2016 WASTE AUDIT REPORT

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Date
October 4, 5 and 6, 2016

CONFIDENTIALITY CAUTION

This document contains information that is confidential and may be privileged.

EXECUTIVE SUMMARY

Queen's University retained GFL Environmental to conduct a solid, non-hazardous waste audit for the university located in Kingston, Ontario. A point of generation waste audit was performed for the university campus on October 4, 5, and 6, 2016.

PURPOSE

The purpose of the waste audit was to identify, quantify and analyze the composition of the waste stream generated from separate designated buildings and areas around the university campus, and to ensure compliance with the requirements outlined in the Ministry of the Environment Ontario (MOE) Regulations 102/94 and 103/94.

AUDIT METHODOLOGY

To collect an appropriate sample of waste for the audit, bags of waste (no more than 10 bags per building) were collected from designated representative campus buildings, which were pre-determined prior to the audit start. Please see Appendix III for the full listing of the audited buildings. These buildings were chosen to be representative of different areas throughout the campus. After a 24 hour collection period, Physical Plant Services collected bags from each of the designated audit buildings and brought each sample to the onsite sorting area located in the Biosciences Atrium on campus. GFL Environmental, along with student volunteers, received the waste samples and conducted the audit and analysis of the waste stream from each building. An overall survey was completed by the auditing team over the course of three (3) days; bags of waste material were opened and separated into commodity type (paper, plastic, metal, glass, organic and 'other') and the resulting sub categories. Each commodity type and sub category was weighed individually and photographs were taken for inclusion in the waste audit report.

WASTE AUDIT RESULTS

The information contained in this report was gathered from the on-site point of generation waste audit, discussions with Queen's University personnel, and an analysis of the current waste management handling practices used on site at the University. The figure below displays the total projected annual waste categories as represented from the materials analyzed in the audit.

RECOMMENDATIONS

Based on the waste audit findings, the top areas of focus should be on initiatives driven towards:

- Improving organics program: Organic materials are the heaviest contributor to landfill waste weight. By diverting organic waste from landfill, Queen's University could potentially divert 1,015,836.74 kg from landfill annually. A greater diversion rate could be captured by expanding the organics program across campus to places such as public areas, rather than just a few current select areas. Currently the Queen's Centre, JDUC and Duncan McArthur, dining rooms, campus food service outlets and Duncan Macarthur are already participating; and there is a voluntary office organics recycling program.

- Training and education: Continue to educate custodial employees, staff and students on a semi-annual basis to help improve and continue the success of the program. There is a custodial training program/presentation that will take place over the next year to custodial teams.

- Colour Coded Waste Watchers: Continue purchasing colour coded waste watchers recycling stations with signage attached. Distribute across campus with posters created by marketing and communications department.

    - Already in place:
        Duncan MacArthur
        Goodes Hall
        Kingston Hall
        John Deutsch University Centre (JDUC)
        Queen's Centre
        Isabel Bader Centre for the Performing Arts
        Ontario Hall
        Botterell Hall
        Chernoff Hall

    - Next to Receive:
        Dupuis
        Beamish Munro

1 INTRODUCTION

Queen's University retained GFL Environmental to conduct a solid, non-hazardous waste audit for the University campus, located in Kingston, Ontario. A point of generation waste audit was performed for the university over the course of three (3) days, October 4, 5, and 6, 2016.

The overall purpose of the waste audit is to identify, quantify and analyze the composition of the waste stream to ensure compliance with the requirements outlined in the Ministry of the Environment Ontario (MOE) Regulations 102/94 and 103/94. Under O.Reg. 102/94, all waste audits must address:

- Identify the amount, nature and composition of the waste generated in designated functional areas of the campus;
- How the waste is produced, including relevant management decisions and policies;
- How the waste is managed; and
- The extent to which materials or products used or sold consist of recycled or reused materials or products.

Waste audits are also used to determine:

- The ability to reduce, reuse and recycle materials from thrf if im the also used t2(e)]TJonThe abilx

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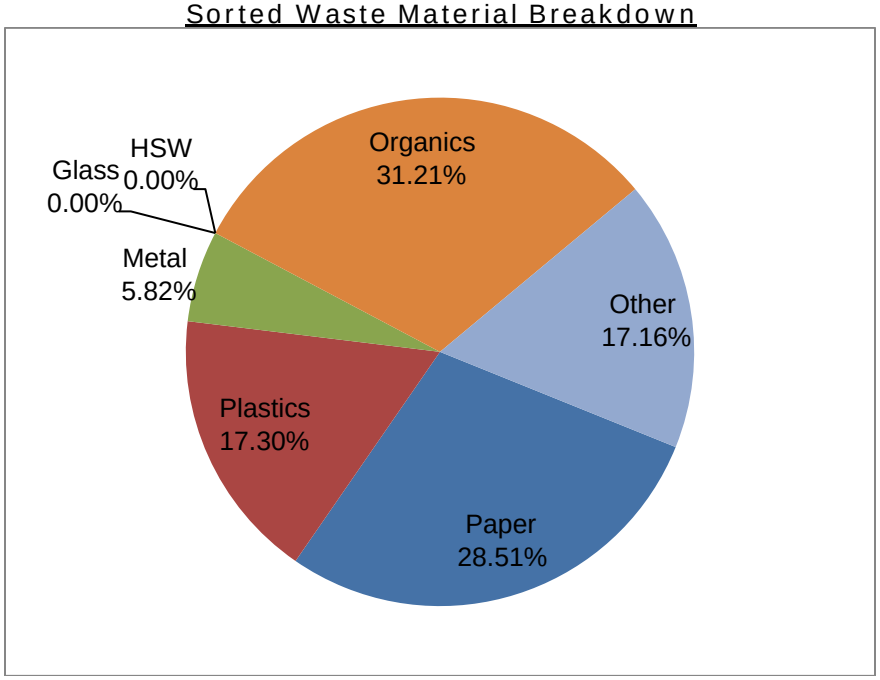
Total Annual Waste Generated 2016*

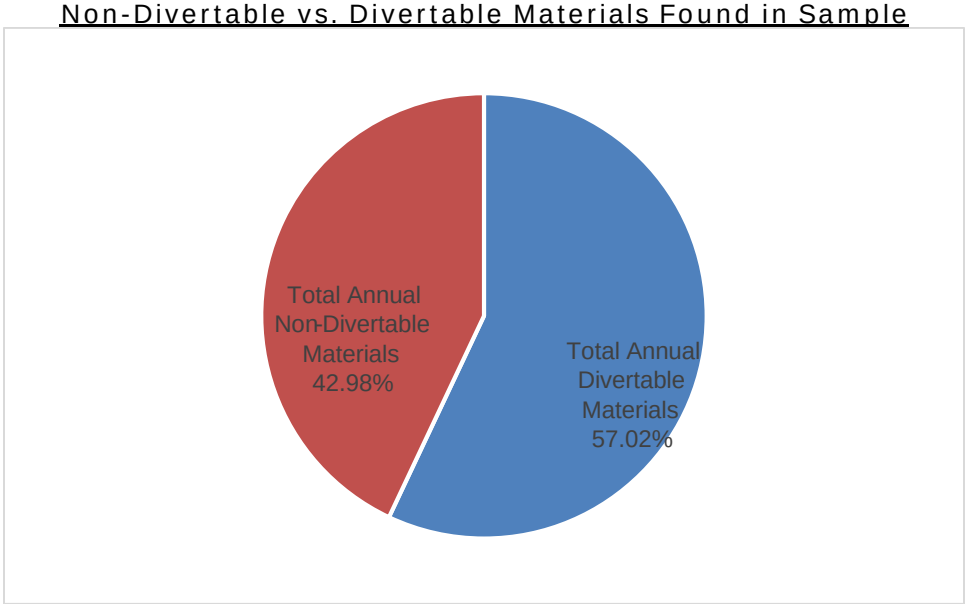
* Figures are based on 24 hour waste audit sample. Annual projection is based on number of operational days.

Sorted Waste Material Breakdown



The above pie chart shows the breakdown of materials found in the audited waste sample from Tindall Underground Parking.

Non-Divertable vs. Divertable Materials Found in Sample



The pie chart above depicts what percentage of the waste sample from Tindall Underground Parking was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

Leonard Hall – Dining Hall

Sorted Waste Material Breakdown

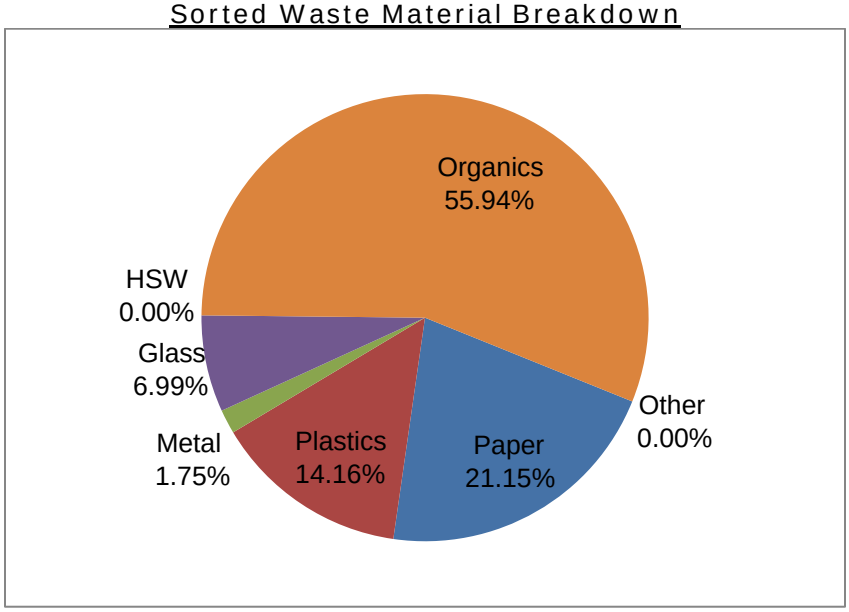
Fleming Hall

NAME: Fleming
ADDRESS:
DATE:

PAPER	(KGS)	(KGS)	(KGS)	(KGS)

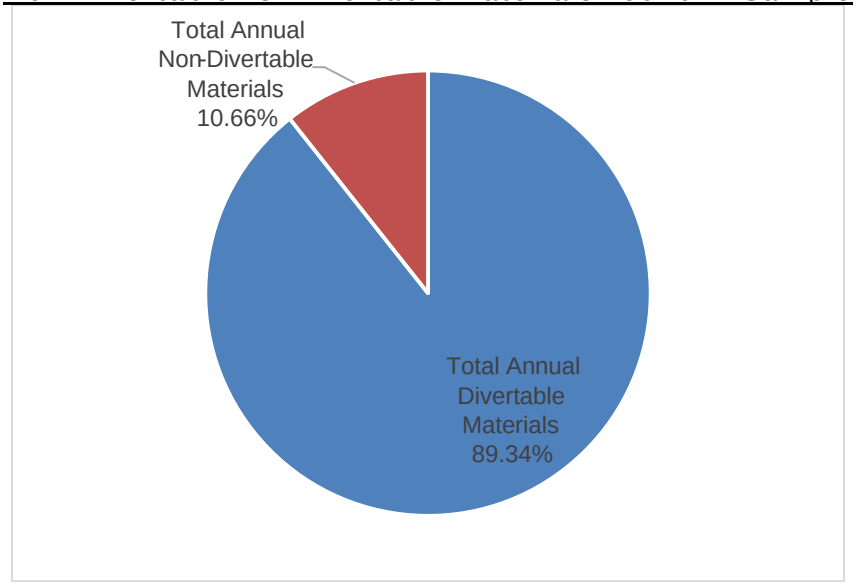
Sorted Waste Material Breakdown

Sorted Waste Material Breakdown



The above pie chart shows the breakdown of materials found in the audited waste sample from Queen's Centre SLC.

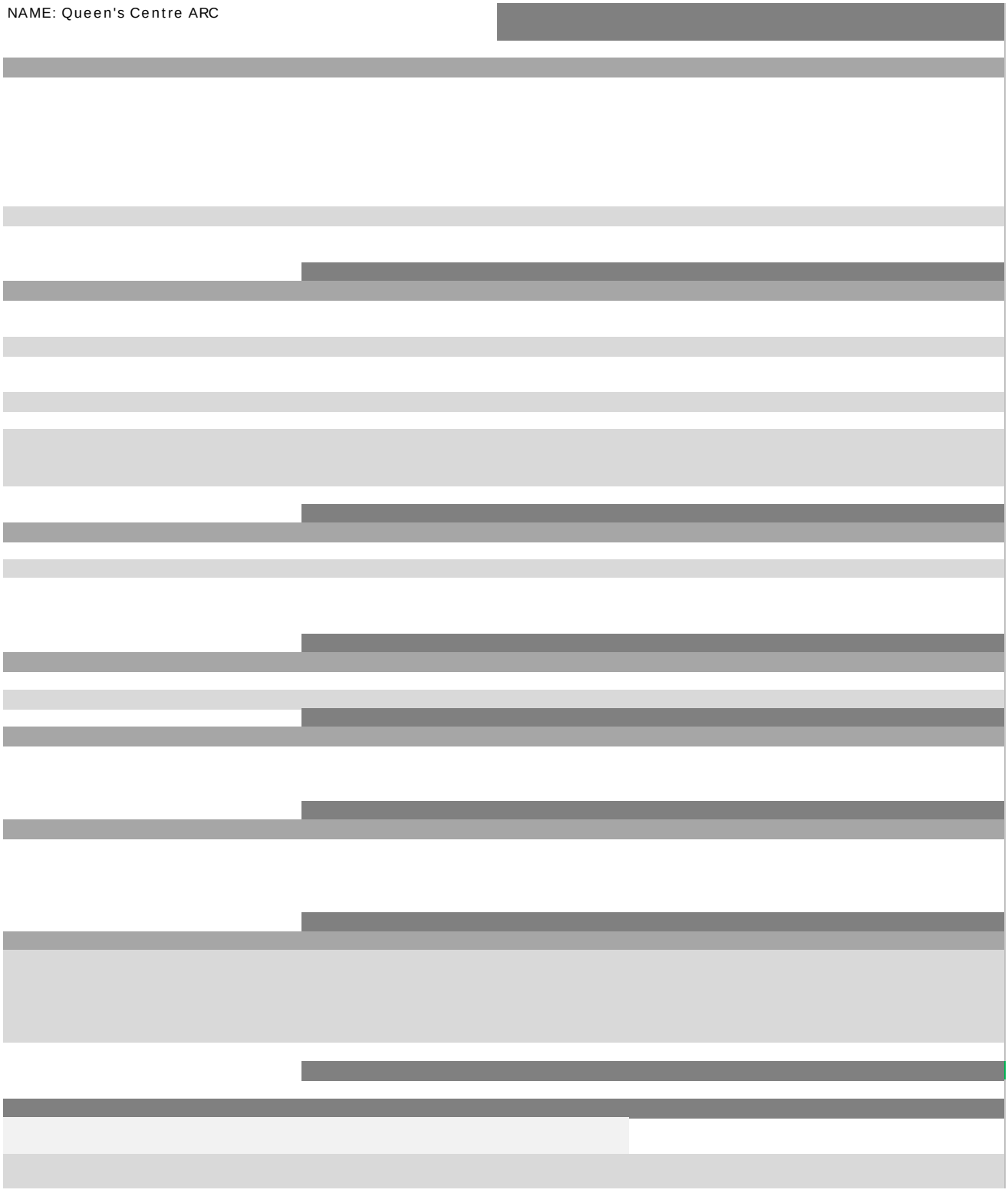
Non-Divertable vs. Divertable Materials Found in Sample



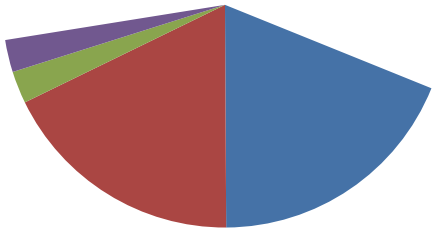
The pie chart above depicts what percentage of the waste sample from Queen's Centre SLC was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

Queen's Centre, Athletics & Recreation Centre (ARC)

NAME: Queen's Centre ARC



Sorted Waste Material Breakdown



The above pie chart shows the breakdown of materials found in the audited waste sample from Queen's Centre, ARC.

Non-Divertable vs. Divertable Materials Found in Sample

The pie chart above depicts what percentage of the waste sample from Queen's Centre, ARC was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

John Orr Tower

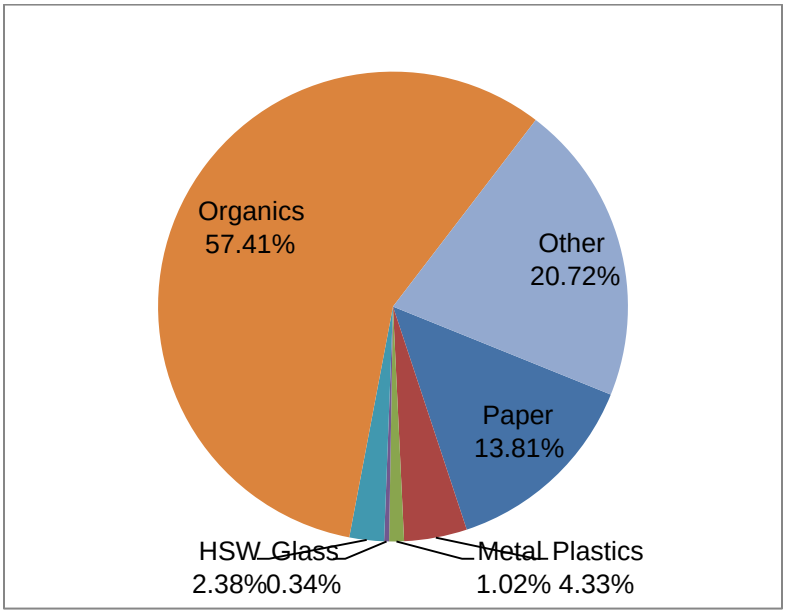
Sorted Waste Material Breakdown

The above pie chart shows the breakdown of materials found in the audited waste sample from John Orr Tower.

Non-Divertable vs. Divertable Materials Found in Sample

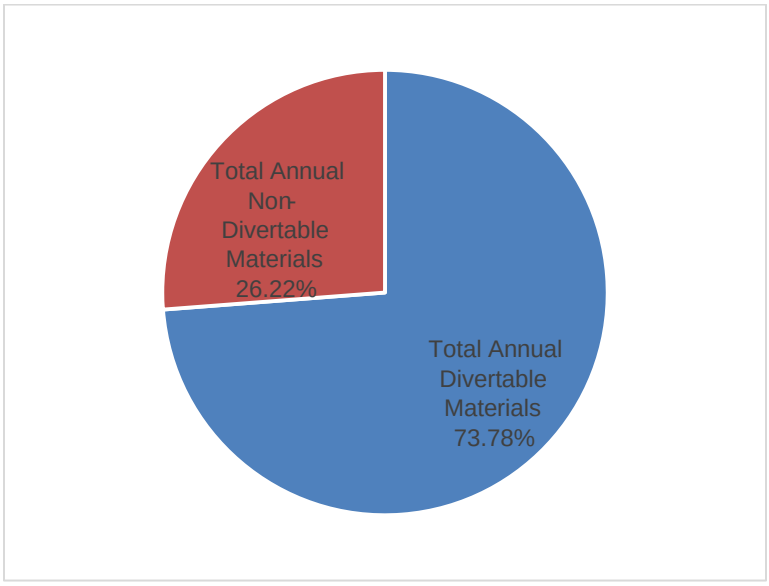
The pie chart above depicts what percentage of the waste sample from John Orr Tower was

Sorted Waste Material Breakdown



The above pie chart shows the breakdown of materials found in the audited waste sample from An Clachan Complex.

Non-Divertable vs. Divertable Materials Found in Sample



The pie chart above depicts what percentage of the waste sample from An Clachan Complex was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

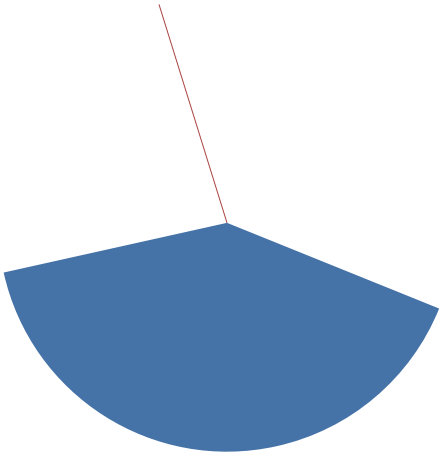
Stauffer Library

Kingston Hall

NAME: Kingston Hall
ADDRESS:
DATE:

PAPER	%	%	(KGS) Annual Waste	(KGS) Monthly	(KGS) Weekly	(KGS) Daily
Newspaper		0.00%	-	-	-	-
Magazines		0.00%	-	-	-	-
Cardboard		0.00%	-	-	-	-
Boxboard		5.56%	613.63	51.14	8.41	1.68

Sorted Waste Material Breakdown



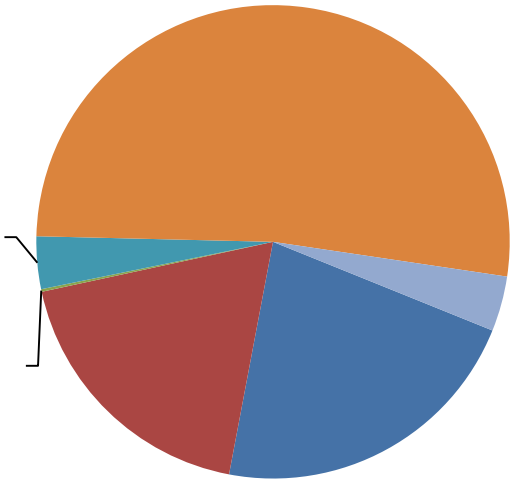
The above pie chart shows the breakdown of materials found in the audited waste sample from Kingston Hall.

Non-Divertable vs. Divertable Materials Found in Sample

The pie chart above depicts what percentage of the waste sample from Kingston Hall was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

Richardson Hall

Sorted Waste Material Breakdown



The above pie chart shows the breakdown of materials found in the audited waste sample from Richardson Hall.

Non-Divertable vs. Divertable Materials Found in Sample

The pie chart above depicts what percentage of the waste sample from Richardson Hall was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

Sorted Waste Material Breakdown

The above pie chart shows the breakdown of materials found in the audited waste sample from Queen's Day Care.

Non-Divertable vs. Divertable Materials Found in Sample

The pie chart above depicts what percentage of the waste sample from Queen's Day Care

Gordon Hall

Sorted Waste Material Breakdown

The above pie chart shows the breakdown of materials found in the audited waste sample from Outdoor Waste Containers.

Non-Divertable vs. Divertable Materials Found in Sample

The pie chart above depicts what percentage of the waste sample from the Outdoor Waste Containers was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

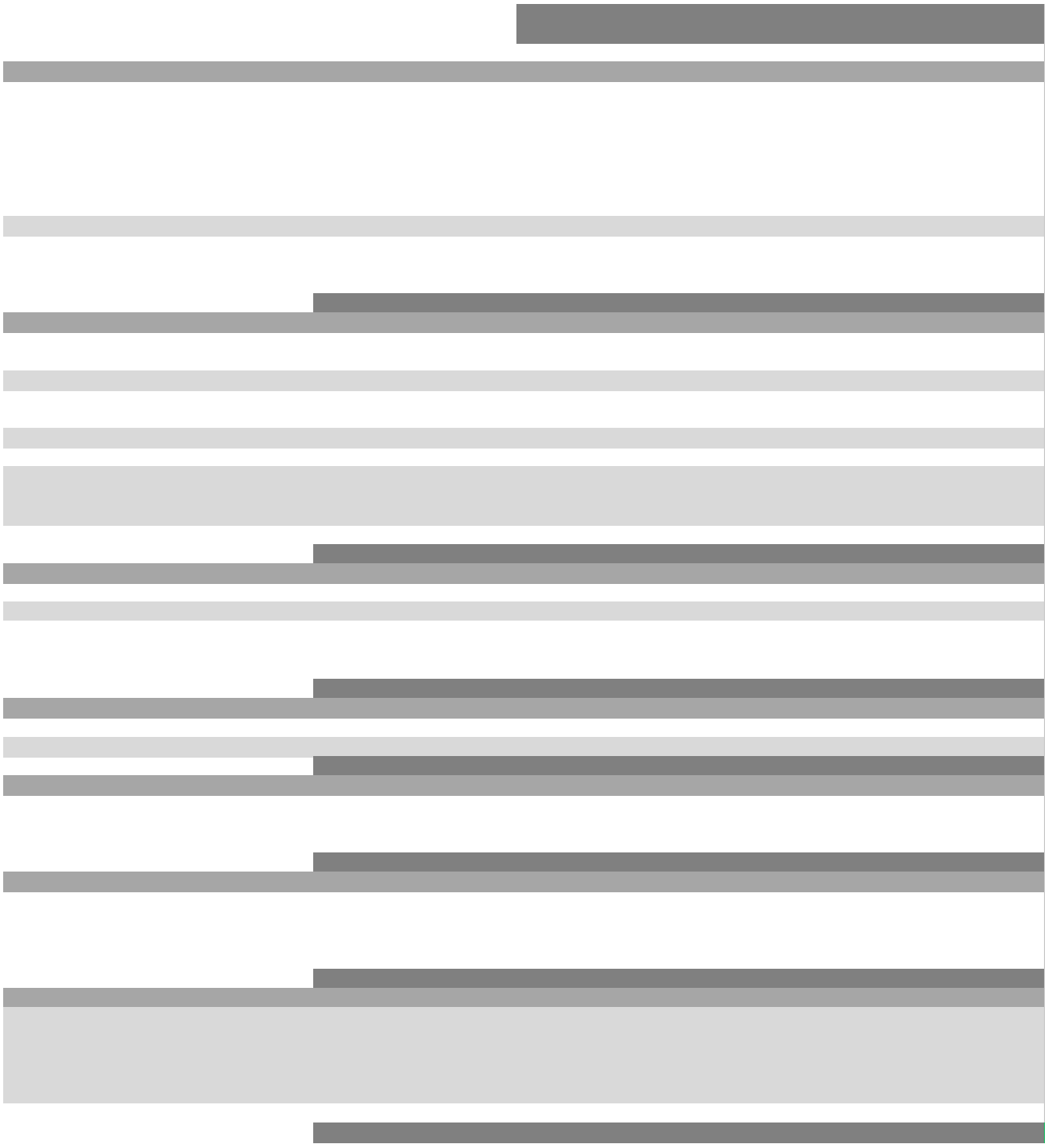
Chernoff Hall

Dupuis Hall

NAME: Dupuis Hall
ADDRESS:
DATE:

PAPER	%	%	(KGS) Annual Waste	(KGS) Monthly	(KGS) Weekly	(KGS) Daily
Newspaper		0.00%	-			

Bruce Wing



Beamish-Munro Hall

NAME: Beamish-Munro Hall
ADDRESS:
DATE:

PAPER	%	%	(KGS) Annual Waste	(KGS) Monthly	(KGS) Weekly	(KGS) Daily
Newspaper		0.00%	-	-	-	-
Magazines		0.00%	-	-	-	-
Cardboard		0.00%	-	-	-	-
Boxboard		4.73%	613.63	51.14	8.41	1.68
Mixed Papers		9.69%	1,257.95	104.83	17.23	3.45
Molded Pulp		0.24%	30.68	2.56	0.42	0.08
Kraft Paper		14.18%	1,840.90	153.41	25.22	5.04
Spiral Wound		4.73%	613.63	51.14	8.41	1.68
Other Paper		28.37%	3,681.79	306.82	50.44	10.09
Coffee Cups		37.83%	4,909.05	409.09	67.25	13.45
Polycoat Containers		0.00%	-	-	-	-
Aseptic Containers		0.24%	30.68	2.[illegible]	[illegible]	[illegible]
Total Paper	31.40%	100.00%	12,978.31	1,081.53	177.79	35.56
PLASTICS						
# 1 PETE Soft Drinks		28.17%	2,454.53	204.54	33.62	6.72
# 2 HDPE		0.00%	-	-	-	-
# 3 PVC		0.00%	-	-	-	-
# 4 LDPE Recyclabl574.212(4)21(81)]TJ752.92 Tm[(-)]TJETBT1 0 0 1 436.23 752.92 Tm 0.318 Tc[( )]TJETBT1 0 0 1BT1bl574.212(4)21						

SKHS – School of Kinesiology and Health Studies

NAME: SKHS - School of Kin						
ADDRESS:						
DATE:			(KGS)	(KGS)	(KGS)	(KGS)
PAPER	%	%	Annual Waste	Monthly	Weekly	Daily
Newspaper		0.00%	-	-	-	-
Magazines		0.00%	-	-	-	-
Cardboard		0.00%	-	-	-	-
Boxboard		11.09%	1,840.90	153.41	25.22	5.04
Mixed Papers		11.09%	1,840.90	153.41	25.22	5.04
Molded Pulp		0.00%	-	-	-	-
Kraft Paper		3.70%	613.63	51.14	8.41	1.68
Spiral Wound		0.00%	-	-	-	-
Other Paper		40.67%	6,749.95	562.50	92.47	18.49
Coffee Cups		33.27%	5,522.69	460.22	75.65	15.13
Polycoat Containers		0.18%	30.68	2.56	0.42	0.08
Aseptic Containers		0.00%	-	-	-	-
Total Paper	28.15%	100.00%	16,598.74	1,383.23	227.38	45.48
PLASTICS						
# 1 PETE Soft Drinks		26.25%	3,068.16	255.68	42.03	8.41
# 2 HDPE		0.00%	-	-	-	-
# 3 PVC		0.00%	-	-	-	-
# 4 LDPE Recyclable Film		0.00%	-	-	-	-
# 5 PP		10.76%	1,257.95	104.83	17.23	3.45
# 6 PS (Styrofoam)						

Cancer Research Institute

NAME: Cancer Research
ADDRESS:
DATE:

PAPER	%	%	(KGS) Annual Waste	(KGS) Monthly	(KGS) Weekly	(KGS) Daily
Newspaper		0.00%	-	-	-	-
Magazines		0.00%	-	-	-	-
Cardboard		31.58%	920.45	76.70	12.61	2.52
Boxboard		10.53%	306.82	25.57	4.20	0.84
Mixed Papers		1.05%	30.68	2.56	0.42	0.08
Molded Pulp		0.00%	-	-	-	-
Kraft Paper		11.58%	337.50	28.12	4.62	0.92
Spiral Wound		0.00%	-	-	-	-
Other Paper		1.05%	30.68	2.56	0.42	0.08
Coffee Cups		42.11%	1,227.26	102.27	16.81	3.36
Polycoat Containers		1.05%	30.68	2.56	0.42	0.08
Aseptic Containers		1.05%	30.68	2.56	0.42	0.08
Total Paper	7.53%	100.00%	2,914.75	242.90	39.93	7.99
PLASTICS						

Louise D. Acton Building

Dunning Hall

Mackintosh-Corry Hall

Sorted Waste Material Breakdown

The above pie chart shows the breakdown of materials found in the audited waste sample from Mackintosh-Corry Hall.

Non-Divertable vs. Divertable Materials Found in Sample

JDUC – John Deutsch University Centre

NAME: JDUC			WASTE AUDIT DATA			
ADDRESS:						
DATE:			(KGS)	(KGS)	(KGS)	(KGS)
PAPER	%	%	Annual Waste	Monthly	Weekly	Daily
Newspaper		0.00%	-	-	-	-
Magazines		0.00%	-	-	-	-
Cardboard		8.52%	920.45	76.70	12.61	2.52
Boxboard		2.84%	306.82	25.57	4.20	0.84
Mixed Papers		0.28%	30.68	2.56	0.42	0.08
Molded Pulp		0.28%	30.68	2.56	0.42	0.08
Kraft Paper		17.05%	1,840.90	153.41	25.22	5.04
Spiral Wound		0.00%	-	-	-	-
Other Paper		51.14%	5,522.69	460.22	75.65	15.13
Coffee Cups		18.47%	1,994.30	166.19	27.32	5.46
Polycoat Containers		1.42%	153.41	12.78	2.10	0.42
Aseptic Containers		0.00%	-	-	-	-
Total Paper	29.38%	100.00%	10,799.92	899.99	147.94	29.59
PLASTICS						
# 1 PETE Soft Drinks		7.63%	613.63	51.14	8.41	1.68
# 2 HDPE		0.00%	-	-	-	-
# 3 PVC		0.00%	-	-	-	-
# 4 LDPE Recyclable Film		0.38%	30.68	2.56	0.42	0.08
# 5 PP		7.63%	613.63	51.14	8.41	1.68
# 6 PS (Styrofoam)		15.27%	1,227.26	102.27	16.81	3.36
# 6 PS (Clear/Hard)		22.90%	1,840.90	153.41	25.22	5.04
# 7 Other		0.00%	-	-	-	-
Non-Recyclable Film		38.55%	3,098.84	258.24	42.45	8.49
Rigid Plastics		7.63%	613.63	51.14	8.41	1.68
Plastic Strapping		0.00%	-	-	-	-
Total Plastics	21.87%	100.00%	8,038.58	669.88	110.12	22.02
METALS						
Aluminum Cans		33.33%	30.68	2.56	0.42	0.08
Aluminum Foil		33.33%	30.68	2.56	0.42	0.08
Aerosal Cans		0.00%	-	-	-	-
Steel		0.00%	-	-	-	-
Scrap Metal		33.33%	30.68	2.56	0.42	0.08
Total Metals	0.25%	100.00%	92.04	7.67	1.26	0.25
GLASS						
Glass (Clear/ Coloured)		0.00%	-	-	-	-
Other Glass		100.00%	3,068.16	255.68	57.83	8.41
Total Glass	8.35%	100.00%	3,068.16	255.68	57.83	8.41
HSW						
Batteries		0.00%	-	-	-	-
Toner Cartridges		0.00%	-	-	-	-
Hand Sanitizer		0.00%	-	-	-	-
Total HSW	0.00%	0.00%	-	-	-	-
ORGANICS						
Food Waste		63.64%	8,590.85	715.90	117.68	23.54
Tissue / Toweling		22.73%	3,068.16	255.68	42.03	8.41
Beverage Liquids		0.00%	-	-	-	-
Compostables		13.64%	1,840.90	153.41	25.22	5.04
Total Organics	36.73%	100.00%	13,499.90	1,124.99	184.93	36.99
OTHER MATERIALS						
Textiles		97.56%	1,227.26	102.27	16.81	3.36
Latex Gloves		2.44%	30.68	2.56	0.42	0.08
#1 Water Bottles		0.00%	-	-	-	-
Electonics/Appliances		0.00%	-	-	-	-
K Cups		0.00%	-	-	-	-
		0.00%	-	-	-	-
Total Other	3.42%	100.00%	1,257.95	104.83	17.23	3.45
TOTAL ANNUAL WASTE	100.00%		36,756.54	3,063.05	519.32	100.70
Total Annual Divertable Materials	59.68%		21,937.34			
Total Annual Non-Divertable Materials	40.32%		14,819.21			

*The highlighted items are not acceptable items for recycling in the regular recycling bin.

Waste Audit Report 2016

Barrie Street Offices

Sorted Waste Material Breakdown

The above pie chart shows the breakdown of materials found in the audited waste sample from the Barre Street Offices.

Non-Divertable vs. Divertable Materials Found in Sample

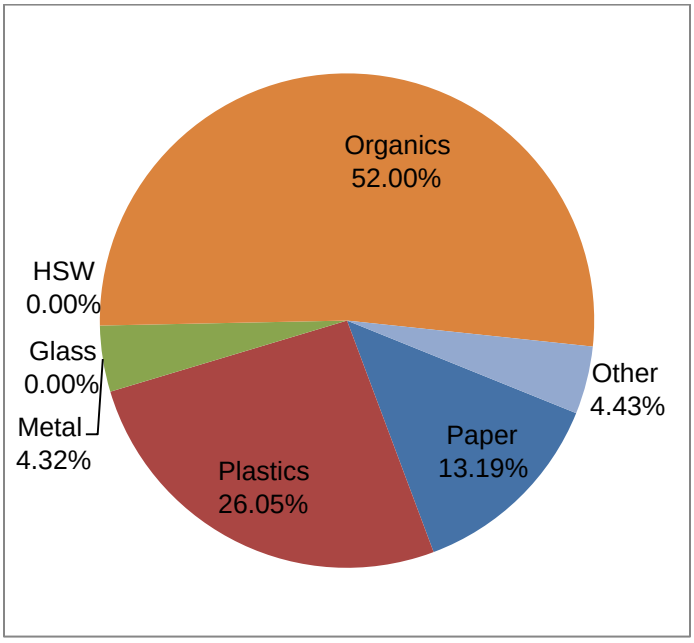
The pie chart above depicts what percentage of the waste sample from the Barre Street Offices was recyclable or divertable materials, and what percentage was waste or non-

Campus Book Store

NAME: Campus Book Store ADDRESS: DATE:			(KGS)	(KGS)	(KGS)	(KGS)
PAPER	%	%	Annual Waste	Monthly	Weekly	Daily
Newspaper		1.61%	30.68	2.56	0.42	0.08
Magazines		0.00%	-	-	-	-
Cardboard		0.00%	-	-	-	-
Boxboard		1.61%	30.68	2.56	0.42	0.08
Mixed Papers		96.77%	1,840.90	153.41	25.22	5.04
Molded Pulp		0.00%	-	-	-	-
Kraft Paper		0.00%	-	-	-	-
Other Paper		0.00%	-	-	-	-
Coffee Cups		0.00%	-	-	-	-
Polycoat Containers		0.00%	-	-	-	-
Aseptic Containers		0.00%	-	-	-	-
Total Paper	32.80%	100.00%	1,902.26	158.52	26.06	5.21
PLASTICS						
# 1 PETE Soft Drinks		1.56%	30.68	2.56	0.42	0.08
# 2 HDPE		1.56%	30.68	2.56	0.42	0.08
# 3 PVC		0.00%	-	-	-	-
# 4 LDPE Recyclable Film		1.56%	30.68	2.56	0.42	0.08
# 5 PP		0.00%	-	-	-	-
# 6 PS (Styrofoam)		0.00%	-	-	-	-
# 6 PS (Clear/Hard)		0.00%	-	-	-	-
# 7 Other		0.00%	-	-	-	-
Non-Recyclable Film		93.75%	1,840.90	153.41	25.22	5.04
Rigid Plastics		1.56%	30.68	2.56	0.42	0.08
Plastic Strapping		0.00%	-	-	-	-
Total Plastics	33.86%	100.00%	1,963.62	163.64	26.90	5.38
METALS						

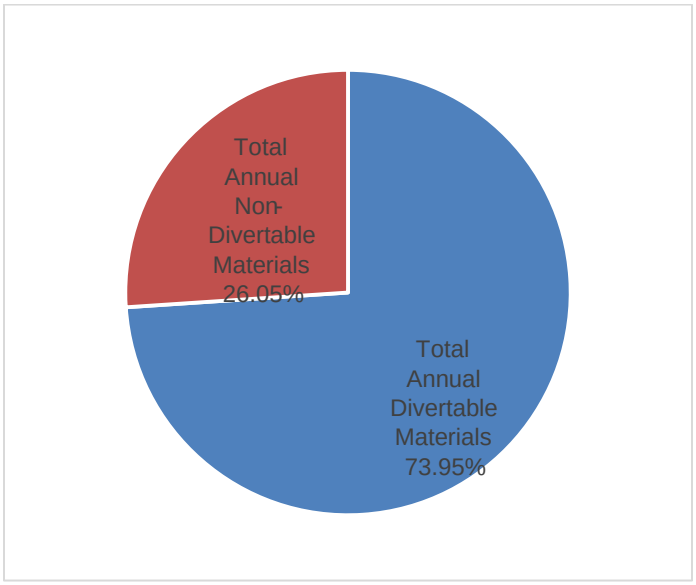
Rideau Building

Sorted Waste Material Breakdown



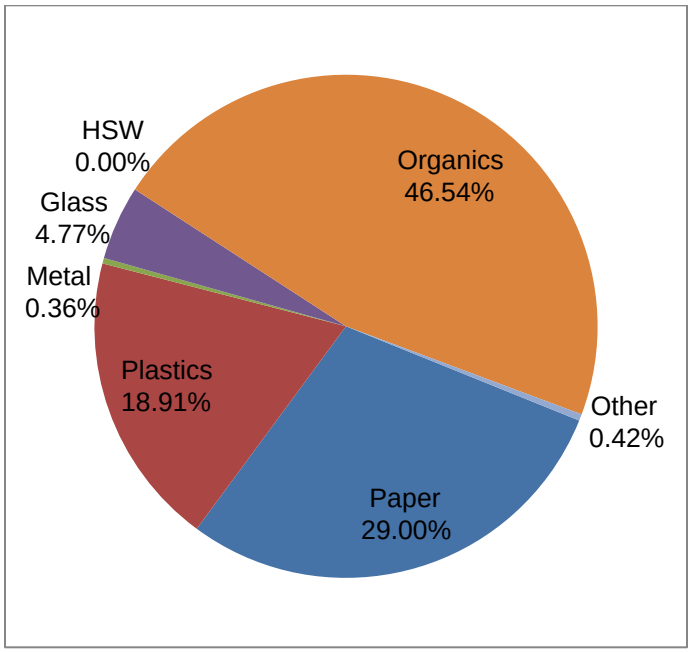
The above pie chart shows the breakdown of materials found in the audited waste sample from the Rideau Building.

Non-Divertable vs. Divertable Materials Found in Sample



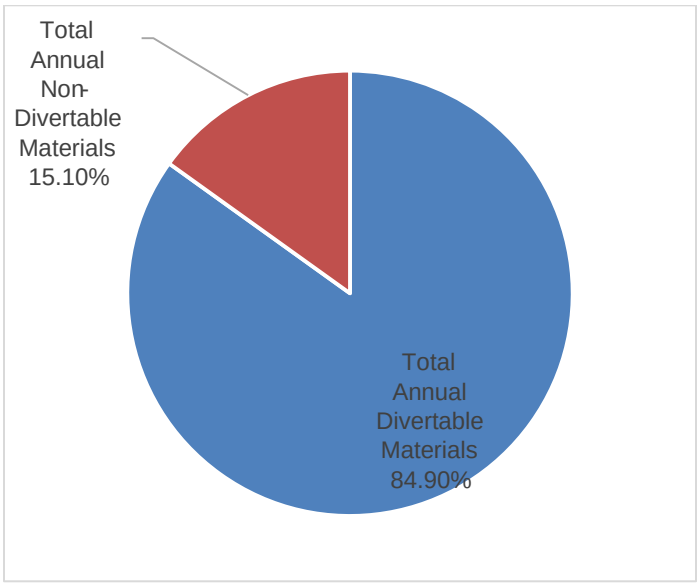
The pie chart above depicts what percentage of the waste sample from the Rideau Building was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

Sorted Waste Material Breakdown



The above pie chart shows the breakdown of materials found in the audited waste sample from Goodes Hall.

Non-Divertable vs. Divertable Materials Found in Sample



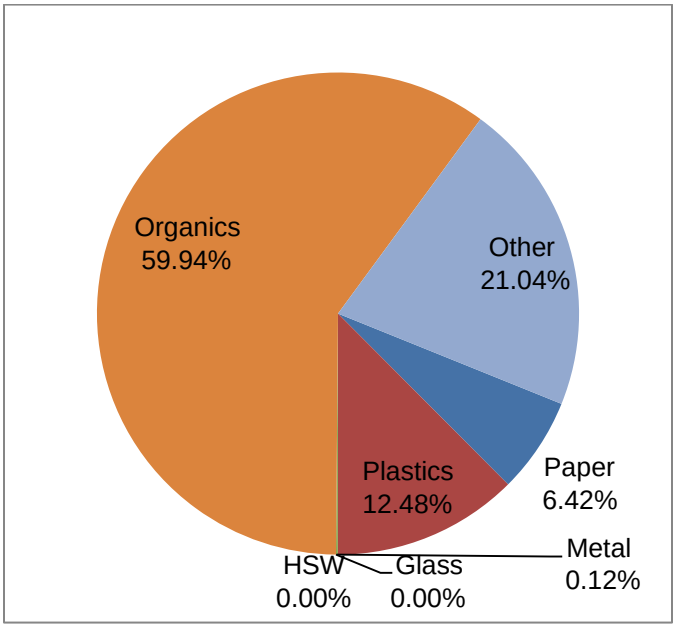
The pie chart above depicts what percentage of the waste sample from Goodes Hall was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

Brant House Residence

NAME: Brant House
ADDRESS:
DATE:

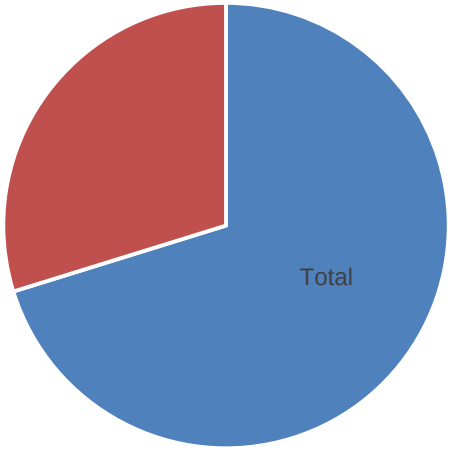
PAPER	%	%	(KGS) Annual Waste	(KGS) Monthly	(KGS) Weekly	(KGS) Daily
Newspaper		0.00%	-	-	-	-
Magazines		0.00%	-	-	-	-
Cardboard		0.00%	-	-	-	-
Boxboard		19.05%	613.63	51.14	8.41	1.68
Mixed Papers		0.95%	30.68	2.56	0.42	0.08
Molded Pulp		0.00%	-	-	-	-
Kraft Paper		1.90%	61.36	5.11	0.84	0.17
Other Paper		38.10%	1,227.26	102.27	16.81	3.36
Coffee Cups		2				

Sorted Waste Material Breakdown



The above pie chart shows the breakdown of materials found in the audited waste sample from the Brant House Residences.

Non-Divertable vs. Divertable Materials Found in Sample



The pie chart above depicts what percentage of the waste sample from the Brant House Residences was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

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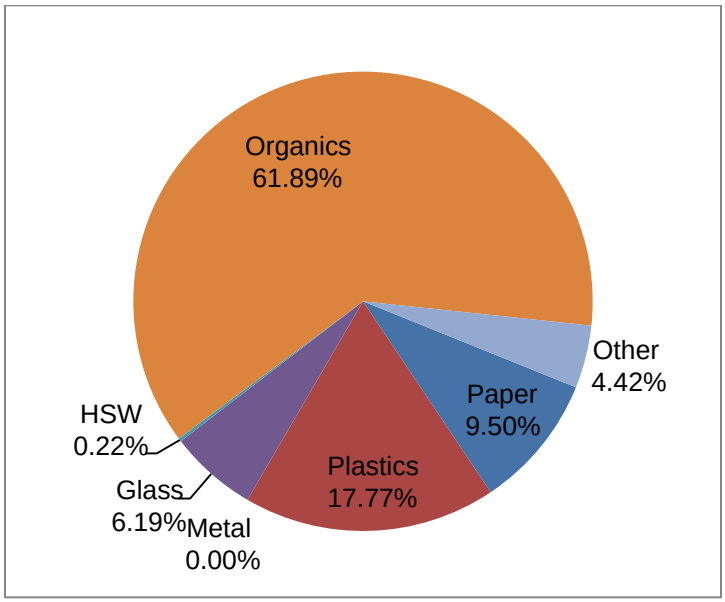
Victoria Hall

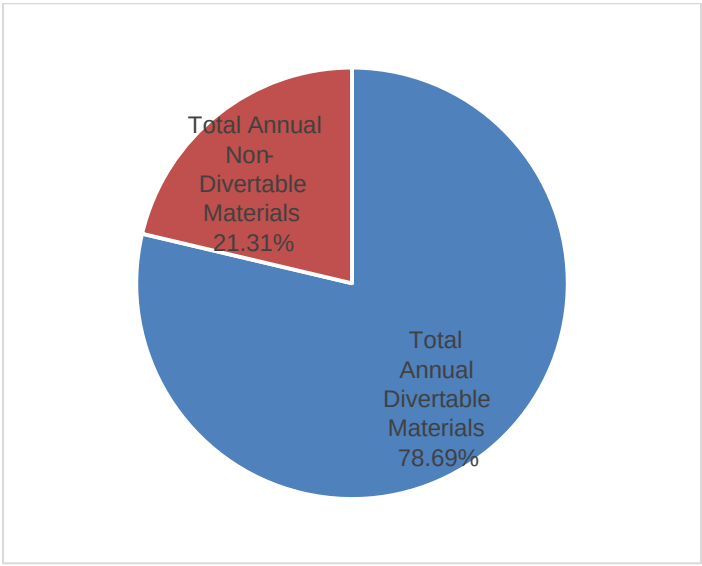
NAME: Victoria Hall ADDRESS: DATE:						
			(KGS)	(KGS)	(KGS)	(KGS)
PAPER	%	%	Annual Waste	Monthly	Weekly	Daily
Newspaper		0.00%	-			

Sorted Waste Material Breakdown



The above pie chart shows the breakdown of materials found in the audited waste sample from Victoria Hall.

Non-Divertable vs. Divertable Materials Found in Sample



The pie chart above depicts what percentage of the waste sample from Leggett Hall was recyclable or divertable materials, and what percentage was waste or non-divertable materials.

DIVERSION RATE

A waste diversion rate is the percentage of total materials that are diverted from landfill. The annual diversion rate is calculated as follows:

Waste + Recycling = Total Generated

Recycling ÷ Total Generation x 100 = Diversion Rate Percentage

Based on industry standards, service information and available monthly data reporting, 1,484,770.00 kilograms or 1,484.77 metric tonnes of materials are removed and recycled at Queen's University on an annual basis.

MATERIAL DESTINATION	WEIGHT GENERATION (Kg)	WEIGHT GENERATED (t)* nBT/F4

5 RECOMMENDATIONS TO INCREASE DIVERSION

Based on the waste audit results, it is important to identify the main areas of concern and focus on where improvements can be made. Taking on one initiative at a time will increase chances of success. Whether changes need to be made to the existing program itself or increasing education and awareness, narrowing down the options and targeting an issue every quarter or semi-annually, will result in attainable results.

In order to improve the effectiveness of the recycling program at Queen's University, there are several initiatives to take into consideration. To divert as much material from landfill as possible it would be beneficial for the University to direct all recycling efforts towards further source separating recyclable materials. Organic materials represented the most significant amount of the overall waste-to-landfill sample generated over the waste audit sample collection period, followed by paper materials.

IMPROVE ORGANICS RECYCLING

52.10% of the landfill waste sample was found to be organic waste material. As organic materials are the heaviest contributor to overall disposal figures, diverting as much organic waste from the waste stream as possible will greatly increase the diversion rate and reduce the amount of waste sent to landfill annually. Organic materials should go into the appropriate recycling containers provided. A greater diversion rate could be captured by expanding the organics program across campus to places such as public areas, rather than just a few current select areas. Currently the Queen's Centre, JDUC and Duncan McArthur, dining rooms, campus food service outlets are already participating; and there is a voluntary office organics recycling program that is not enforced.

IMPROVE PAPER RECYCLING

From the waste audit sample, paper materials contributed to 18.23% of the overall waste to landfill sample. Coffee cups (28.22%) and mixed recyclable papers (14.68%) accounted for the highest subcategories of paper materials found in the waste. These items are currently recyclable through the existing recycling program. It is recommended to communicate that these items are all recyclable and that they should be placed into the paper recycling stream, with the exception of paper cups, which should be incorporated into the bottles and cans stream. An information blitz regarding coffee cup recycling should be displayed in the Stauffer Library, as a large volume of coffee cups are still being disposed of as waste.

IMPROVE POINT-OF-GENERATION RECYCLING

MONITORING AND EVALUATION

One of the keys to a successful recycling program is gathering quantifiable results to follow the progress of the program over the course of time. Ensure that a waste audit is completed regularly and keep track of the data results year to year to compare disposal and recycling rates. Receive monthly diversion reports and display or send out results in a newsletter to reach all employees to pinpoint where improvements can be made.

It is suggested that waste and recycling disposal areas be monitored so that the number of receptacles and pick up schedule can be adjusted as necessary. Maintain up-to-date records of waste diversion initiatives (e.g. diversion charts, educational or promotional efforts etc.) to see if changes need to be made to the recycling program.

CONTINUAL PROGRAM REVIEW

The success of the existing recycling program should be continually reviewed by facility management in order to establish goals and monitor improvement over time. This should include but not be limited to:

- The adequacy and accessibility of available bins.
- The disposal methods used by employees of the building, and the location of signage or labels on bins.
- The assessment of how materials are being sorted and the potential for new materials to be recycled as the hauler systems and industry changes.

As always, please post and make available the MOE work plan for all employees, and sign documents in all applicable areas.

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MOE Forms

Ministry of the Environment Waste Form

Report of a Waste Audit – Waste Audit Summary Sheet

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 retained on file for at least five years after it is prepared, and be made available to the ministry upon request.

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Queen's University		
Name of Contact Person: Llynwen Osborne	Telephone #: 613-533-3396	Email address: lrao@queenu.ca

Street Address(es) of Entity(ies):

PS #6 (Clear/Hard)		Participants deposit into designated recycling totes and collection containers.
Non-Recyclable Film	Participants place in waste bins.	
Rigid Plastics	Participants place in waste bins.	
Plastic Strapping		Participants deposit plastic strapping into designated recycling bins.

Aluminum Food /Beverage Cans

Electronics/Appliances		Participants place in designated collection containers. Online electronic waste pick up request program in place. Material is sent to a processing facility for e-waste recycling.
Foam	Participants place in waste bins.	

V. ESTIMATED QUH QUQ

VI.

MOE Forms

APPENDIX II- REPORT OF WASTE REDUCTION WORK PLAN

III. PLANS TO REDUCE, REUSE AND RECYCLE

Waste Category	Source Separation and 3Rs Program
Newspaper	Reduce: Provide digital copies of newspaper to participants. Reuse:

	Reuse: N/A Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Polycoat Containers	Reduce: Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material. Reuse: N/A Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.
PETE #1 plastic beverage bottles and clam shells	Reduce: Encourage suppliers to provide goods in bulk to cut down on

	Reuse: N/A Recycle: Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.

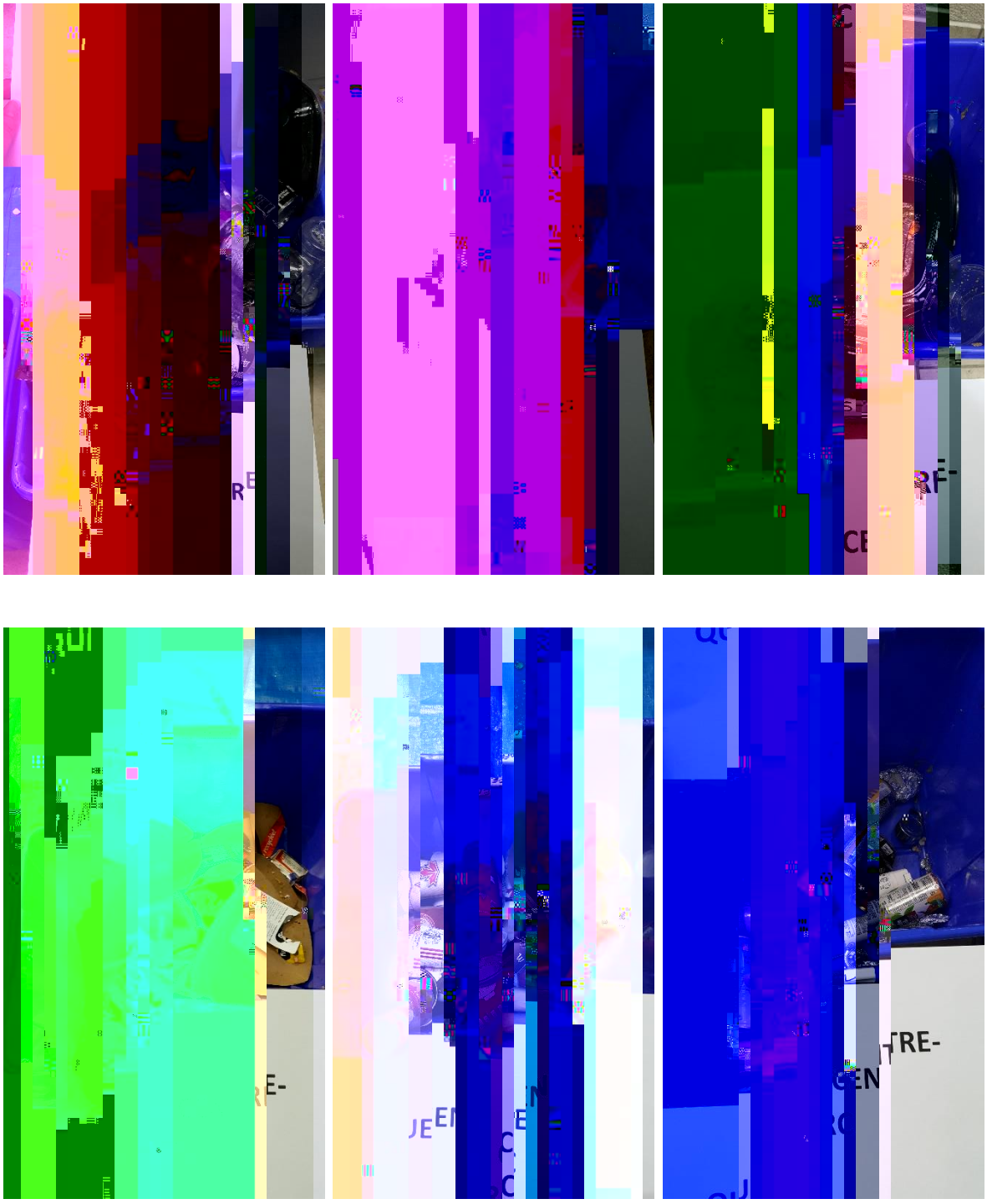
Plastic Strapping

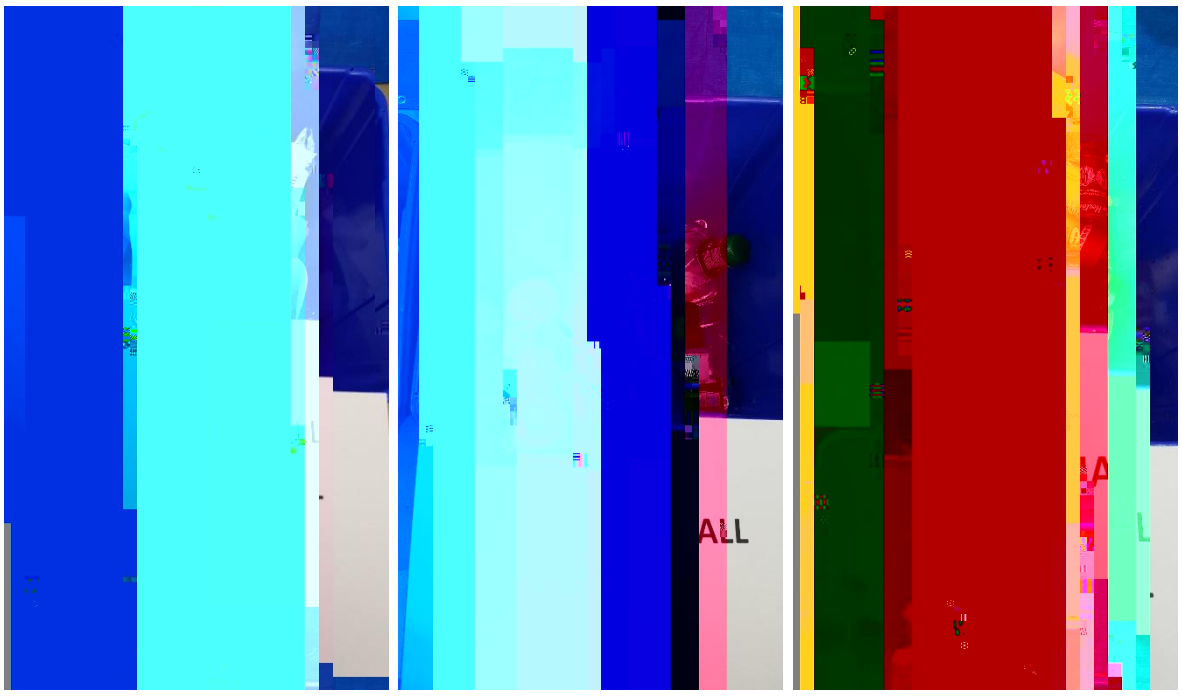
	Recycle: Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.

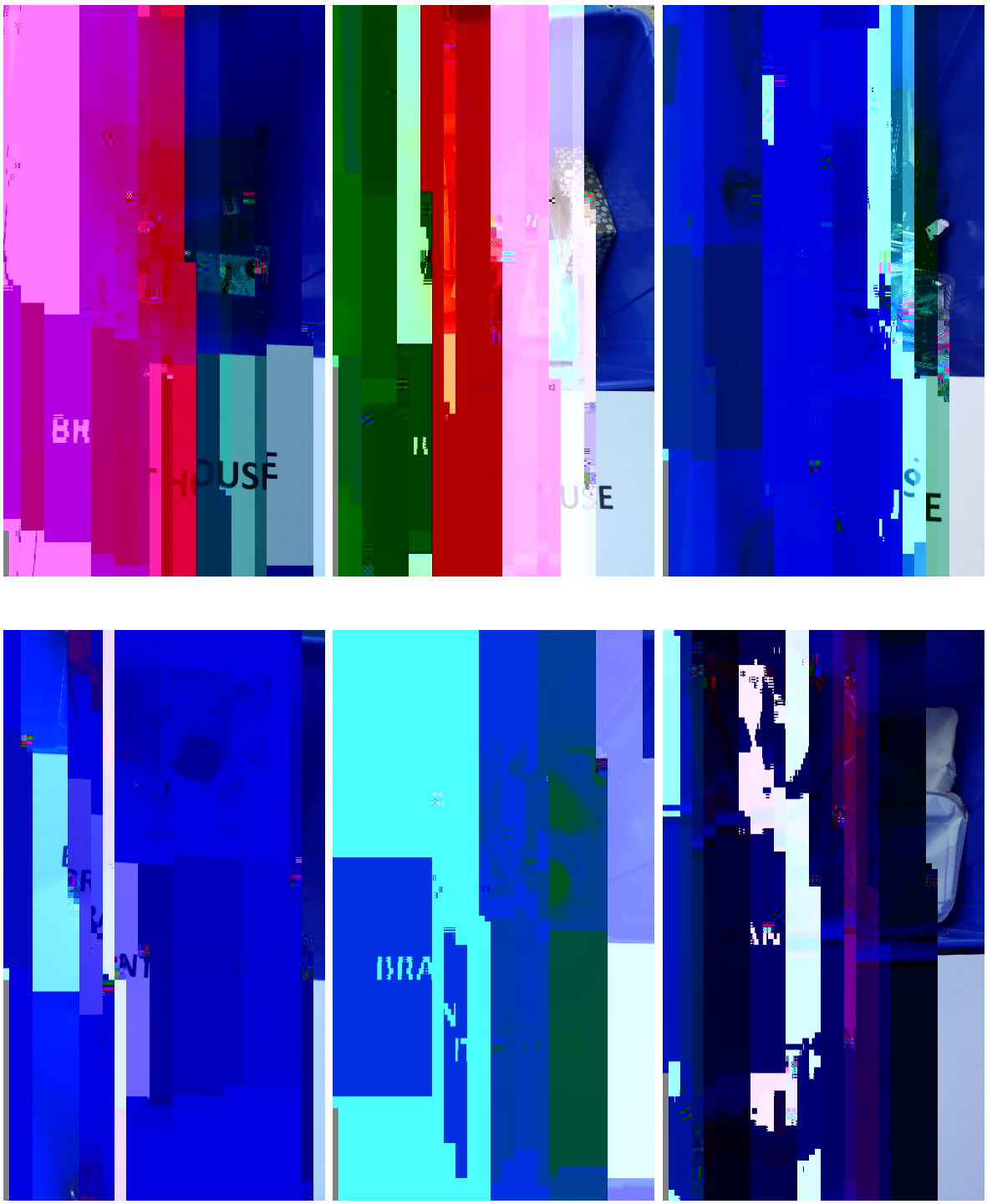
VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

A copy of the Waste Reduction Work Plan will be posted in an area where most employees will see

APPENDIX IV – PHOTOS FROM WASTE AUDIT

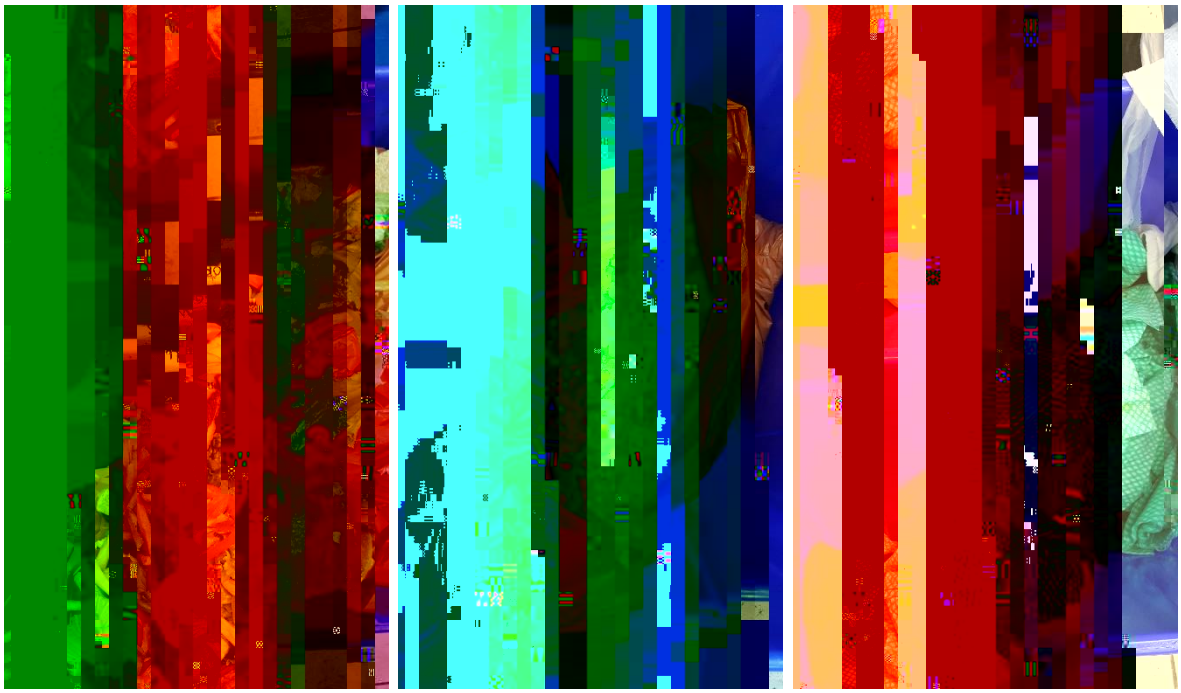
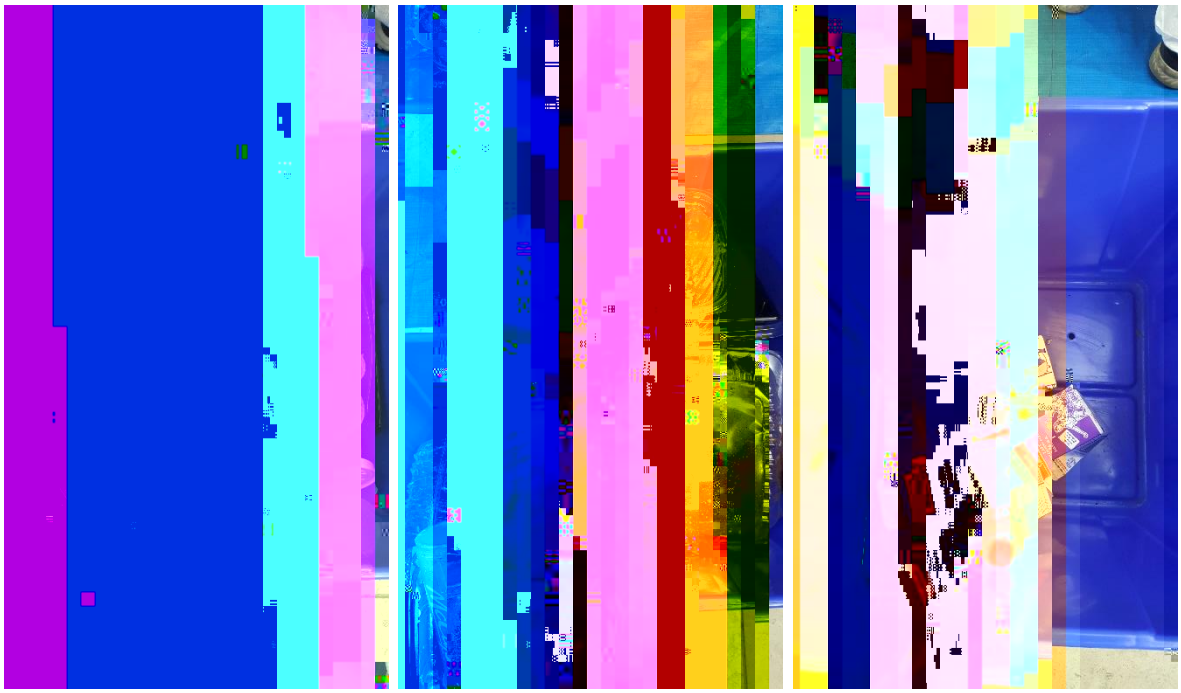
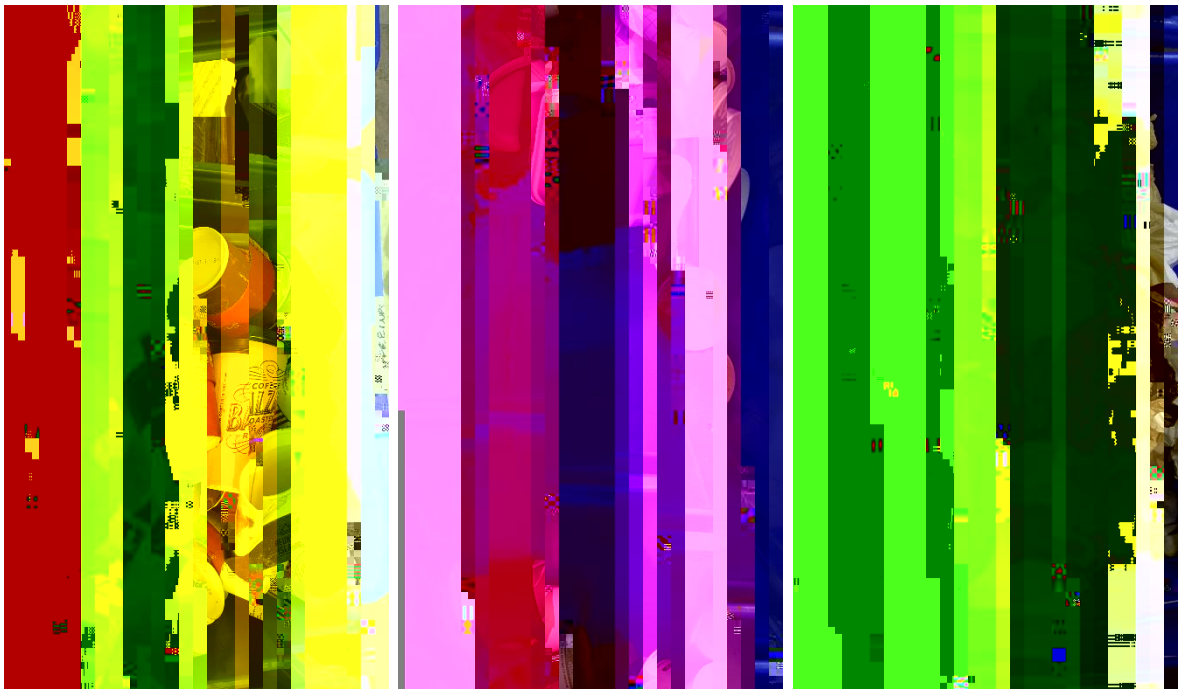
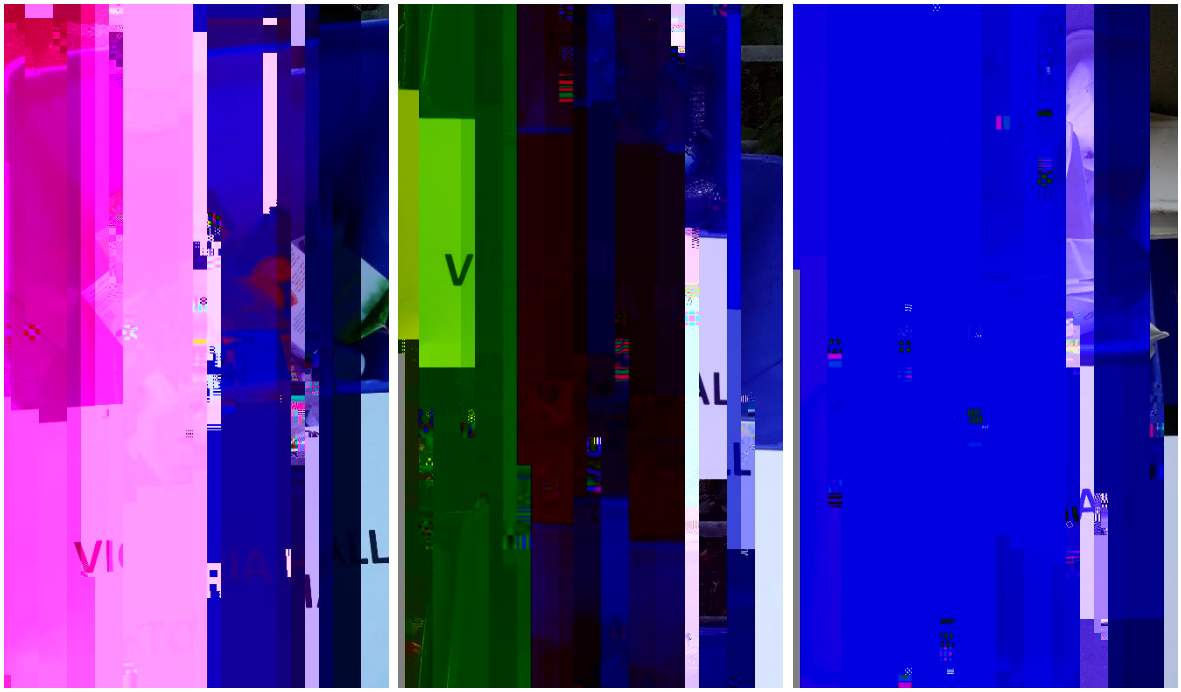






Waste Audit Report 2016

Leonard Kitchen



Mackintosh-Corry Hall