

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	2024

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 2023 - March 2024	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	6444.13	32285.87	N/A	N/A	N/A	14570	2706.54	11863.46	24370	3737.60	20632.40
<i>PET (#1) plastic food and beverage bottles</i>	19080	3787.22	15292.78	N/A	N/A	N/A	9260	1590.63	7669.37	9820	2196.59	7623.41
<i>Aluminum food and beverage cans</i>	4360	859.65	3500.35	N/A	N/A	N/A	1520	361.05	1158.95	2840	498.60	2341.40
<i>Glass food and beverage bottles/jars</i>	2400	157.88	2242.12	N/A	N/A	N/A	510	66.31	443.69	1890	91.57	1798.43
<i>LDPE (#4) plastic film</i>	490	1464.75	-974.75	N/A	N/A	N/A		615.20	-615.20	700	849.56	-149.56
<i>Polystyrene (#6)</i>	12400	1739.92	10660.08	N/A	N/A	N/A	3280	73.08	3206.92	9120	1666.84	7453.16
Fibre (fine paper, cardboard, boxboard, glossy magazines, catalogues, flyers)	62450	5465.49	56984.51	N/A	N/A	N/A	5430	2295.51	3134.49	57120	3169.99	53950.01
<i>Boxboard shoe boxes, cereal boxes, etc.</i>	4550	2978.69	1571.31	N/A	N/A	N/A	900	125.11	774.89	3650	2853.59	796.41
<i>Cardboard</i>	3820	2503.20	1316.80	N/A	N/A	N/A	2070	105.13	1964.87	1750	2398.06	-648.06
<i>Fine paper</i>	24940	3001.10	21938.90	N/A	N/A	N/A	1980	1260.46	719.54	22960	1740.64	21219.36
<i>Glossy magazines, catalogues, flyers</i>	120	8.20	111.80	N/A	N/A	N/A	120	3.44	116.56	0	4.75	-4.75
<i>Newsprint</i>	260	23.50	236.50	N/A	N/A	N/A	360	9.87	350.13	0	13.63	-13.63

Paper Towels	28760	1884.50	26875.50	N/A	N/A	N/A	N/A	N/A	N/A	28760	1884.50	26875.50
Organics	64590	24546.08	40043.92	N/A	N/A	N/A	N/A	N/A	N/A	64590	24546.08	40043.92
All other Categories	73570	24603.31	48966.69	N/A	N/A	N/A	6130	N/A		67130	24603.31	42526.69
Total	213210	57230.3	155979.7	N/A	N/A	N/A	40000	9212.32	30787.68	294700	70255.28945	224444.71
Percent Change (total C / total A x100)			73.157779						76.9691906			76.16040399

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 10, 2024

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I. GENERAL INFORMATION

Name of Owner and/or Operator of Entities and Company Name	Confederation College
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Telephone #	807-475-6687
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Street Address	1450 Nakina Drive
Municipality	Thunder Bay
Type of Entity	Institution
Year	2024

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. Educate staff and students on ways to reduce the amount of containers they produce on campus through interactive and passive opportunities.
LDPE (#4) plastic film	
PET (#1) plastic food and beverage bottles	Reuse: encourage staff and students to reuse any container and save those containers for those purposes. Educate staff and students on ways they can reuse containers.
Polystyrene (#6)	

Aluminum food and beverage cans	Recycle: Introducing Centralized Sorting to facilitate proper waste sorting across campus. Bins in classrooms and offices will be removed and all staff and students will be responsible for properly disposing at a waste sorting station. A waste sorting station will also be set up in the Cafeteria. All signage at the stations is the same and uses pictures and words to explain what can go in each stream. All waste sorting stations have a “Container” stream. Utilize the virtual waste sorting game developed for campus to highlight the types of containers that can be recycled on campus. Increasing the number of waste sorting stations across campus to ensure everyone has easy access to a recycling point.
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 only use and order what they need for fibre products. Educate staff and students on ways to reduce the amount of fibre they are producing on campus through interactive and passive opportunities. Reuse: encourage staff and students to find alternative uses for fibre materials and only recycle what they can no longer use. Recycle: Introducing Centralized Sorting to facilitate proper waste sorting across campus. Bins in classrooms and offices will be removed and all staff and students will be responsible for properly disposing at a waste sorting station. A waste sorting station will also be set up in the Cafeteria. All signage at the stations is the same and uses pictures and words to explain what can go in each stream. All waste sorting stations have a “Fibre” stream. Utilize the virtual waste sorting game developed for campus to highlight the types of fibre that can be recycled on campus. Increasing the number of waste sorting stations across campus to ensure everyone has easy access to a recycling point.
Cardboard	
Fine paper	
Newsprint	
Glossy magazines, catalogues, flyers	
Paper towels	Reduce: Provide hand dryers in bathrooms to limit use of paper towel. Encourage cleaning practices to incorporate reusable fabric alternatives when possible. 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: Introducing Centralized Sorting to facilitate proper waste sorting across campus, including separation of organics. Bins in classrooms and offices will be removed and all staff and students will be responsible for properly disposing at a waste sorting station. A waste sorting station will also be set up in the Cafeteria. All signage at the stations is the same and uses pictures and words to explain what can go in each stream. Organics bins will be located in areas that are more food heavy generating areas. All waste sorting stations will have an “Organics” stream and pictures to show what is accepted in the bin.

	Exploring opportunities for funding a composter to be installed onsite to manage onsite produced organics.
Other	
Furniture	<p>Reduce: Old furniture is centrally located and available for staff to view. Encourage the use of previously used furniture before purchasing new furniture.</p> <p>Reuse: Any furniture that is no longer needed goes to the furniture reuse area.</p> <p>Recycle: If furniture is still usable but no longer wanted by the College efforts are made to properly dispose of the furniture.</p>
IT equipment/audio-visual equipment	<p>Reduce: Purchase materials as needed.</p> <p>Reuse: N/A</p> <p>Recycle: Sent for recycle through manufacturer if available.</p>
Printer Cartridges	<p>Reduce: Purchase materials as needed.</p> <p>Reuse: N/A</p> <p>Recycle: Sent for recycle through manufacturer if available.</p>
Skids	<p>Reduce: Limit deliveries that will require skids.</p> <p>Reuse: Make skids available for staff and students to take if they have use for them.</p> <p>Recycle: N/A</p>
Steel	<p>Reduce: Only order and utilize materials that are needed.</p> <p>Reuse: Pieces or products that are still usable are used.</p> <p>Recycle: Taken to scrap metal facility for recycle.</p>
Wood	<p>Reduce: Avoid over-ordering wood materials and avoid excess shipping wood.</p> <p>Reuse: If another use is identified for wood is saved or utilized for that purpose.</p> <p>Recycle: N/A</p>
Building/renovation material	<p>Reduce: Purchase and utilize materials effectively to reduce the amount that needs to be thrown away.</p> <p>Reuse: Materials are reused in other projects if salvageable.</p> <p>Recycle: Any material that is applicable for recycling is properly recycled.</p>
Cell phones	<p>Reduce: College purchased cell phones are used until they are no longer viable (software or battery issues).</p> <p>Reuse: If a phone is returned and a staff member needs a phone they are provided with a returned phone.</p> <p>Recycle: Disposed through electronic recycling.</p>
Clothing/textiles	<p>Reduce: Purchased on an as needed basis.</p> <p>Reuse: Reused until no longer viable.</p> <p>Recycle: Exploring options for textile recycling with a third party operator.</p>
Diapers	All diapers are disposed.
Disposable take out food packaging	<p>Reduce: Food Services purchases containers that applicable to the size of portions being provided to avoid excess container size.</p> <p>Reuse: Not applicable as it is a food safety issue.</p> <p>Recycle: Not able to be recycled due to food waste contamination.</p>

Drywall	<p>Reduce: Purchase and utilize materials effectively to reduce the amount that needs to be thrown away.</p> <p>Reuse: Materials are reused in other projects if salvageable.</p> <p>Recycle: Any material that is applicable for recycling is properly recycled.</p>
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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

<p>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.</p>		
Name of Person	Responsibility	Telephone #
Robyn Gillespie	<p>Implementing Centralized Sorting approach across campus for Containers, Fibre, Organics, and Landfill.</p> <p>Leading composter investigation.</p> <p>Communicating centralized sorting for waste management to staff and students.</p> <p>Exploring and identifying new opportunities for waste reduction for various streams.</p>	807-475-6356
Robin Gould	<p>Providing resources and oversight of all waste reduction opportunities.</p>	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 in ongoing throughout 2024. Installation of centralized sorting by August 2024. Bin removal from offices and classrooms by December 2024. Engagement with students happens at the beginning of each semester.
Fibre	Communications in ongoing throughout 2024. Installation of centralized sorting by August 2024. Bin removal from offices and classrooms by December 2024. Engagement with students happens at the beginning of each semester.
Organics	Communications in ongoing throughout 2024. Installation of centralized sorting by August 2024. Bin removal from offices and classrooms by December 2024. Engagement with students happens at the beginning of each semester. Determine composter and install (funding dependent) by December 2024.
Other	Installation of centralized sorting by August 2024. Bin removal from offices and classrooms by December 2024. Majority of items classified in Other have programs in place or happen on an as needed basis. If additional opportunities arise throughout the year they will be incorporated.

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	6444.13	Centralized Sorting	n/a	n/a	644.41	25%
Fibre	5465.49	Centralized Sorting	n/a	n/a	1366.37	25%
Organics	24546.08	Centralized Sorting	n/a	n/a	1227.30	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 10, 2024