluminum food and beverage cans	ND	Recycling Program	ND	0	ND	60
PET #1, HDPE #2, Polystyrene #6	ND	Recycling Program	ND	0	ND	60
Glossy magazines, catalogues, etc.	8206	Recycling Program	ND	0	ND	60
Organics	ND	Organics Program	0	0	42910	50
Building/renovation material	ND	Maintenance and Capital Projects Program	ND	ND	ND	90
Wood Drywall	ND	Maintenance and Capital Projects Program	ND	ND	ND	90
Steel	ND	Maintenance and Capital Projects Program	ND	0	30818	90
Skids	ND	Maintenance and Capital Projects Program	0	0	ND	100
Landfill	368200	Recycling Program	10000	0	65000	23
Paper towels	ND	Recycling and Organics Program	0	0	ND	10
Disposable take-out food pkg	ND	Recycling Program	0	0	ND	10
Diapers	ND	Recycling Program	0	0	ND	0
IT equipment/Av equipment	ND	Electronics Recycling Program	0	0	ND	80
Printer cartridges	ND	Printer Cartridge Recycling Program	0	0	ND	90
Cellphones	ND	Electronics Recycling Program	0	0	ND	80
Batteries	ND	Battery Recycling Program	0	0	ND	80
Clothing/textiles	ND	Free Store	0	ND	ND	80
Furniture	ND	Free Store and Maintenance Program	0	ND	ND	80
Lightbulbs	ND	Lightbulb Recycling Program	0	0	ND	100

* Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

** Estimated Waste Diversion Rate = Amount of Waste Diverted (3Rs) ÷ Estimated Waste Produced x 100%

I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.

Signature of authorized official:



Title:

Manager of Energy and Sustainability

Date:

January 12, 2015