

**Ministry of the Environment Waste Form**  
**Report of a Waste Audit**  
**Industrial, Commercial and Institutional Establishments**

As required by O. Reg. 102/94

**I. GENERAL INFORMATION**

<b>Name of Owner and/or Operator of Entities and Company Name</b>	Confederation College
<b>Name of Contact Person</b>	Robin Gould
<b>Telephone #</b>	807-475-6687
<b>Email Address</b>	Robin.gould@confederationcollege.ca
<b>Street Address</b>	1450 Nakina Drive
<b>Municipality</b>	Thunder Bay
<b>Type of Entity</b>	Institution
<b>Year</b>	2021

**II. DESCRIPTION OF ENTITY**

Provide a brief overview of the entity(ties):
Confederation College is a northern college of applied arts and technology. Established in 1967, the college has grown to include a number of campuses across northwestern Ontario. With 58 programs to choose from, small class sizes and a comprehensive mental health and well being strategy, Confederation College is home to over 7,000 students.

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

For each category of waste that is produced at the entities, explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
<b>Categories of Waste</b>	<b>How is the waste produced and what management decisions/policies affect its production?</b>
Newspaper	Generated by participants. Material is deposited into designated container for recycling.
Magazines	Generated by participants. Material is deposited into designated container for recycling.
Cardboard	Generated by participants. Material is deposited into designated container for recycling.
Boxboard	Generated by participants. Material is deposited into designated container for recycling.
Mixed Paper	Generated by participants. Material is deposited into designated container for recycling.
Molder Pulp	Generated by participants. Material is deposited into designated container for recycling.
Kraft Paper	Generated by participants. Material is deposited into designated container for recycling.

Other Paper	Generated by participants. Material is deposited into designated container for recycling.
Coffee Cups	Generated by participants. Material is deposited into designated container for recycling.
Polycoat Containers	Generated by participants. Material is deposited into designated container for recycling.
PETE #1	Generated by participants. Material is deposited into designated container for recycling.
HDPE #2	Generated by participants. Material is deposited into designated container for recycling.
LDPE #4	Generated by participants. Material is deposited into designated container for waste.
PP#5	Generated by participants. Material is deposited into designated container for waste.
PS#6	Generated by participants. Material is deposited into designated container for waste.
Non-Recyclable Film	Generated by participants. Material is deposited into designated container for waste.
Rigid Plastic	Generated by participants. Material is deposited into designated container for waste.
Plastic Strapping	Generated by participants. Material is deposited into designated container for waste.
Aluminum Food / Beverage Cans	Generated by participants. Material is deposited into designated container for waste.
Steel Food / Beverage Cans	Generated by participants. Material is deposited into designated container for waste.
Glass Food / Beverage Containers	Generated by participants. Material is deposited into designated container for waste.
Food Waste	Generated by participants. Material is deposited into designated container for waste.
Tissue/Toweling	Generated by participants. Material is deposited into designated container for waste.
Beverage Liquids	Generated by participants. Material is deposited into designated container for waste.
Other: E-Waste	Generated by participants. Material is deposited into designated container for waste.
Other – Dental Molds	Generated by participants. Material is deposited into designated container for waste.
Other – latex Gloves	Generated by participants. Material is deposited into designated container for waste.
Other – Textiles	Generated by participants. Material is deposited into designated container for waste.
Other – Surgical Wear	Generated by participants. Material is deposited into designated container for waste.
Other – Foam	Generated by participants. Material is deposited into designated container for waste.

Other – Feminine Hygiene	Generated by participants. Material is deposited into designated container for waste.
Other – Dental Molds	Generated by participants. Material is deposited into designated container for waste.
Other – Tubing	Generated by participants. Material is deposited into designated container for waste.
Other – File Folders	Generated by participants. Material is deposited into designated container for waste.

**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.		
Category	Waste to be Disposed	Reused or Recycled Waste
Newspaper		Participants place materials in recycling bin.
Magazines		Participants place materials in recycling bin.
Cardboard		Participants place materials in recycling bin.
Boxboard		Participants place materials in recycling bin.
Mixed Paper		Participants place materials in recycling bin.
Molder Pulp		Participants place materials in recycling bin.
Kraft Paper		Participants place materials in recycling bin.
Other Paper		Participants place materials in recycling bin.
Coffee Cups		Participants place materials in recycling bin.
Polycoat Containers		Participants place materials in recycling bin.
PETE #1		Participants place materials in recycling bin.
HDPE #2		Participants place materials in recycling bin.
LDPE #4	Participants place materials in waste bin.	
PP#5	Participants place materials in waste bin.	
PS#6	Participants place materials in waste bin.	
Non-Recyclable Film	Participants place materials in waste bin.	

Rigid Plastic	Participants place materials in waste bin.	
Plastic Strapping	Participants place materials in waste bin.	
Aluminum Food / Beverage Cans	Participants place materials in waste bin.	
Steel Food / Beverage Cans	Participants place materials in waste bin.	
Glass Food / Beverage Containers	Participants place materials in waste bin.	
Food Waste	Participants place materials in waste bin.	
Tissue/Toweling	Participants place materials in waste bin.	
Beverage Liquids	Participants place materials in waste bin.	
Other: E-Waste	Participants place materials in waste bin.	
Other – Dental Molds	Participants place materials in waste bin.	
Other – latex Gloves	Participants place materials in waste bin.	
Other – Textiles	Participants place materials in waste bin.	
Other – Surgical Wear	Participants place materials in waste bin.	
Other – Foam	Participants place materials in waste bin.	
Other – Feminine Hygiene	Participants place materials in waste bin.	
Other – Dental Molds	Participants place materials in waste bin.	
Other – Tubing	Participants place materials in waste bin.	
Other – File Folders	Participants place materials in waste bin.	

**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

Confederation College April 2020 - March 2021	Generated (kg)			Reused (kg)			Recycled (kg)			Disposed (kg)		
Categories of Waste	"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)
Newspaper	1	0.08	0.92	N/A	N/A	N/A	0.11	0.08	0.03	0.89	0.00	0.89
Magazines	0.04	0.03	0.01	N/A	N/A	N/A	0.04	0.03	0.01	0	0	0.00
Cardboard	1.02	0.81	0.21	N/A	N/A	N/A	0.19	0.65	-0.46	0.83	0.16	0.67
Boxboard	1.83	0.97	0.86	N/A	N/A	N/A	0.28	0.28	0.00	1.55	0.68	0.87
Mixed Papers	7.05	3.52	3.53	N/A	N/A	N/A	0.56	0.57	-0.01	6.49	2.95	3.54
Molded Pulp	0.37	0.04	0.33	N/A	N/A	N/A	0.04	0.04	0.00	0.33	0.00	0.33
Kraft Paper	3.79	1.58	2.21	N/A	N/A	N/A	0.02	0.02	0.00	3.77	1.56	2.21
Other Paper	22.75	0.17	22.58	N/A	N/A	N/A	0	0.00	0.00	22.75	0.17	22.58
Coffee Cups	3.4	3.86	-0.46	N/A	N/A	N/A	0.52	0.53	-0.01	2.88	3.33	-0.45
Polycoat Containers	2.83	0.32	2.51	N/A	N/A	N/A	0.11	0.11	0.00	2.72	0.21	2.51
#1 PETE Soft Drinks	16.23	4.06	12.17	N/A	N/A	N/A	5.08	2.91	2.17	11.15	1.15	10.00
#2 HDPE	0.33	0.80	-0.47	N/A	N/A	N/A	0.33	0.19	0.14	3.16	0.61	2.55
#3 PVC	0	0.00	0.00	N/A	N/A	N/A	0	0.00	0.00	0	0.00	0.00
#4 LDPE Recyclable Film	0.49	0.34	0.15	N/A	N/A	N/A	0.49	0.28	0.21	0	0.06	-0.06
#5 PP	0.49	1.53	-1.04	N/A	N/A	N/A	0.49	0.28	0.21	0	1.25	-1.25
#6 PS (Styrofoam)	0	0.22	-0.22	N/A	N/A	N/A	0	0.00	0.00	0	0.22	-0.22
#6 PS (Clear/Hard)	1.8	2.41	-0.61	N/A	N/A	N/A	1.8	1.03	0.77	0	1.38	-1.38
#7 Other	0	0.00	0.00	N/A	N/A	N/A	0	0.00	0.00	0	0.00	0.00
Non-Recyclable Film	30.44	1.16	29.28	N/A	N/A	N/A	0	0.00	0.00	30.44	1.16	29.28
Rigid Plastics	0	0.05	-0.05	N/A	N/A	N/A	0	0.00	0.00	0	0.05	-0.05
Aluminum Cans	3.86	1.07	2.79	N/A	N/A	N/A	1.46	0.84	0.62	2.4	0.23	2.17
Aluminum Foil	0.5	0.03	0.47	N/A	N/A	N/A	0.06	0.03	0.03	0.44	0.00	0.44
Steel	0	0.00	0.00	N/A	N/A	N/A	0	0.00	0.00	0	0.00	0.00

Scrap Metal	0.13	0.46	-0.33	N/A	N/A	N/A	0.02	0.01	0.01	0.11	0.45	-0.34
Glass (Clear/Coloured)	2.34	0.20	2.14	N/A	N/A	N/A	0.51	0.20	0.31	1.83	0.00	1.83
Other Glass	0.06	0.00	0.06	N/A	N/A	N/A	0	0.00	0.00	0.06	0.00	0.06
Batteries	1.88	0.00	1.88	N/A	N/A	N/A	0.11	0.00	0.11	1.77	0.00	1.77
Toner Cartridges	0.89	0.00	0.89	N/A	N/A	N/A	0	0.00	0.00	0.89	0.00	0.89
Food Waste	61.33	10.98	50.35	N/A	N/A	N/A	0	0.00	0.00	61.33	10.98	50.35
Tissue / Toweling	7.93	6.12	1.81	N/A	N/A	N/A	0	0.00	0.00	7.93	6.12	1.81
Beverage Liquids	0	0.59	-0.59	N/A	N/A	N/A	0	0.00	0.00	0	0.59	-0.59
Compostables	0	2.76	-2.76	N/A	N/A	N/A	0	0.00	0.00	0	2.76	-2.76
E-Waste	0	0.07	-0.07	N/A	N/A	N/A	0	0.00	0.00	0	0.07	-0.07
Pencils	0	0.01	-0.01	N/A	N/A	N/A	0	0.00	0.00	0	0.01	-0.01
Dental Molds	0	0.90	-0.90	N/A	N/A	N/A	0	0.00	0.00	0	0.90	-0.90
Latex Gloves	0	0.75	-0.75	N/A	N/A	N/A	0	0.00	0.00	0	0.75	-0.75
Textiles	3.16	0.01	3.15	N/A	N/A	N/A	0	0.00	0.00	3.16	0.01	3.15
Surgical Wear	0	0.46	-0.46	N/A	N/A	N/A	0	0.00	0.00	0	0.46	-0.46
Foam	0	0.00	0.00	N/A	N/A	N/A	0	0.00	0.00	0	0.00	0.00
Feminine Hygiene	0	0.15	-0.15	N/A	N/A	N/A	0	0.00	0.00	0	0.15	-0.15
Tubing	0	0.00	0.00	N/A	N/A	N/A	0	0.00	0.00	0	0.00	0.00
File Folders	0	4.48	-4.48	N/A	N/A	N/A	0	0.00	0.00	0	4.48	-4.48

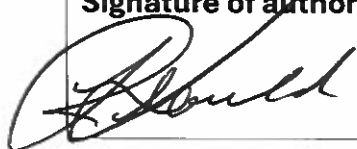
<b>Total</b>	<b>175.94</b>	<b>50.99204</b>	<b>124.948</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>12.22</b>	<b>8.23</b>	<b>3.99</b>	<b>166.88</b>	<b>42.77</b>	<b>124.11</b>
Percent Change (total C / total A x100)			71.01737						32.67864			74.37358

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

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.
	Not at this time.
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. *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.
	Not at this time.

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

**Signature of authorized official:**



**Title:**

Director, Facilities  
Services

**Date:**

April 24, 2021

**Ministry of the Environment Waste Form**  
**Report of a Waste**  
**Industrial, Commercial and Institutional Establishments**

As required by O. Reg. 102/94

**I. GENERAL INFORMATION**

<b>Name of Owner and/or Operator of Entities and Company Name</b>	Confederation College
<b>Name of Contact Person</b>	Robin Gould
<b>Telephone #</b>	807-475-6687
<b>Email Address</b>	Robin.gould@confederationcollege.ca
<b>Street Address</b>	1450 Nakina Drive
<b>Municipality</b>	Thunder Bay
<b>Type of Entity</b>	Institution
<b>Year</b>	2021

**II. DESCRIPTION OF ENTITY**

Provide a brief overview of the entity(ties):
Confederation College is a northern college of applied arts and technology. Established in 1967, the college has grown to include a number of campuses across northwestern Ontario. With 58 programs to choose from, small class sizes and a comprehensive mental health and well being strategy, Confederation College is home to over 7,000 students.

**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 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.	
<b>Waste Category</b>	<b>How is the waste produced and what management decisions/policies affect its production?</b>
Newspaper	Reduce: Provide digital copies of newspaper to participants. Most campus members on not on campus so newspapers are not heavily used. Reuse: Newsprint can be reused for movie and shipping packaging. Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Magazines	Reduce: Encourage electronic documents only and to think before purchasing. Reuse: Not applicable due to COVID restrictions. Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Cardboard	Reduce: Encourage suppliers to provide goods in reusable containers. Purchase supplies in bulk to avoid excess packaging.



	<p>Reuse: Cardboard boxes can be reused for moving and shipping.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Boxboard	<p>Reduce: Encourage suppliers to provide goods in reusable containers. Purchase supplies in bulk to avoid excess packaging.</p> <p>Reuse: Boxboard can be reused for packaging small goods.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Mixed Paper	<p>Reduce: Encourage use of electronic documents only and to think before printing. Utilize DocuSign for document review and avoid printing, COVID restrictions are limiting paper printing on campus.</p> <p>Reuse: Reuse one sided documents for other print jobs.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Molder Pulp	<p>Reduce: Encourage suppliers to provide goods in reusable containers. Purchase supplies in bulk to avoid excess packaging.</p> <p>Reuse: Reuse for packaging and protecting small goods.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Kraft Paper	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products.</p> <p>Reuse: Reuse for packaging and protecting small goods.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Other Paper	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material.</p> <p>Reuse: N/A</p> <p>Recycle: Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Coffee Cups	<p>Reduce: Bring a reusable mug.</p> <p>Reuse: N/A</p> <p>Recycle: Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Polycoat Containers	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material.</p> <p>Reuse: N/A</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
PETE #1	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced. Promote reusable containers to visitors and staff. Ban the sale of single use plastic bottles on campus.</p> <p>Reuse: Reuse material for water throughout the day.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>

HDPE #2	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p>Reuse: Containers are reused in kitchen areas for collection of organic waste (i.e. large white tubs).</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
LDPE #4	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p>Reuse: Use plastic bags for other uses such as in back-of house small garbage containers (i.e. in employee offices/washrooms); use as protective packaging for shipments.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
PP#5	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p>Reuse: Reuse container for food or snacks throughout the day.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
PS#6	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material.</p> <p>Reuse: Reuse as protective packaging for shipments.</p> <p>Recycle: Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Non-Recyclable Film	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material.</p> <p>Reuse: Reuse as protective packaging for shipments.</p> <p>Recycle: Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Rigid Plastic	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material.</p> <p>Reuse: N/A</p> <p>Recycle: Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Plastic Strapping	<p>Reduce: Encourage suppliers to provide goods in alternative material, other than plastic.</p> <p>Reuse: Reuse current material for shipping/receiving and packaging.</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Aluminum Food / Beverage Cans	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p>Reuse: N/A</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>

Steel Food / Beverage Cans	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p>Reuse: N/A</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Glass Food / Beverage Containers	<p>Reduce: Implement sustainable purchasing policy to ensure amounts are not ordered in excess.</p> <p>Reuse: N/A</p> <p>Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Food Waste	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p>Reuse: N/A</p> <p>Recycle: An organic recycling program does not yet exist at this property.</p>
Tissue/Toweling	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: An organic recycling program does not yet exist at this property.</p>
Beverage Liquids	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: An organic recycling program does not yet exist at this property.</p>
Other: E-Waste	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Material is recyclable and placed in a designated electronics waste recycling program.</p>
Other – Dental Molds	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.</p>
Other – latex Gloves	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.</p>
Other – Textiles	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.</p>
Other – Surgical Wear	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.</p>
Other – Foam	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.</p>

Other – Feminine Hygiene	Reduce: N/A Reuse: N/A Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.
Other – Dental Molds	Reduce: N/A Reuse: N/A Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.
Other – Tubing	Reduce: N/A Reuse: N/A Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.
Other – File Folders	Reduce: N/A Reuse: N/A Recycle: Material is not recyclable. Ensure all employees understand current recycling programs and initiatives.

**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. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN**

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity. If more than one person is responsible for implementation, identify each person who is responsible and indicate the part of the Waste Reduction Work Plan that each person is responsible for implementing.		
<b>Name of Person</b>	<b>Responsibility</b>	<b>Telephone #</b>
Robin Gould	Director, Facilities Services - Organizes waste management operations across campus.	807-475-6687

**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. 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.	
<b>Source Separation and 3 Rs Program</b>	<b>Schedule for Completion</b>
Newspaper	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Magazines	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Cardboard	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Boxboard	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Mixed Paper	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Molder Pulp	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.

Kraft Paper	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Other Paper	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Coffee Cups	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Polycoat Containers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
PETE #1	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
HDPE #2	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
LDPE #4	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
PP#5	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
PS#6	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Non-Recyclable Film	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.

Rigid Plastic	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Plastic Strapping	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Aluminum Food / Beverage Cans	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Steel Food / Beverage Cans	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Glass Food / Beverage Containers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives. Many staff are working from home due to COVID restrictions, but additional waste may be generated onsite with changing guidelines and required PPE and safety materials.
Food Waste	Organics program is not in place. The facility is investigating opportunities to divert organic materials.
Tissue/Toweling	Organics program is not in place. The facility is investigating opportunities to divert organic materials.
Beverage Liquids	Organics program is not in place. The facility is investigating opportunities to divert organic materials.
Other: E-Waste	Material is recyclable and placed in designated electronics waste recycling program. Ensure participants understand what is accepted in the recycling program throughout the year.
Other – Dental Molds	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Other – latex Gloves	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Other – Textiles	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.

Other – Surgical Wear	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Other – Foam	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Other – Feminine Hygiene	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Other – Dental Molds	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Other – Tubing	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.
Other – File Folders	Material is not recyclable. Ensure participants understand what is accepted in the recycling program on an ongoing basis throughout the year.



## VI. COMMUNICATIONS TO STAFF, CUSTOMERS, GUESTS AND VISITORS

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:

A copy of the Waste Reduction Work Plan will be posted in an area where employees will see it and will be made available to employees on request.

## VII. ESTIMATED WASTE PRODUCED BY MATERIAL TYPE THE PROJECTED AMOUNT TO BE DIVERTED BY THE 3Rs

Material Categories	Estimated Annual Waste Produced (kgs or tonnes)	Name of Proposed 3Rs Program	Projections to Reduce, Reuse, or Recycle Waste (kgs or tonnes)			Estimated Annual Amount to be Diverted (%)
			Reduce	Reuse	Recycle	
Newspaper	80	Mixed Paper Recycling			48	60%
Magazines	30	Mixed Paper Recycling			18	60%
Cardboard	810	Mixed Paper Recycling			486	60%
Boxboard	970	Mixed Paper Recycling			582	60%
Mixed Paper	3520	Mixed Paper Recycling			2112	60%
Molder Pulp	40	Mixed Paper Recycling			24	60%
Kraft Paper	1580	Mixed Paper Recycling			948	60%
Other Paper	170	Waste			25.5	15%
Coffee Cups	3860	Waste			579	15%
Polycoat Containers	4060	Mixed Paper Recycling			2436	60%
PETE #1	4060	Commingled Recycling			2436	60%
HDPE #2	800	Commingled Recycling			480	60%
LDPE #4	340	Commingled Recycling			204	60%
PP#5	1530	Commingled Recycling			918	60%
PS#6	2610	Commingled Recycling			1566	60%

Non-Recyclable Film	1160	Waste			174	15%
Rigid Plastic	50	Waste			7.5	15%
Aluminum Food / Beverage Cans	1070	Commingled Recycling			642	60%
Steel Food / Beverage Cans	0	Commingled Recycling			0	60%
Glass Food / Beverage Containers	200	Commingled Recycling			120	60%
Food Waste	10980	Waste			1647	15%
Tissue/Toweling	6120	Waste			918	15%
Beverage Liquids	590	Waste			88.5	15%
Other: E-Waste	70	Waste			10.5	15%
Other – Dental Molds	900	Waste			135	15%
Other – latex Gloves	750	Waste			112.5	15%
Other – Textiles	10	Waste			1.5	15%
Other – Surgical Wear	460	Waste			69	15%
Other – Foam	0	Waste			0	15%
Other – Feminine Hygiene	150	Waste			22.5	15%
Other – Tubing	0	Waste			0	15%
Other – File Folders	4480	Waste			672	15%

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

**Signature of authorized official:**



**Title:**

Director, Facilities  
Services

**Date:**

April 24, 2021