WASTE AUDIT REPORT

Smith School of Business

- x Designated physical plant employees collect waste from all functional areas throughout the building.
- x Wastes are then transferred into 1, 8 cubic yard front end waste container, which is emptied six (6) days per week, Monday to Saturday, by a private contractor.



The current recycling and diversion program in place at the 4 X H H Sorn N School of Business includes:

- x Mixed Food and Beverage Containers (plastic, metal and glass food and beverage containers)
- x Mixed Paper Fibres
- x Organics

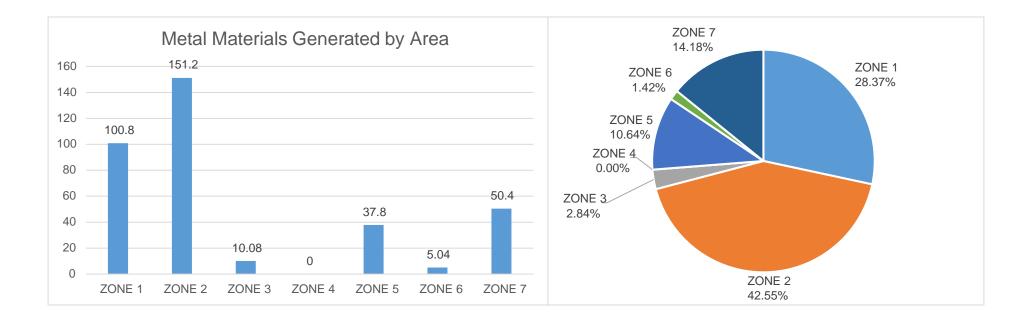
Mixed food and beverage containers and mixed paper fibres are collected and placed into dedicated 3, 95 gallon recycling containers. The containers are emptied three times per week (Monday, Wednesday, and Friday), by a private contractor. Any cardboard generated on site at the library is removed by Physical Plant Services and brought to a central pick up location designated for cardboard. Organic material is collected and placed in 4, 32 gallon totes which are emptied once per week.

SUMMARY OF WASTE AUDIT FINDINGS

Based on the sample of waste analyzed at the 4 X H H Sam N School of Business at the time of the waste audit, the total amount of solid, non-hazardous waste generated is estimated to be 201.99 kilograms (kg) or 0.20 metric tonnes (t) during a 24-hour period and 50,470.00 kg (50.47 t) annually. From the audited waste sample, organic materials represent 63.30%; paper materials represent 17.99%; plastic materials represent 14.94%; metal materials represent 2.09%;

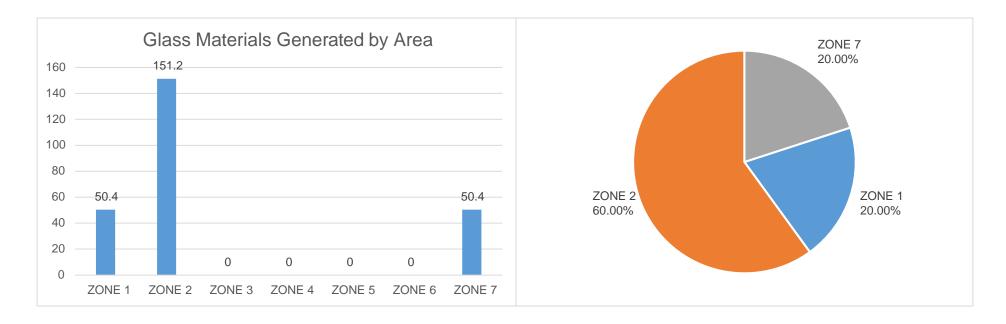
Summary of

Summary of Annual Metal Material Findings (KG/YR)



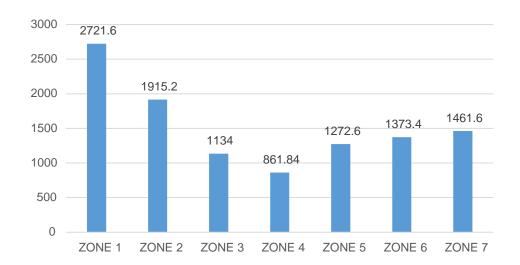
Metal materials represent 2.09% of the waste audit sample.

Summary of Annual Glass Material Findings (KG/YR)



Glass materials represent 1.49% of the waste audit sample.

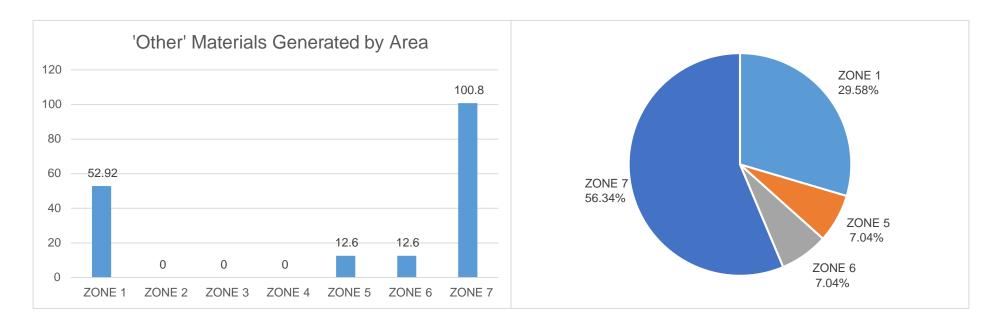
Summary of Annual Organic Material Findings (KG/YR)



Organic materials represent 63.30% of the waste audit sample.

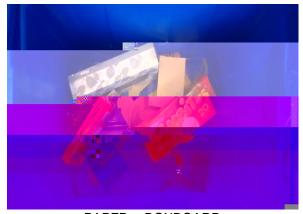
Zone 1 generated the greatest amount of organic materials, at 25.34%. Organic materials were also the highest generator of waste found in the audit sample.

Summary of Annual Material Findings (KG/YR)

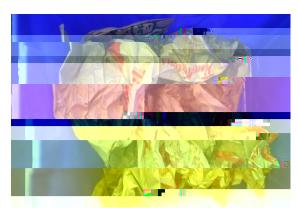


0.20% of the waste audit sample.





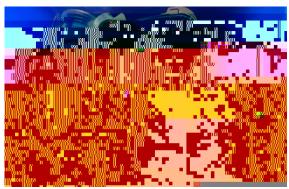
PAPER BOXBOARD (RECYCLABLE)



PAPER KRAFT PAPER (RECYCLABLE)



PLASTIC LDPE#4 (RECYCLABLE)



PLASTIC PS#6 CLEAR/HARD (RECYCLABLE)



PAPER COFFEE CUPS (RECYCLABLE)



PAPER MIXED PAPER FIBRES (RECYCLABLE)

RECOMMENDATIONS

In order to further improve the effectiveness of the recycling program at the 4 X H H Son the School of Business, there are several initiatives to take into consideration. To divert as much material from landfill as possible it

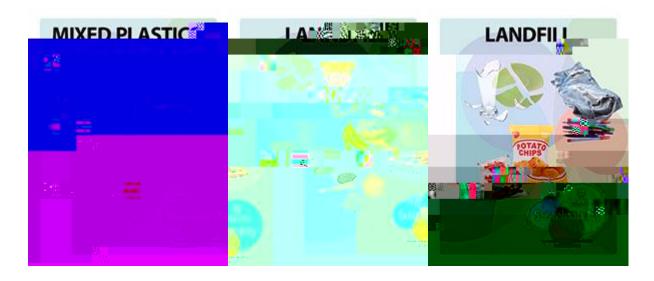
SI GNAGE AND EDUCATION

EMPLOYEE/ STUDENT EDUCATION:

Educational information should be displayed on an Environmental Board and frequently updated to encourage and engage employee and student participation. These boards can be displayed in common areas to engage employees and students to encourage them to participate in the recycling programs available. While education and training on waste reduction should be ongoing, formal education should take place periodically (for example, 1-2 times per year). It would be beneficial to do this through training presentations for the Physical Plant Services staff, as well as for students and employees.

VISITOR EDUCATION:

Clear, visible guidelines and signage are very important to the success of the recycling program. All areas of the building should be equipped with appropriate signage to clearly indicate to visitors which materials are accepted in the receptacles, and to remind them of the importance of their involvement in the recycling program. Recycling guidelines should be posted wherever receptacles and collection containers are stationed.





MONITORING AND EVALUATION

CONCLUSIONS

In order to address and monitor the effectiveness of the recycling program in place at the 4 X H H Som NV School of Business, consider the following suggestions to improve the existing program and efforts of faculty, employees, students, and visitors:

	APPENDIX I	WASTE AUDIT DATA	

APPENDIX II - WASTE AUDIT SUMMARY, REPORT OF A WASTE AUDIT

Ministry of the Environment Waste Form

Report of a Waste Audit

Industrial, Commercial and Institutional Establishments

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	Waste to be Disposed Reused or Recycled Waste			
Example: Beverage cans	Staff/ clients may place in garbage cans (labelling will be in place to discourage this)	Staff/clients place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.			
Newspaper		Participants place in collection containers provided, items captured and recycled.			
Magazines		Participants place in collection containers provided, items captured and recycled.			
Cardboard		Participants place in collection containers provided, items captured and recycled.			
Boxboard		Participants place in collection containers provided, items captured and recycled.			
Mixed Papers		Participants place in collection containers provided, items captured and recycled.			
	•	•			

Molded Pulp

Participants place in collection containers provided, items captured and recycled.

ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY	

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

1.		olicy in place that promotes the diand/or reused materials or pro-	purchasing and/or use of materials or ducts? If yes, please describe.
	Not at this time.		
2.	Do you have plans to increase the or reused materials or products		oducts used or sold* consist of recycled
	Not at this time.		
		n owner(s) of retail shopping	OV RU SURGXFWV ³ VRO establishments and the owner(s) or
	Please attach any addition	al page(s) as required to answer	the above questions
I hereby	certify that the information pro	vided in this Report of Waste Au	idit is complete and correct.
Sign	ature of authorized official:	Title:	Date:

APPENDIX III - REPORT OF WASTE REDUCTION WORK PLAN- GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name:				
4 X H H Q ¶ `	V 8 QSbmYkHHSidhVoloLVW/Busines	SS		
Name of Contact Person:	Telephone #:	Email address:		
Llynwen Osborne	(613) 533-3396	Irao@queensu.ca		
Street Address(es) of Entity(ies):				
	143 Union Street			
Municipality:				
Kingston, Ontario				
Type of Entity (check one)				
Retail Shopping Establishments	Hotels and Motels			
Retail Shopping Complexes	Hospitals		•	

TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

Source Separation and	Schedule for Completion			
3Rs Program				
Example: Fine Paper 3Rs Program	3'HVNVLGH UHFHSWDFOHV DQG FHQWUDOL]HG FRQWDLQHUV WR EH SXUFKÆNVOHÆPILQ LFN RII IRU SURJUDP DQG LQVWUXFWLRQV WR VW <u>OR</u> I³U5HXI DR UGLDQRJ FXWUSHUGRWODD FLOW S			
Newspaper	Program in place, ensure all employees are educated on available programs for diversion; increase signage for appropriate disposal by early 2016.			
Magazines	Program in place, ensure all employees are educated on available programs for diversion; increase signage for appropriate disposal by early 2016.			
Cardboard	Program in place, ensure all employees are educated on available programs for diversion; increase signage for appropriate disposal by early 2016.			
Boxboard	Program in place, ensure all employees are educated on available programs for diversion; increase signage for appropriate disposal by early 2016.			
Mixed Papers	Program in place, ensure all employees are educated on available programs for diversion; increase signage for appropriate disposal by early 2016.			
M.I. 181	Program in place, ensure all employees are educated on available programs for diversion; increase signage for appropriate			

Molded Pulp Program in place, ensure all employees are educated on available programs for diversion; increase signage for appropriate disposal by early 2016.