

**Ministry of the Environment Waste Form**  
**Report of a Waste Audit**  
**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 a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.*
- *For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94" (revised July 2008)*

**I. GENERAL INFORMATION**

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> Laurentian University of Sudbury			
<b>Name of Contact Person:</b> Kati McCartney		<b>Telephone #:</b> 705-615-1151 ext. 1538	<b>Email address:</b> ka_mccartney@laurentian.ca
<b>Street Address(es) of Entity(ies):</b> 935 Ramsey Lake Road, Sudbury, ON P3E 2C6 & 85 Elm Street, Sudbury, ON P3C 1T3			
<b>Municipality:</b> City of Greater Sudbury			
<b>Type of Entity (check one)</b>			
<input type="checkbox"/> Retail Shopping Establishments	<input type="checkbox"/>	<input type="checkbox"/> Hotels and Motels	<input type="checkbox"/>
<input type="checkbox"/> Retail Shopping Complexes	<input type="checkbox"/>	<input type="checkbox"/> Hospitals	<input type="checkbox"/>
<input type="checkbox"/> Office Buildings	<input type="checkbox"/>	<input type="checkbox"/> Educational Institutions	<input checked="" type="checkbox"/>
<input type="checkbox"/> Restaurants	<input type="checkbox"/>	<input type="checkbox"/> Large Manufacturing Establishments	<input type="checkbox"/>

**Note:** O. Reg. 102/94 does not apply to multi-unit residential buildings.

**II. DESCRIPTION OF ENTITY**

<p><b>Provide a brief overview of the entity(ties):</b></p> <p>Laurentian University offers an outstanding university experience in English and French, with a comprehensive approach to Indigenous education. Laurentian University, situated on the traditional territory of the Anishinabe peoples of Atikameksheng First Nation, prepares students as agents of change and empowers them to create innovative responses to local and global challenges. In, 2015 Laurentian University reported 6,253 FTE (full and part-time undergraduate and graduate students). The University occupies over 180,830 m2 of space in two locations; the main campus located at 935 Ramsey Lake Road, and the McEwan School of Architecture at 85 Elm street.</p> <p>In 2014 Laurentian University established the Office of Sustainability with the goal of fostering a culture of sustainability across all aspects of its operations including academic, research and administration. The annual waste audit and waste reduction plan apply to all activities across the institution including classrooms, office space, laboratories, food services, residences, athletics, etc.</p> <p>This report is to satisfy the requirements of Ontario Regulation 102/94.</p>
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### III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

For each category of waste that is produced at the entity(ies), 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	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Cardboard	Mainly produced by packaged goods. Purchasing contracts on campus directly affect the production.
Fine paper	Offices, residences, printing centers, etc. Policies to move to more electronic work systems, course packages, etc. will affect this category of waste.
Glass food and beverage bottles/jars	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Newsprint	Student newspapers, flyers, brought in newspapers from individuals. This is affected by the student union's decision to print certain volumes for their members.
Steel food and beverage cans	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
PET (#1) plastic food and beverage bottles	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
HDPE (#2) plastic jugs, crates, totes and drums	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
LDPE (#4) plastic film	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Polystyrene (#6)	Research centers, health sciences and medical facilities. Purchasing departments for these areas directly affect the production of this waste category.
Organics	Both on and off campus food service providers and grocery stores. Food service providers and vending machines directly affect its production.
Boxboard shoe boxes, cereal boxes, etc.	Both on and off campus food and other goods, service providers and grocery stores. Food service providers and vending machines directly affect its production.
Glossy magazines, catalogues, flyers	Campus retail centers, promotional materials, brought to campus by students, faculty or staff. Specific campaigns, retail on campus and individual behaviours affect this waste source.
Wood	Construction projects, broken furniture, etc.
Steel	Construction projects, broken furniture, etc.
Drywall	Construction projects.
Skids	Construction projects.
Paper towels	Hand washing, laboratories and meal preparation areas. Contracts with janitorial services affect this waste category.

Printer cartridges	Individual printers, printing centres. Policies to move to more electronic work systems, course packages, etc. will affect this category of waste.
IT equipment/audio-visual equipment	Offices, classrooms, research, residences.
Furniture	Broken furniture, residences, and renovations.
Building/renovation material	Construction projects.
Disposable take out food packaging	Both on and off campus food service providers. Food service providers and vending machines direct affect its production.
Cell phones	Individual use on campus.
Diapers	Campus daycare and visitors to campus.
Clothing/textiles	Retail stores, athletics, residences.
Other:	
Batteries	Offices, classrooms, research, residences, retail stores, various equipment on campus (i.e. clocks, cell phones, calculators).
Lightbulbs	Campus wide, replaced when required.

**Note:** When completing this form, write "n/a" in the columns where the entity will not produce any waste for a category of waste.

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#### 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(ies).

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	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Cardboard	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Fine paper	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Glass food and beverage bottles/jars	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Newsprint	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Steel food and beverage cans	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
PET (#1) plastic food and beverage bottles	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
HDPE (#2) plastic jugs, crates, totes and drums	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
LDPE (#4) plastic film	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.

Polystyrene (#6)	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Organics	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in compost receptacles are composted by third party.
Boxboard shoe boxes, cereal boxes, etc.	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Glossy magazines, catalogues, flyers	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.
Wood	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Steel	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Drywall	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Skids	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Paper towels	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in compost receptacles are composted by third party.
Printer cartridges	Campus community is encouraged to dispose at TechHub.	Materials sent to third party recycling service providers.
IT equipment/audio-visual equipment	Campus community is encouraged to dispose at TechHub.	Materials sent to third party recycling service providers.
Furniture	Facility Services will collect the items for recycling when requested.	Furniture that can be reused is stored and reused when possible, or donated. Broken furniture is sent to landfill.
Building/renovation material	Contractors and Facility Services Department responsible for placing in appropriate bins.	Materials sent to third party recycling service providers.
Disposable takeout food packaging	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various receptacles. Items in garbage are sent to landfill; items in recycling receptacles are recycled by third party.

Cell phones	Campus community is encouraged to dispose at TechHub.	Materials sent to third party recycling service providers.
Diapers	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various locations. Items in garbage are sent to landfill.
Clothing/textiles	Campus community is encouraged to dispose in appropriate bins.	Collection staff collect from various locations. Items in garbage are sent to landfill; items in designated bins are donated.
Other:		
Batteries	Campus community is encouraged to dispose at TechHub.	Materials sent to third party recycling service providers.
Lightbulbs	Facility Services will collect the items for recycling when requested.	Materials sent to third party recycling service providers.

**Note:** When completing this form, write "n/a" in the columns where the entity will not produce any waste for a category of waste.

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# V. ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY

Estimated Amount of Waste Produced												
Categories of Waste	Generated			Reused			Recycled			Disposed		
	"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)
	kgs											
RECYCLING	122751	114556	8195	ND	ND	ND	122751	114556	8195	ND	ND	ND
Aluminum food and beverage cans	ND	ND	ND	0	0	0	ND	ND	ND	ND	ND	ND
Cardboard	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Fine paper and Newsprint	10879	10763	116	ND	ND	ND	ND	ND	ND	ND	ND	ND
Glass food and beverage bottles/jars	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Steel food and beverage cans	ND	ND	ND	0	0	0	ND	ND	ND	ND	ND	ND
PET (#1) plastic food and beverage bottles	ND	ND	ND	0	0	0	ND	ND	ND	ND	ND	ND
HDPE (#2) plastic jugs, crates, totes, drums	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
LDPE (#4) plastic film	ND	ND	ND	0	0	0	ND	ND	ND	ND	ND	ND
Polystyrene (#6)	ND	ND	ND	ND	ND	0	ND	ND	ND	ND	ND	ND
Boxboard shoe boxes, cereal boxes, etc.	ND	ND	ND	0	0	0	ND	ND	ND	ND	ND	ND
Glossy magazines, catalogues, flyers	8206	8119	87	0	0	0	ND	ND	ND	ND	ND	ND
ORGANICS	42910	110560	-67650	0	0	0	42910	110560	-67650	ND	ND	ND
Paper towels	ND	ND	ND	0	0	0	0	0	0	ND	ND	ND
LANDFILL	368200	325580	42620	ND	ND	ND	0	0	0	368200	325580	42620
Diapers	ND	ND	ND	0	0	0	0	ND	ND	ND	ND	ND
Furniture	ND	ND	ND	ND	ND	ND	ND	1361	-1361	ND	ND	ND
Disposable takeout food packaging	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Clothing/Textiles	ND	ND	ND	ND	ND	ND	ND	1133	-1133	ND	ND	ND
ELECTRONICS	ND	16780	16780	0	0	0	ND	16780	-16780	ND	ND	ND
Printer cartridges	ND	ND	ND	0	0	0	ND	ND	ND	ND	ND	ND
IT equipment/audio-visual equipment	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Cell phones	ND	ND	ND	0	0	0	ND	ND	ND	ND	ND	ND
Batteries	ND	ND	ND	0	0	0	ND	ND	ND	ND	ND	ND
CONSTRUCTION	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Building/renovation material	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Steel	30818	45026	-14388	0	0	0	30818	45026	-14388	ND	ND	ND
Drywall	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Skids	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Lightbulbs	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Percent Change (total C ÷ total A x 100 )	583764	631364	8 %			ND	196479	286283	47 %			11.6 %
Notes: When completing this form, write "n/a" in the "Estimated Amount of Waste Produced" column where the entity will not produce any waste for a category of waste. * Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste-47620 reduction program. N/D = unable to determine, not measured Baseline year is 2014.												

Note: When completing this form, write "n/a" in the "Estimated Amount of Waste Produced" column where the entity will not produce any waste for a category of waste.  
 \* Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste-47620 reduction program.  
 N/D = unable to determine, not measured  
 Baseline year is 2014.

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

Please answer the following questions:

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.

The newly established Office of Sustainability (2014) is working across campus to foster a stronger culture of sustainability. In 2015 a Sustainable Procurement Guideline was drafted and was released to the campus community in Q1 2016.

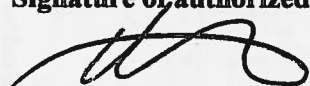
2. Do you have plans to increase the extent to which materials or products used or sold\* consist of recycled or reused materials or products? If yes, please describe.

The Sustainable Procurement Guideline sets expectations, as well as provides tools for individuals purchasing goods on campus to promote a reduction of waste at the procurement stage. In addition, sustainable design is at the forefront of construction meetings for renovations and new construction on campus as evidenced by new LEED buildings and construction management practices.

\* 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.

Please attach any additional page(s) as required to answer the above questions.

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

<b>Signature of authorized official:</b> 	<b>Title:</b> Manager of Energy and Sustainability	<b>Date:</b> September 1, 2016
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**Ministry of the Environment Waste Form**  
**Report of a Waste Reduction Work Plan**  
**Industrial, Commercial and Institutional Establishments**

As required by O. Reg. 102/94

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**I. GENERAL INFORMATION**

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> Laurentian University of Sudbury			
<b>Name of Contact Person:</b> Kati McCartney		<b>Telephone #:</b> 705-675-1151 ext. 1538	<b>Email address:</b> ka_mccartney@laurentian.ca
<b>Street Address(es) of Entity(ies):</b> 935 Ramsey Lake Road, Sudbury, ON P3E 2C6 & 85 Elm Street, Sudbury, ON P3C 1T3			
<b>Municipality:</b> City of Greater Sudbury			
<b>Type of Entity (check one)</b>			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input type="checkbox"/>	Educational Institutions	<input checked="" type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

Note: O. Reg. 102/94 does not apply to multi-unit residential buildings.

**II. DESCRIPTION OF THE ENTITY**

<p><b>Provide a brief overview of the entity(ties):</b></p> <p>Laurentian University offers an outstanding university experience in English and French, with a comprehensive approach to Indigenous education. Laurentian University, situated on the traditional territory of the Anishinabe peoples of Atikameksheng First Nation, prepares students as agents of change and empowers them to create innovative responses to local and global challenges. In, 2015 Laurentian University reported 6,253 FTE (full and part-time undergraduate and graduate students). The University occupies over 180,830 m2 of space in two locations; the main campus located at 935 Ramsey Lake Road, and the McEwan School of Architecture at 85 Elm street.</p> <p>In 2014 Laurentian University established the Office of Sustainability with the goal of fostering a culture of sustainability across all aspects of its operations including academic, research and administration. The annual waste audit and waste reduction plan apply to all activities across the institution including classrooms, office space, laboratories, food services, residences, athletics, etc.</p> <p>This report is to satisfy the requirements of Ontario Regulation 102/94.</p>
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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 are 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 (as stated in Part V of your "Report of a Waste Audit")	Source Separation and 3Rs Program
<i>Example: fine paper (e.g. from an office)</i>	<p><b><u>"Fine Paper 3Rs Program"</u></b></p> <p><b><u>Reduce:</u></b> Staff will be encouraged to print on both sides of each sheet.</p> <p><b><u>Reuse:</u></b> Discarded paper with print only on one side will be used for note pads/scrap.</p> <p><b><u>Recycle:</u></b> Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Staff will empty receptacles into centralized containers. Custodial staff will empty centralized containers into bulk container at loading dock for collection by recycling company.</p>
Aluminum food and beverage cans	<p>1) Recycling Program.</p> <p>2) Reduce: As of September 2014, the primary cafeteria on campus features waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Cardboard	<p>1) Recycling Program and Sustainable Procurement Guideline.</p> <p>2) Reduce: Circulation of Sustainable Procurement Guideline encourages procurement with reduced packaging.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins. .</p>
Fine paper	<p>1) Recycling Program and Sustainable Procurement Guideline.</p> <p>2) Reduce: Campus community is encouraged to print double-sided or use electronic means as much possible.</p> <p>Reuse: Circulation of Sustainable Procurement Guideline encourages procurement with post-consumer recycled content as opposed to virgin paper.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Glass food and beverage bottles/jars	<p>1) Recycling Program.</p> <p>2) Reduce: As of September 2014, the primary cafeteria on campus features waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Newsprint	<p>1) Recycling Program.</p> <p>2) Reduce: Campus community is encouraged to transition to electronic versions where possible.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Steel food and beverage cans	<p>1) Recycling Program.</p> <p>2) Reduce: As of September 2014, the primary cafeteria on campus features waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
PET (#1) plastic food and beverage bottles	<p>1) Recycling Program.</p> <p>2) Reduce: As of September 2014, the primary cafeteria on campus features waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
HDPE (#2) plastic jugs, crates, totes and drums	<p>1) Recycling Program.</p> <p>2) Reduce: As of September 2014, the primary cafeteria on campus features waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>

LDPE (#4) plastic film	<p>1) Recycling Program.</p> <p>2) Reduce: As of September 2014, the primary cafeteria on campus features waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Polystyrene (#6)	<p>1) Recycling Program and Sustainable Procurement Guideline.</p> <p>2) Reduce: Circulation of Sustainable Procurement Guideline encourages procurement with reduced packaging.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Organics	<p>1) Organics Program in select campus areas.</p> <p>2) Reduce: As of September 2014, the primary cafeteria on campus features waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Boxboard shoe boxes, cereal boxes, etc.	<p>1) Recycling Program and Sustainable Procurement Guideline.</p> <p>2) Reduce: Circulation of Sustainable Procurement Guideline encourages procurement with reduced packaging.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Glossy magazines, catalogues, flyers	<p>1) Recycling Program.</p> <p>2) Reduce: Campus community is encouraged to transition to electronic versions where possible.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Wood	<p>1) Maintenance and Capital Projects Programs.</p> <p>2) Reduce: Capital Projects and Maintenance departments are encouraged to limit waste and source wood responsibly.</p> <p>Reuse: Capital Projects and Maintenance departments are encouraged to return for reuse where applicable.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Steel	<p>1) Maintenance and Capital Projects Programs.</p> <p>2) Reduce: Capital Projects and Maintenance departments are encouraged to limit waste.</p> <p>Reuse: Capital Projects and Maintenance departments are encouraged to return for reuse where applicable.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Drywall	<p>1) Maintenance and Capital Projects Programs.</p> <p>2) Reduce: Capital Projects and Maintenance departments are encouraged to limit waste.</p> <p>Reuse: Capital Projects and Maintenance departments are encouraged to return for reuse where applicable.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Skids	<p>1) Maintenance and Capital Projects Programs.</p> <p>2) Reduce: Capital Projects and Maintenance departments are encouraged to limit waste.</p> <p>Reuse: Capital Projects and Maintenance departments are encouraged to return for reuse where applicable.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Paper towels	<p>1) Organics Program in select areas of campus.</p> <p>2) Reduce: As of September 2014, the primary cafeteria on campus features waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>

Printer cartridges	<p>1) Printer Cartridge Recycling Programs.</p> <p>2) Reduce: n/a</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
IT equipment/audio-visual equipment	<p>1) Electronic Waste Recycling Program and Move-Out Campaign.</p> <p>2) Reduce: n/a</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins, and by calling Facility Services to help with appropriate diversion.</p>
Furniture	<p>1) Move-Out Campaign and Maintenance and Capital Projects Programs.</p> <p>2) Reduce: n/a</p> <p>Reuse:</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins, and by calling Facility Services to help with appropriate diversion.</p>
Building/renovation material	<p>1) Maintenance and Capital Projects Programs.</p> <p>2) Reduce: capital projects and maintenance departments are encouraged to limit waste.</p> <p>Reuse: capital projects and maintenance departments are encouraged to return for reuse where applicable.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Disposable takeout food packaging	<p>1) Recycling and Organics Programs.</p> <p>2) Reduce: beginning in September 2014, the primary cafeteria on campus will feature waste-free dining.</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins.</p>
Cell phones	<p>1) Electronic Waste Recycling Program and Move-Out Campaign.</p> <p>2) Reduce: n/a</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins, and by calling Facility Services to help with appropriate diversion.</p>
Diapers	n/a
Clothing/textiles	<p>1) Move-Out Campaign.</p> <p>2) Reduce: n/a</p> <p>Reuse: Members of the campus community are encouraged to reuse or donate items around campus or to local beneficiaries through the Move-Out Campaign, Students' General Association or Office of Sustainability.</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins, and by calling Facility Services to help with appropriate diversion.</p>
Other:	
Batteries	<p>1) Battery Recycling Program.</p> <p>2) Reduce: n/a</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins, and by calling Facility Services to help with appropriate diversion.</p>
Lightbulbs	<p>1) Maintenance and Capital Projects Programs and Lightbulb Recycling Program.</p> <p>2) Reduce: n/a</p> <p>Reuse: n/a</p> <p>Recycle: Members of the campus community are encouraged to help with campus-wide waste diversion by using appropriate bins, and by calling Facility Services to help with appropriate diversion.</p>

#### IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity(ies). 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>
Kati McCartney	Manager of Energy and Sustainability Responsible for waste diversion improvements, education and outreach.	705-675-1151 ext. 1500
JP Cholette	Manager, Grounds and Fleet Responsible for waste and recycling collection across campus.	705-675-1151 ext. 1500
Pierre Fontaine	Senior Manager Operations and Maintenance Responsible for Facility Services Operations	705-675-1151 ext. 1500
Brad Parkes	Executive Director Facility Services Responsible for Facility Services Operations, Energy and Sustainability	705-675-1151 ext. 1500

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## 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 3Rs Program	Schedule for Completion
<i>Example: Fine Paper 3Rs Program</i>	<i>"Deskside receptacles and centralized containers to be purchased in March. New collection contract for recycling to be arranged for April Kick off for program and instructions to staff regarding 3Rs program to occur in April" <b>OR</b> "3Rs Program currently in place."</i>
Recycling Program	Program already in place. Review of bin locations and education/outreach programs scheduled for 2015-2016 (several areas already renovated with new diversion bins).
Maintenance and Capital Projects Programs	Sourcing responsibly and reducing waste impacts are already in practice with renovation and new construction. Formalized expectations of contractors for sustainable practices is under review.
Organics Program	Program in place as of September 2014 for residences and main cafeteria. Plans to initiate program at McEwan School of Architecture in late 2016.
Sustainable Procurement Guideline	Sustainable Procurement Guideline circulated to campus community in Q1 2016.
Printer Cartridge Recycling Program	All printer cartridges are currently recycled by individual departments, the Print Hub or the Tech Hub. Review of more centralized and streamlined practices to be reviewed in 2017.
Electronic Waste Recycling Program	New central Electronic Waste Recycling Depot permanently installed outside of the TechHub. Partnership with Ontario Electronic Stewardship in place as of Q1 2015.
Move-Out Campaign	First Move-Out Campaign large success in April 2015 diverting non-perishable food items, clothing, textiles, furniture and electronics from the landfill at dedicated locations around residences during move-out. Expected to continue and grow every Aril.
Battery Recycling Program	All batteries are currently recycled by individual departments, the Print Hub or by the Tech Hub. Review of more centralized and streamlined practices to be reviewed in 2016.
Lightbulb Recycling Program	Program already in place.

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

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:
Both the Waste Audit and Waste Reduction Work Plan will be posted on the Sustainability website annually. In addition, annual Sustainability Forums are planned through the Office of Sustainability to encourage suggestions, educate about new programs and engage the campus community in waste diversion, among other sustainability efforts.

# VII. ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED AMOUNT

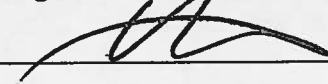
Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (kgs)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (kgs)			Estimated Annual Amount to be Diverted ** (%)
			Reduce	Reuse	Recycle	
<i>Example: Fine Paper</i>	1.8	<i>Fine Paper 3Rs Program</i>	200	100	1.2	83
RECYCLING	ND	Recycling Program	5000	0	114556	60
Aluminum food and beverage cans	ND	Recycling Program	ND	0	ND	60
Cardboard	ND	Recycling Program	ND	0	ND	80
Fine paper and Newsprint	10763	Sustainable Procurement Guideline	1000	0	ND	80
Glass food and beverage bottles/jars	ND	Recycling Program	ND	0	ND	60
Steel food and beverage cans	ND	Recycling Program	ND	0	ND	60
PET (#1) plastic food and beverage bottles	ND	Recycling Program	ND	0	ND	60
HDPE (#2) plastic jugs, crates, totes, drums	ND	Recycling Program	ND	0	ND	60
LDPE (#4) plastic film	ND	Recycling Program	ND	0	ND	60
Polystyrene (#6)	ND	Recycling Program	ND	0	ND	60
Boxboard shoe boxes, cereal boxes, etc.	ND	Sustainable Procurement Guideline	ND	0	ND	80
Glossy magazines, catalogues, flyers	8119	Recycling Program	500	0	ND	80
ORGANICS	ND	Organics Program	0	0	10560	40
Paper towels	ND	Organics Program	ND	0	ND	30
LANDFILL	ND	All Programs	10000	1000	60000	20
Diapers	ND	n/a	0	0	0	0
Furniture	ND	Move-Out Campaign	0	ND	ND	70
Disposable takeout food packaging	ND	Maintenance and Capital Projects Programs	ND	0	ND	30
Clothing/Textiles	ND	Recycling Program	0	ND	1133	70
ELECTRONICS	ND	Organics Program	0	ND	16780	80
Printer cartridges	ND	Move-Out Campaign	ND	0	ND	80
IT equipment/audio- visual equipment	ND	Printer Cartridge Recycling Program	0	0	ND	80
Cell phones	ND	Electronic Waste Recycling Program	0	0	ND	80
Batteries	ND	Move-Out Campaign	0	0	ND	70
CONSTRUCTION	ND	Battery Recycling Campaign	0	ND	ND	90
Building/renovation material	ND	Maintenance and Capital Projects Programs	0	ND	ND	90
Steel	ND	Maintenance and Capital Projects Programs	0	ND	ND	90
Drywall	ND	Maintenance and Capital Projects Programs	0	ND	45026	90
Skids	ND	Maintenance and Capital Projects Programs	0	ND	ND	90
Lightbulbs	ND	Maintenance and Capital Projects Programs	0	ND	ND	90
		Lightbulb Recycling Program				

\* Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

\*\* Estimated Waste Diversion Rate = Amount of Waste Diverted (3Rs) ÷ Estimated Waste Produced x 100%

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

**Signature of authorized official:**

A handwritten signature in black ink, appearing to be 'M' followed by a stylized flourish.

**Title:**  
Manager of Energy and  
Sustainability

**Date:**  
September 1, 2016