

**2018-2019 REPORT OF WASTE REDUCTION WORK PLAN – GENERAL INFORMATION**

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**Name of Owner and/or Operator of Entity(ies) and Company Name:** Queen's University

**Name of Contact Person:**

Llynwen O(n)4f-8 (s)-4 (o)-5 (n)4 (:SITCOA

207 Stuart Street

**Municipality:** Kingston, ON



Fluorescent Tubes PPS staff place all burnt out fluorescent tubes in their original boxes and compact

Follow up communications will be provided to inform employees and students of program success, challenges and/or improvements required on a continual basis via departmental social media, university communications and email distribution lists.

Communication Posters: <http://www.queensu.ca/sustainability/resources/posters>

### TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
Source Separation and 3Rs Program	Schedule for Completion
<i>Example: Fine Paper 3Rs Program</i>	<i>"Deskside receptacles and centralized containers to be purchased in March. New collection contract for recycling to be arranged for April Kick off for program and instructions to staff regarding 3Rs program to occur in April" <b>OR</b> "3Rs Program currently in place."</i>
Mixed Fibre	Program already in place. Continue to educate all employees/students about the materials accepted in the mixed fibre recycling program.
Cans, Glass & Plastic	Program already in place. Continue to educate all employees/students about the materials accepted in the cans, glass and plastic recycling program.
Organics	Program already in place. Continue to educate all employees/students about the materials accepted in the organics recycling program.
Electronics	Program already in place. Continue to educate all employees/students about the materials accepted in the electronic waste recycling program and the process for scheduling electronic waste pick ups.
Leaf & Yard Waste	Program already in place. Grounds Department ensures all material collected is taken to Kingston Area Recycling Centre or is mulched for campus garden beds.
Scrap Metal	Program already in place. Continue to educate all employees/students about the materials accepted in the scrap metal recycling program and the process for scheduling scrap metal pick ups.
Paint	Material is not recyclable. Continue to educate all employees/students about the paint collection program and how to contact Environmental Health & Safety to collect unwanted paint.
Batteries	Program already in place. Continue to educate all employees/students about battery recycling and how to contact Environmental Health & Safety to collect expired batteries.
Fluorescent Tubes	Program already in place. Continue to educate Physical Plant Services staff about how to properly dispose of expired fluorescent tubes and compact fluorescents. Standard Operating Procedure available in hard copy and on-line.
Books	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what

	is not. Covers from hard cover books must be removed before placed in recycling containers.
Furniture	Material is not recyclable. Ensure employees/students are aware of campus furniture reuse practices.
Grease	Program already in place. Dining Rooms and food outlets participate in grease recycling practices with an outside contractor.
Beer & Liquor Bottle Returns	Program already in place. Campus locations that serve alcohol participate in the beer and liquor bottle take-back program through their suppliers.
Paper Shredding	Program already in place. Campus departments contact preferred service provider to shred confidential paper records.
Asphalt	Program already in place. Campus Grounds department reuses asphalt dug up from resurfaced locations to pave other areas on campus.

**ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED AMOUNT TO BE DIVERTED BY THE 3R'S**

Material Categories <i>(as stated in Part III)</i>	Estimated Annual Waste Produced * <i>(tonnes)</i>	Name of Proposed 3Rs Program <i>(as stated in Part III)</i>	Projections to Reduce, Reuse or Recycle Waste <i>(tonnes)</i>		Estimated Annual Amount to be Diverted ** <i>(%)</i>
			Reuse	Recycle	
			100 t	1.2 t	83
Mixed Fibre	824.73	Mixed Fibre Recycling Program		495.23	
Cans, Glass & Plastic	497.95	Cans, Glass & Plastic Recycling Program			

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

**Signature of authorized official:**

*Llynwen Osborne*

**Title:**

Waste & Information  
Coordinator

**Date:**

June 30, 2018