

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

Name of Owner and/or Operator of Entities and Company Name	Confederation College
Name of Contact Person	Robin Gould
Telephone #	807-475-6687
Email Address	Robin.gould@confederationcollege.ca
Street Address	1450 Nakina Drive
Municipality	Thunder Bay
Type of Entity	Institution
Year	2023

II. DESCRIPTION OF ENTITY

Provide a brief overview of the entity(ties):
Confederation College serves the citizens of northwestern Ontario with transformative education across a vast 550,000 square kilometer region offering educational programs in 65 programs to over 7,000 full and part time students each year with 600+ staff. The main campus in Thunder Bay, operates year round in the Shuniah Building, Dorin Building, McIntyre Building and ACE facility at the Thunder Bay International Airport. The buildings offer various spaces including office spaces for faculty, support and administrative staff, classrooms for student based learning, lab environments (such as health, dental, paramedic, etc.), and shop labs (automotive, welding, carpentry, etc.).

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.	
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	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources.
Boxboard shoe boxes, cereal boxes, etc.	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources.

Building/renovation material	Generated during routine maintenance and construction work done by Facilities Services staff and contractors.
Cardboard	Generated from packaging, shipping and receiving materials ordered to the College by students and staff, in food service areas as packaging, and brought onto campus by students, staff, and community.
Cell phones	IT Services manages all College cell phones that provided to staff for work. Cell phones are used until they are no longer usable.
Clothing/textiles	Sold in the Bookstore on campus and provided to certain workers as part of their jobs.
Diapers	Generated in the Children and Family Centre by kids in daycare.
Disposable take out food packaging	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources.
Drywall	Generated during routine maintenance and construction work done by Facilities Services staff and contractors.
Fine paper	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources.
Furniture	Generated by staff when replacing current furniture. Furniture that is disposed is at end of life. A storage room of usable furniture is maintained to limit usable furniture from being thrown away.
Glass food and beverage bottles/jars	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources.
Glossy magazines, catalogues, flyers	Generated by subscription, Library, and other departments throughout the college by staff.
HDPE (#2) plastic jugs, crates, totes, and drums	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources.
IT equipment/audio-visual equipment	Generated by IT as part of maintenance, upgrades, and expansion of services.
LDPE (#4) plastic film	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources.
Newsprint	Generated by staff, students, and community members through purchases of newsprint materials or being brought on campus from other sources.
Organics	Generated by staff, students, and community in the cafeteria, staff rooms, kitchens, Children and Family Centre, Culinary Program kitchens, and food

	service (cafeteria) kitchens. Also, brought on campus by students, staff and the community from other sources.
Paper towels	Generated in washrooms, kitchens, Daycare, and cleaning services for handwashing and cleaning.
PET (#1) plastic food and beverage bottles	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources. Banned the sale of single use plastic bottles from campus.
Polystyrene (#6)	
Printer Cartridges	Generated in all printers throughout the College. Disposal programs through the printer providers are established.
Skids	Generated in Shipping and Receiving on shipments of goods to the College.
Steel	Generated through various machine shops on campus for student learning opportunities.
Steel food and beverage cans	Generated by students, staff, and community members through purchases in cafeteria or bringing them on campus from other sources.
Wood	Generated in carpentry shops on campus for student learning opportunities.
Other:	N/A

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
<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	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Containers bins across campus and recycled. Those in garbage are disposed in waste stream.
Boxboard shoe boxes, cereal boxes, etc.	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Fibre bins across campus and recycled. Those in garbage are disposed in waste stream.

Building/renovation material	Staff and contractors dispose of appropriate materials in waste bins.	Any materials that can be salvaged for reuse are save. Materials that can be recycled are recycled.
Cardboard	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Fibre bins across campus and recycled. Those in garbage are disposed in waste stream.
Cell phones		Reused until no longer usable. Recycled through electronics recycling.
Clothing/textiles	Students, staff and community may sort into Waste bins.	Investigating alternative textile disposing options.
Diapers	Placed into waste stream.	No options identified.
Disposable take out food packaging	Placed into waste stream.	No options identified.
Drywall	Placed into waste stream.	No options identified.
Fine paper	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Fibre bins across campus and recycled. Those in garbage are disposed in waste stream.
Furniture	End of life furniture is placed in waste stream.	Usable furniture is stored in a centralized room for reuse.
Glass food and beverage bottles/jars	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Containers bins across campus and recycled. Those in garbage are disposed in waste stream.
Glossy magazines, catalogues, flyers	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Fibre bins across campus and recycled. Those in garbage are disposed in waste stream.
HDPE (#2) plastic jugs, crates, totes, and drums	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Containers bins across campus and recycled. Those in garbage are disposed in waste stream.

IT equipment/audio-visual equipment	Students, staff and community may mis-sort into Waste bins.	Recycled through electronic waste recycling.
LDPE (#4) plastic film	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Containers bins across campus and recycled. Those in garbage are disposed in waste stream.
Newsprint	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Fibre bins across campus and recycled. Those in garbage are disposed in waste stream.
Organics	Placed into waste stream.	Investigating options for composting.
Paper towels	Placed into waste stream.	No other option identified.
PET (#1) plastic food and beverage bottles	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Containers bins across campus and recycled. Those in garbage are disposed in waste stream.
Polystyrene (#6)	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Containers bins at Centralized sorting disposal units across campus and recycled. Those in garbage are disposed in waste stream.
Printer Cartridges	Students, staff and community may mis-sort into Waste bins.	Placed in recycling offered by printer provider.
Skids	Disposed of broken or over supply into the waste stream.	Reused for other projects as needed. Left for staff to take.
Steel		Recycled at local vendor.
Steel food and beverage cans	Students, staff and community may mis-sort into Waste bins.	Students, staff, and community can place in Containers bins at Centralized sorting disposal units across campus and recycled. Those in garbage are disposed in waste stream.
Wood	Placed into waste stream.	No options identified.
Other:	N/A	N/A

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 2022 - March 2023	Estimated Amount of Waste Produced											
	kgs											
	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)
Containers (plastic, glass, aluminum, steel)	38730	7763.57	30966.43	N/A	N/A	N/A	14570	3260.70	11309.30	24370	4502.87	19867.13
<i>PET (#1) plastic food and beverage bottles</i>	19080	4562.65	14517.35	N/A	N/A	N/A	9260	1916.31	7343.69	9820	2646.34	7173.66
<i>Aluminum food and beverage cans</i>	4360	1035.66	3324.34	N/A	N/A	N/A	1520	434.98	1085.02	2840	600.68	2239.32
<i>Glass food and beverage bottles/jars</i>	2400	190.21	2209.79	N/A	N/A	N/A	510	79.89	430.11	1890	110.32	1779.68
<i>LDPE (#4) plastic film</i>	490	1764.66	-1274.66	N/A	N/A	N/A		741.16	-741.16	700	1023.50	-323.50
<i>Polystyrene (#6)</i>	12400	2096.16	10303.84	N/A	N/A	N/A	3280	88.04	3191.96	9120	2008.12	7111.88
Fibre (fine paper, cardboard, boxboard, glossy magazines, catalogues, flyers)	62450	6584.56	55865.44	N/A	N/A	N/A	5430	2765.51	2664.49	57120	3819.04	53300.96
<i>Boxboard shoe boxes, cereal boxes, etc.</i>	4550	3588.58	961.42	N/A	N/A	N/A	900	150.72	749.28	3650	3437.86	212.14
<i>Cardboard</i>	3820	3015.73	804.27	N/A	N/A	N/A	2070	126.66	1943.34	1750	2889.07	-1139.07
<i>Fine paper</i>	24940	3615.58	21324.42	N/A	N/A	N/A	1980	1518.54	461.46	22960	2097.04	20862.96
<i>Glossy magazines, catalogues, flyers</i>	120	9.88	110.12	N/A	N/A	N/A	120	4.15	115.85	0	5.73	-5.73
<i>Newsprint</i>	260	28.31	231.69	N/A	N/A	N/A	360	11.89	348.11	0	16.42	-16.42

Paper Towels	28760	2270.35	26489.65	N/A	N/A	N/A	N/A	N/A	N/A	28760	2270.35	26489.65
Organics	64590	29571.89	35018.11	N/A	N/A	N/A	N/A	N/A	N/A	64590	29571.89	35018.11
All other Categories	73570	29640.84	43929.16	N/A	N/A	N/A	6130	N/A		67130	29640.84	37489.16
Total	213210	68948.22	144261.78	N/A	N/A	N/A	40000	11098.55	28901.45	294700	84640.0797	210059.92
Percent Change (total C / total A x100)			67.661826						72.2536258			71.27924001

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.
	No, Confederation College does not currently have a policy that outlines specific requirements for purchasing products that consist of recycled and/or reused materials or products.
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.
	No, Confederation College does not have plans to increase the extent to which materials or products used or sold consist of recycled or reused materials or products.

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 20, 2023

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I. GENERAL INFORMATION

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Street Address	1450 Nakina Drive
Municipality	Thunder Bay
Type of Entity	Institution
Year	2023

II. DESCRIPTION OF ENTITY

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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.	
Waste Category	How is the waste produced and what management decisions/policies affect its production?
Containers	
HDPE (#2) plastic jugs, crates, totes, and drums	Reduce: encourage all staff and students to use reusable containers to bring items to campus. Reuse: encourage staff and students to reuse any container and save those containers for those purposes. Recycle: Exploring implementing Centralized Sorting for waste management campus wide to improve and standardize waste sorting
LDPE (#4) plastic film	
PET (#1) plastic food and beverage bottles	
Polystyrene (#6)	

Aluminum food and beverage cans	on campus. Update signage to include the inclusion of plastics #1-7 in recycling stream.
Steel food and beverage cans	
Glass food and beverage bottles/jars	
Fibre	
Boxboard shoe boxes, cereal boxes, etc.	Reduce: encourage all staff and students to use reusable containers to bring items to campus.
Cardboard	Reuse: encourage staff and students to reuse any container and save those containers for those purposes.
Fine paper	
Newsprint	Recycle: Exploring implementing Centralized Sorting for waste management campus wide to improve and standardize waste sorting on campus.
Glossy magazines, catalogues, flyers	
Paper towels	Reduce: Provide hand dryers in bathrooms to limit use of paper towel. Reuse: Cleaning encouraged to utilize reusable fabric clothes instead of paper towels. Recycle: No options identified.
Organics	
Organics	Reduce: Encourage staff and students to only take food that they will eat. Reuse: N/A Recycle: Exploring implementing Centralized Sorting for waste management campus wide to improve and standardize waste sorting on campus.
Other	
Furniture	Reduce: Old furniture is centrally located and available for staff to view. Encourage the use of previously used furniture before purchasing new furniture. Reuse: Any furniture that is no longer needed goes to the furniture reuse area. Recycle: If furniture is still usable but no longer wanted by the College efforts are made to properly dispose of the furniture.
IT equipment/audio-visual equipment	Reduce: Purchase materials as needed. Reuse: N/A Recycle: Sent for recycle through manufacturer if available.
Printer Cartridges	Reduce: Purchase materials as needed. Reuse: N/A Recycle: Sent for recycle through manufacturer if available.
Skids	Reduce: Limit deliveries that will require skids. Reuse: Make skids available for staff and students to take if they have use for them. Recycle: N/A
Steel	Reduce: Only order and utilize materials that are needed. Reuse: Pieces or products that are still usable are used. Recycle: Taken to scrap metal facility for recycle.

Wood	Reduce: Avoid over-ordering wood materials and avoid excess shipping wood. Reuse: If another use is identified for wood is saved or utilized for that purpose. Recycle: N/A
Building/renovation material	Reduce: Purchase and utilize materials effectively to reduce the amount that needs to be thrown away. Reuse: Materials are reused in other projects if salvageable. Recycle: Any material that is applicable for recycling is properly recycled.
Cell phones	Reduce: College purchased cell phones are used until they are no longer viable (software or battery issues). Reuse: If a phone is returned and a staff member needs a phone they are provided with a returned phone. Recycle: Disposed through electronic recycling.
Clothing/textiles	Reduce: Purchased on an as needed basis. Reuse: Reused until no longer viable. Recycle: Exploring options for textile recycling with a third party operator.
Diapers	All diapers are disposed.
Disposable take out food packaging	Reduce: Food Services purchases containers that applicable to the size of portions being provided to avoid excess container size. Reuse: Not applicable as it is a food safety issue. Recycle: Not able to be recycled due to food waste contamination.
Drywall	Reduce: Purchase and utilize materials effectively to reduce the amount that needs to be thrown away. Reuse: Materials are reused in other projects if salvageable. Recycle: Any material that is applicable for recycling is properly recycled.

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.		
Name of Person	Responsibility	Telephone #
Robyn Gillespie	Implementing Centralized Sorting approach across campus for Containers, Fibre, Organics, and Landfill. Leading composter investigation. Communicating centralized sorting for waste management to staff and students.	807-475-6356

	Exploring and identifying new opportunities for waste reduction for various streams.	
Robin Gould	Providing resources and oversight of all waste reduction opportunities.	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.	
Source Separation and 3 Rs Program	Schedule for Completion
Containers	Communications is ongoing throughout 2023. Exploration of Centralized Sorting campus wide throughout 2023. Engagement with students happens at the beginning of each semester.
Fibre	Communications is ongoing throughout 2023. Exploration of Centralized Sorting campus wide throughout 2023. Engagement with students happens at the beginning of each semester.
Organics	Communications is ongoing throughout 2023. Exploration of Centralized Sorting campus wide throughout 2023. Engagement with students happens at the beginning of each semester.
Other	Communications is ongoing throughout 2023. Exploration of Centralized Sorting campus wide throughout 2023. Engagement with students happens at the beginning of each semester.

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:

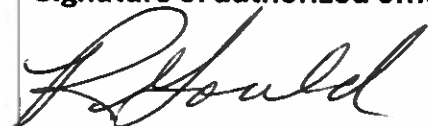
The Waste Reduction Work Plan is available to staff and students when requested from the Facilities Services department, an electronic or virtual copy can be provided. Additionally, the plan will be published on the organizations website.

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	
Containers	38730	Centralized Sorting	n/a	n/a	7746	20%
Fibre	62450	Centralized Sorting	n/a	n/a	12490	20%
Organics	64590	Centralized Sorting	n/a	n/a	3229	5%

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 20, 2023