



Waste Audit Report

Prepared for:

**Mohawk College
Stoney Creek Campus**

**481 Barton Street
Stoney Creek, ON
L8E 2L7**

Prepared by:

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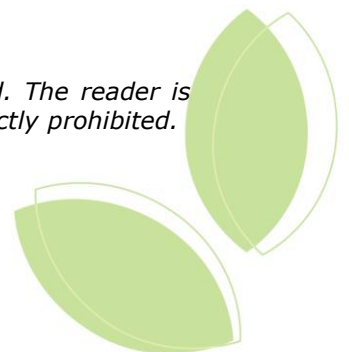
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EXECUTIVE SUMMARY

Mohawk College retained GFL Environmental Inc. to conduct a solid, non-hazardous waste audit for the Stoney Creek Campus, located at 481 Barton Street in Stoney Creek, Ontario. A point of generation waste audit was performed for the college campus on October 20, 2023.

PURPOSE

The purpose of the waste audit was to identify, quantify and analyze the composition of the waste stream and to ensure compliance with the requirements outlined in the Ministry of the Environment Ontario (MOE) Regulations 102/94 and 103/94.

By conducting a Point of Generation waste audit (POG), Mohawk College aims to identify waste generation habits and trends based on specific areas (wings) of the Stoney Creek campus. The results from the waste audit will aid in identifying where the biggest contamination rates are generated, specifically with regards to recyclables being disposed of improperly into the waste disposal containers and not diverted into the recycling collection containers provided. The audit will also determine the number of products that are generated and deposited into the landfill waste stream that are unavoidable waste items. Identifying these items will continue to assist with purchasing strategies and making environmentally conscious choices that will minimize the impact the college has on the environment.

AUDIT METHODOLOGY

To collect an appropriate sample of waste for the audit, the custodial team collected bags of material from predetermined collection points throughout the campus and labelled each bag indicating where the bag was removed from. All labelled bags were brought to a designated location outdoors by the waste compactor for the on-site waste audit. After a 24-hour collection period, the GFL Environmental Inc. team received the waste sample and conducted the audit and analysis of the landfill waste stream on site. An overall survey was completed by the GFL Environmental Inc. audit team; bags of waste material were opened and separated into commodity type (paper, plastic, metal, glass, organic and 'other') and the resulting subcategories (as listed in *Appendix I*, page 29). Each commodity type and subcategory were weighed individually, and photographs were taken for inclusion in the waste audit report.

WASTE AUDIT RESULTS

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

Audited Waste Category Breakdown (kg/ year)

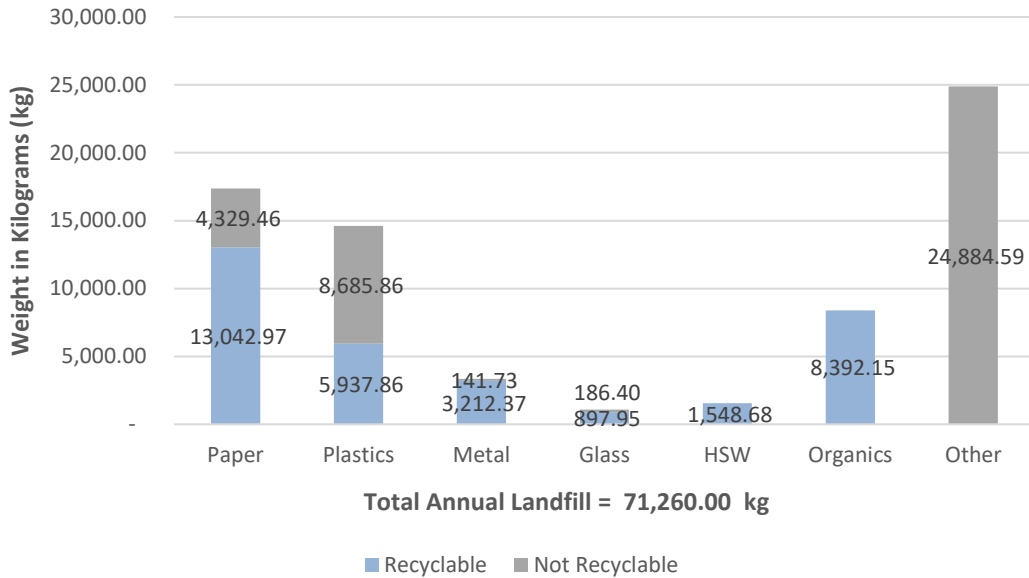


Figure 1 Audited Waste Category Breakdown (kg/year)

Total Materials Recycled and/or Sent to Landfill

Material Destination	Annual Total		
	KILOGRAMS (kg)	METRIC TONNES (t)	PERCENTAGE (%)
Landfill Waste	71,260.00	71.26	45.84
Recycled	84,198.00	84.20	54.16
TOTAL GENERATED	155,458.00	155.46	100.00

DIVERSION RATE

The 2023 waste diversion rate for the Mohawk College Stoney Creek Campus is **54.16%**, as shown calculated on page 17 of this report.

RECOMMENDATIONS

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

- Improving existing recycling programs:** The following recyclable materials were found during the waste audit in the landfill waste sample: paper, plastic, metal, organics, batteries, chemicals/liquids, electronic waste, and ‘other’ materials. By diverting these recyclable materials away from landfill, the Stoney Creek campus could potentially divert 33,115.68 kg from landfill annually.
- Training and education:** Educating visitors, tenants, employees, and students on a semi-annual basis will help improve and continue the success of the program.

POTENTIAL DIVERSION RATE

If the above recommendations are implemented, the potential diversion rate of the Mohawk College Stoney Creek Campus could be **75.46%**. For full calculation of potential diversion rate, please refer to page 19 of this report.

STATEMENT OF LIMITATIONS

- The waste audit conducted at the Mohawk College Stoney Creek Campus on October 20, 2023, reflects all materials observed at the time of the audit for the 24-hour sample period;
- Waste audit methodology is based on industry standards as well as the waste auditing team's expertise in waste management. The majority of GFL Environmental Inc.'s waste auditors are 3R Certified through the Recycling Council of Ontario;
- Data is annualized in accordance with the Ministry of the Environment's reporting requirements. GFL Environmental Inc. cannot guarantee day-to-day generation produces the same quantities of materials;
- Analysis and recommendations are based on our observations, knowledge, judgement, industry best practices and consultations with the client, and;
- Overall report and methodology have been designed to meet project objectives/deliverables.

ANOMALIES

Anomalies are physical items or operational challenges (e.g. work events such as barbecues, scheduled special events, etc.) that would alter the composition of the waste stream as a one-off occurrence. No anomalies were found in the waste audit sample.

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1 INTRODUCTION

Mohawk College retained GFL Environmental Inc. to conduct a solid, non-hazardous waste audit for the Stoney Creek Campus, located at 481 Barton Street at in Stoney Creek, Ontario. A point of generation waste audit was performed for the college campus on October 20, 2023.

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

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

Waste audits are also used to determine:

- The ability to reduce, reuse and recycle materials from the existing waste stream;
- Identify the overall diversion rates for all recyclable materials;
- Identify further opportunities for greater diversion, and;
- Pinpoint new recycling opportunities, and to enhance and strengthen the existing recycling initiatives currently in place.

This analysis aids the formation of a Waste Reduction Work Plan; a plan to go forward with a successful diversion program, drawing from the audit results and the subsequent diversion recommendations made by GFL Environmental Inc., in partnership with input and insight from Mohawk College.

2 AUDITEE PROFILE AND PROJECT SCOPE

The following section provides contextual information regarding the Mohawk College Stoney Creek Campus, and the waste audit that was completed for the facility on October 20, 2023.

Mohawk College has 13,000 full-time post-secondary students, including 3,000 international students, 4,000 apprentices, and more than 20,000 continuing education students. The Stoney Creek Campus has a state-of-the-art fitness Centre and gymnasium, and a cafeteria. This campus focuses on instruction of all trades and apprenticeship programs.

2.2 CURRENT WASTE MANAGEMENT PROGRAM

The campus buildings at 481 Barton Street currently have programs in place for landfill waste, cardboard, mixed recycling, organics recycling, scrap metal, wood, battery, electronic waste, lightbulb, shredding, PPE (disposable mask), and drywall recycling. The table below describes the containers used on site and the service schedule for each material stream.

Material Stream	Container	Service Schedule	Hauler
Landfill Waste	1 x 35 cubic yard compactor	On-call service	GFL Environmental Inc.
Landfill Waste	2 x 20 cubic yard bin	On-call service	GFL Environmental Inc.
Landfill Waste	1 x 6 cubic yard bin	Serviced once (1) every week	GFL Environmental Inc.
Cardboard	1 x 8 cubic yard bin	Serviced twice (2) every week	GFL Environmental Inc.
Cardboard	1 x 6 cubic yard bin	Serviced once (1) every second week	GFL Environmental Inc.
Mixed (Commingled) Recycling	3 x 96 gallon totes	Serviced once (1) every week	GFL Environmental Inc.
Organics	7 x 32 gallon totes	Serviced once (1) every week	Davidson Environmental
Scrap Metal	Third Party	On-call service	Wentworth Metal Recycling
Wood	1 x 40 cubic yard bin	On-call service	GFL Environmental Inc.
Battery Recycling	Third-Party	On-call service	Raw Materials Company
Electronic Waste Recycling	Third-Party	On-call service	Quantum Lifecycle Partners LP
Lightbulbs	Third-Party	On-call service	-
Shredding Recycling	Drop-off bins	On-call service	Shred-it
PPE (Disposable Masks) Recycling	Large Box	On-call service	Terracycle
Drywall	Third-Party	On-call service	Wentworth Metal Recycling

3 WASTE AUDIT METHODOLOGY

3.1 AUDIT PROCEDURE

To collect an appropriate sample of waste for the audit, the custodial team collected bags of material from predetermined collection points throughout the campus and labelled each bag indicating where the bag was removed from. All labelled bags were brought to a designated location outdoors by the waste compactor for the on-site waste audit. After a 24-hour collection period, the GFL Environmental Inc. team received the waste sample and conducted the audit and analysis of the landfill waste stream on site.

An overall survey was completed by the GFL Environmental Inc. audit team; bags of waste material were opened and separated into commodity type (paper, plastic, metal, glass, organic and 'other') and the resulting subcategories (as listed in *Appendix I*, page 29). Each commodity type and subcategory were weighed individually, and photographs were taken for inclusion in the waste audit report.

3.2 AUDITOR PROFILE

Laura McAlpine, Morgan Bragg, and Jaylynn Stone were the lead auditors who conducted the audit organization, preparation and supervision; the lead auditors are 3R Certified auditors through the Recycling Council of Ontario (RCO). The lead auditors were assisted by Naomi Alon, Evan Davis, Pranav Rendalkar, Curtis Draeger, and Yasmeen Al Maleh during the waste audit for the Mohawk College Stoney Creek Campus.

3.3 COMMODITIES SORTED

The following is a list of commodities categories. The major categories of commodities sorted are paper, plastic, metal, glass, household special waste, organics, and other materials. Within these major categories are subcategories, and these help to further sort the commodities.

Paper	
Newspaper	Non-glossy; colour flyers, daily papers
Magazines	Glossy; magazines and catalogues
Cardboard	Corrugated cardboard boxes and tubes
Boxboard	Thin paper board boxes (cereal, crackers, tissue, etc.)
Mixed paper	Printer paper, envelopes
Molded pulp	Egg cartons, take-out beverage trays
Other paper	Cold beverage cups, layered paper envelopes, waxed papers, etc.
Coffee cups	Take-out, non-styrofoam paper coffee cups
Spiral Wound Containers	Pringles cans, concentrated juice cans, etc.
Gable Top Containers	Milk and juice cartons
Aseptic (Tetra) Containers	Juice boxes, wine cartons, etc.
Plastic	
#1 PET	Single-use water, juice and pop bottles; clear clamshells, take-out packaging, food packaging and bottles
#2 HDPE	Bottles and jugs, buckets, tubs, bags, etc.
#3 PVC	Clamshell packaging
#4 LDPE	Bags, bottles, tubs and containers
#5 PP	Cups and take-out packaging, jugs and tubs

#6 Styrofoam	Take out styrofoam containers
#6 Styrofoam (Packaging)	Styrofoam peanuts, block packaging
#6 Rigid	Coffee cup lids, cups, clamshells, take-out food packaging, etc.
#7 Other	Durable containers, packaging
Rigid Plastic	Pens, tooth brushes, gift gards, straws, cutlery, etc.
Plastic Strapping	Plastic binding for newspapers, packages, etc.
Metal	
Aluminum cans	Pop and juice cans
Aluminum foil	Foil wrap
Aluminum trays	Catering trays, pie plates, etc.
Aerosal cans	Hair spray, paint, compressed air, etc.
Steel cans	Large soup cans
Scrap metal	Wire hangers, nuts and bolts, metal cookie tins, metal strapping
Glass	
Clear/ Coloured	Clear and coloured glass food and beverage packaging
Liquor Bottles	Refundable containers
Other glass	Ceramics, cups, plates, mirrors, window glass, non-LED or fluorescent lightbulbs
Household Special Waste (HSW)	
Batteries	All types
Toner cartridges	Printer toner cartridges
Chemicals/ Liquids	Paints, solvents, oils, etc.; cosmetics, lotions, healthcare products, etc.
E-Waste	Electronics, small appliances, phones, computer equipment, cables, etc.
Lightbulbs	Fluorescent tubes, LED
Organics	
Food waste	All food scraps, peels, bones, skin, pits, coffee grounds and filters, tea bags
Tissue/ Toweling	Facial tissue, napkins, paper towel
Beverage liquids	Water, coffee, pop, juice, soup, etc.
Compostable Ware	Compostable packaging, coffee cups, cutlery; wooden stir sticks, bamboo serveware, wooden chopsticks, etc.
Plants and Flowers	Flowers, potted plants, dead leaves
Other Materials	
Other	Many different other materials are found in audit samples. Additional notes and subcategories are to be recorded on the waste audit sorting sheet.

Note: Commodities sorted consists of materials found in the audit. However, additional materials known to be generated at the facility may not have been in the audit sample. The additional materials have been included in the audit results as part of the diversion program in place.

3.4 METHOD OF ANNUALIZATION

The Mass Ratio Method was used when calculating the mass of materials generated for the entire year at the Mohawk College Stoney Creek Campus. This is the more useful and preferred method when annual waste and recycling records are deemed accurate and verifiable. The Mass Ratio Method formula is as follows:

$$m = \left(\frac{T_s}{T_c}\right) (T_t) + T_r$$

m = total annual mass of each material. Note that this should be calculated for each category of waste and for each method of disposition (reuse, recycling and disposal.)

T_s = total material generated in a specific category found in the audit sample.

T_c = total mass of all materials found in the audit sample with a specific method of disposition (reuse or recycling or disposal.) For materials analyzed during the audit, there will likely be a different value of T_c for all materials sent for disposal, for all materials sent for reuse, and for all materials sent for recycling during the sampling period.

T_t = total annual mass of material, substantiated by records, per container. For example, a site may have records for each haul of a 40-yard bin of waste. Therefore, T_t for this container would be the sum of the mass of all hauls that year for that container.

T_r = annual mass per category of materials of items not found in the audit sample for which there are records or reasonable estimates. These would be materials that would not have been found in the audit sample but are a regularly generated waste stream, such as furniture or wood pallets offered for external reuse. This is quantified and substantiated by records kept by the auditee. These materials should be accounted for in the final calculation.

4 WASTE AUDIT RESULTS

Based on the waste audit sample, the total amount of materials generated and disposed of in the waste stream at the Mohawk College Stoney Creek Campus is estimated to be 276.63 kilograms (kg) or 0.28 metric tonnes (t) during a 24-hour period or 71,260.00 kg (71.26 t) annually.

From the audited waste sample, 'other' materials represent 34.92%; paper materials represent 24.38%; plastic materials represent 20.52%; organic materials represent 11.78%; metal materials represent 4.71%; HSW materials represent 2.17%; and glass materials represent 1.52% of the total annual waste disposed and sent to landfill.

Total Annual Waste Generated 2023*

COMMODITY CATEGORY	KILOGRAMS (kg)	PERCENTAGE (%)
'Other'	24,884.59	34.92
Paper	17,372.43	24.38
Plastics	14,623.71	20.52
Organics	8,392.15	11.78
Metal	3,354.10	4.71
HSW	1,548.68	2.17
Glass	1,084.34	1.52
TOTAL	71,260.00	100.00

Total Annual Waste Stream Composition 2023*

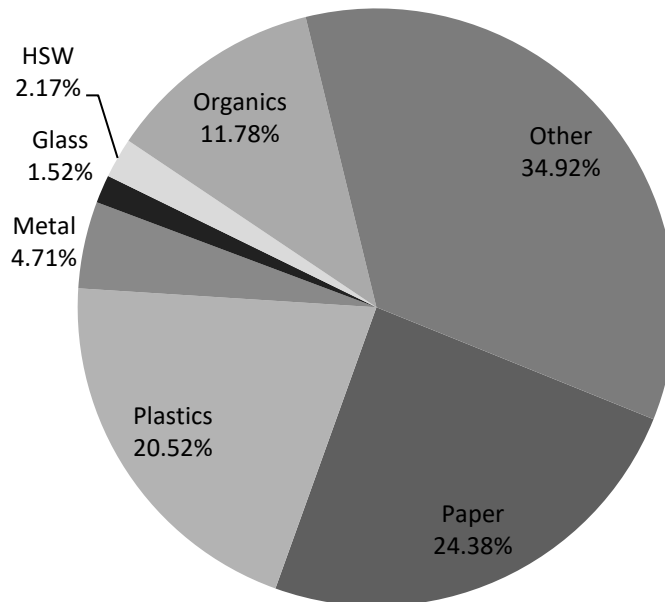


Figure 2 Annual Waste Stream Composition 2023

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

Categorical Waste Composition

The following tables and graphs illustrate the composition breakdown of the audited waste sample from the Mohawk College Stoney Creek Campus at 481 Barton Street. Seven (7) commodity categories were audited: paper, plastic, metal, glass Household Special Waste (HSW), organics and 'other' materials. Materials were found in all commodity categories.

Total Annual Paper Materials Generated (kg/yr)

GENERATING AREAS	Newspaper	Magazines	Cardboard	Boxboard	Mixed Papers	Molded Pulp	Kraft Paper	Other Paper	Spiral Wound	Coffee Cups	Aseptic Containers	Gable Top Containers	TOTAL PAPER
A-Wing	13.31	-	1,038.49	2,023.72	718.95	-	-	2,529.65	-	2,290.00	159.77	133.14	8,907.04
B-Wing	251.14	-	62.78	502.27	690.63	-	-	774.34	-	481.35	-	-	2,762.50
C-Wing	-	-	-	376.70	355.78	-	41.86	439.49	-	1,109.19	20.93	-	2,343.94
E-Wing	-	-	669.70	146.50	272.06	-	41.86	125.57	-	481.35	41.86	20.93	1,799.81
D-Wing	-	-	-	146.50	62.78	-	-	355.78	-	627.84	-	-	1,192.90
G-Wing	-	-	-	20.93	62.78	-	10.46	83.71	-	83.71	-	-	261.60
F-Wing	-	-	-	-	41.86	-	-	20.93	-	41.86	-	-	104.64
TOTAL	264.45	-	1,770.97	3,216.62	2,204.84	-	94.18	4,329.46	-	5,115.29	222.55	154.07	17,372.43
	1.52%	0.00%	10.19%	18.52%	12.69%	0.00%	0.54%	24.92%	0.00%	29.44%	1.28%	0.89%	100.00%

Top Paper Producers in Landfill

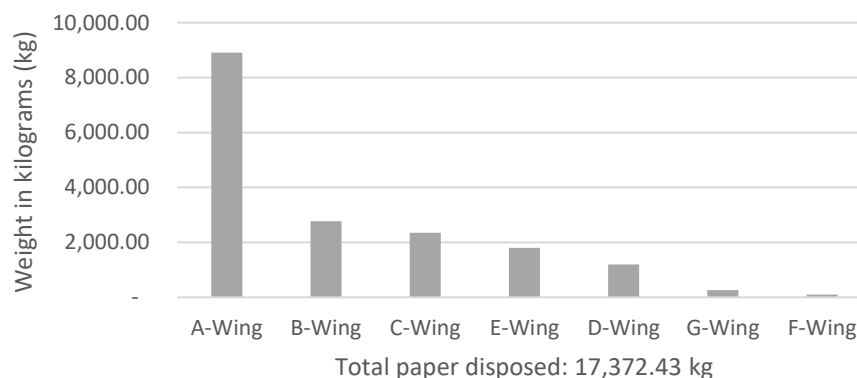


Figure 3 Total Annual Paper Materials Generated (kg/yr)

The figure above shows the amount of paper materials generated and disposed of as waste, per area. The top two (2) producing areas are A Wing, generating 8,907.04 kg per year, and B Wing, generating 2,762.50 kg per year. Coffee cups and boxboard are the highest generated recyclable paper materials found in the waste stream. It is important to keep these materials dry and free of contamination prior to recycling. This may include separating coffee cups from all other paper recyclables due to potential beverage liquid remains in coffee cups.

Total Annual Plastic Materials Generated (kg/yr)

GENERATING AREAS	# 1 PETE Soft Drinks	# 2 HDPE	# 3 PVC	# 4 LDPE Recyclable Film	# 5 PP	# 6 PS (Styrofoam)	# 6 PS (Clear/Hard)	# 7 Other	Non-Recyclable Film	Rigid Plastics	Plastic Strapping	TOTAL PLASTICS
A-Wing	1,437.91	133.14	-	-	905.35	-	772.21	-	3,648.02	399.42	13.31	7,309.36
C-Wing	376.70	-	-	-	209.28	20.93	251.14	-	1,234.75	146.50	-	2,239.30
E-Wing	418.56	-	-	-	41.86	10.46	209.28	-	753.41	606.91	-	2,040.48
B-Wing	292.99	-	-	-	62.78	62.78	-	-	1,067.33	-	-	1,485.89
D-Wing	167.42	-	-	-	62.78	-	146.50	-	334.85	83.71	-	795.27
G-Wing	251.14	-	-	-	20.93	-	104.64	-	209.28	20.93	-	606.91
F-Wing	10.46	-	-	-	62.78	10.46	-	-	62.78	-	-	146.50
TOTAL	2,955.19	133.14	-	-	1,365.77	104.64	1,483.76	-	7,310.43	1,257.47	13.31	14,623.71
	20.21%	0.91%	0.00%	0.00%	9.34%	0.72%	10.15%	0.00%	49.99%	8.60%	0.09%	100.00%

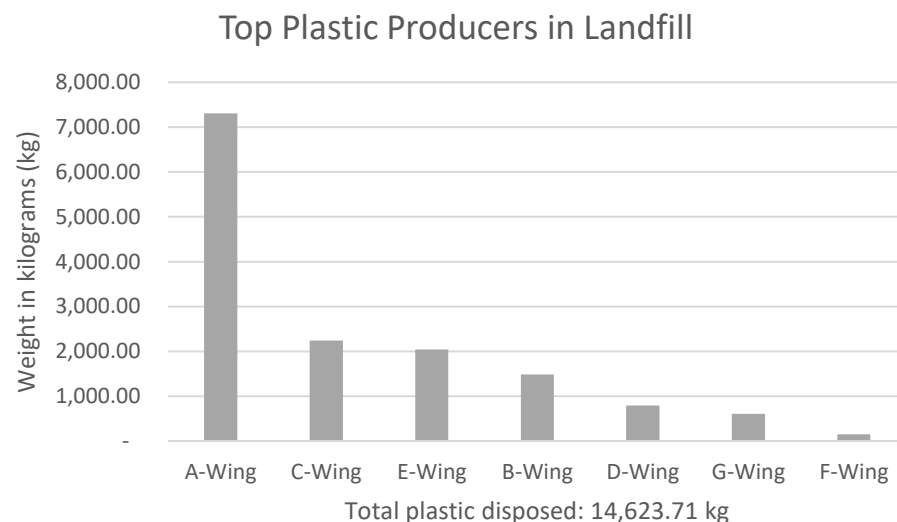


Figure 4 Total Annual Plastic Materials Generated (kg/yr)

The figure above shows the amount of plastic materials generated and disposed of as waste, per area. The top two (2) plastic producing areas are A Wing, generating 7,309.36 kg per year and C Wing generating 2,239.30 kg per year. #1 PETE plastic is the highest generated recyclable plastic material found in the waste sample. It is important to encourage the use of reusable water bottles and mugs to reduce overall generation of single-use containers on site. This may include distributing e-newsletters promoting the positive impacts of reusable bottles and mugs.

Total Annual Metal Materials Generated (kg/yr)

GENERATING AREAS	Aluminum Cans	Aluminum Foil	Aluminum Trays	Aerosol Cans	Steel	Scrap Metal	TOTAL METALS
E-Wing	41.86	-	146.50	-	-	2,281.16	2,469.51
A-Wing	213.02	26.63	-	-	79.88	-	319.53
B-Wing	83.71	-	-	104.64	-	62.78	251.14
C-Wing	167.42	10.46	-	-	-	10.46	188.35
D-Wing	41.86	-	-	-	-	20.93	62.78
F-Wing	41.86	-	-	-	-	-	41.86
G-Wing	20.93	-	-	-	-	-	20.93
TOTAL	610.66	37.09	146.50	104.64	79.88	2,375.33	3,354.10
	18.21%	1.11%	4.37%	3.12%	2.38%	70.82%	100.00%

Top Metal Producers in Landfill

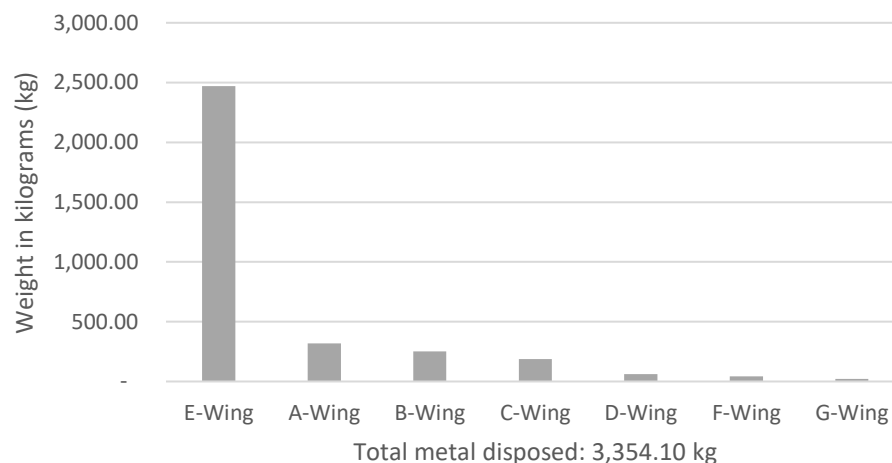


Figure 5 Total Annual Metal Materials Generated (kg/yr)

The figure above shows the amount of metal materials generated and disposed of as waste, per area. The top two (2) metal producing areas are E Wing, generating 2,468.51 kg per year and A Wing, generating 319.53 kg per year.

Scrap metal is the highest generated recyclable metal material found in the waste stream. It is important to keep these materials free of contamination, including liquids and food waste so that they can be recycled properly. It is recommended that facilities provide additional metal recycling bins in the E and B Wings at the Stoney Creek Campus.

Total Annual Glass Materials Generated (kg/yr)

GENERATING AREAS	Glass (Clear/ Coloured)	Other Glass	TOTAL GLASS
E-Wing	460.42	-	460.42
A-Wing	186.40	186.40	372.79
B-Wing	251.14	-	251.14
C-Wing	-	-	-
D-Wing	-	-	-
F-Wing	-	-	-
G-Wing	-	-	-
TOTAL	897.95	186.40	1,084.34
	82.81%	17.19%	100.00%

Top Glass Producers in Landfill

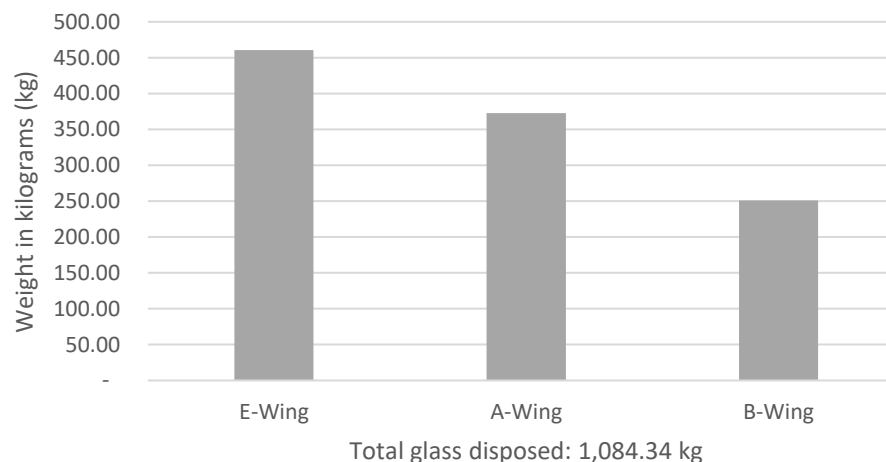


Figure 6 Total Annual Glass Materials Generated (kg/yr)

The figure above shows the amount of glass materials generated and disposed of as waste, per area. The top glass producing area from the audit results is the E Wing, generating 460.42 kg per year. It is important to keep recyclable glass materials free of contamination, including food waste and liquids, and ensure that they are deposited into the appropriate recycling collection containers.

Total Annual HSW Materials Generated (kg/yr)

GENERATING AREAS	E-Waste	TOTAL HSW
B-Wing	1,297.54	1,297.54
C-Wing	251.14	251.14
A-Wing	-	-
D-Wing	-	-
E-Wing	-	-
F-Wing	-	-
G-Wing	-	-
TOTAL	1,548.68	1,548.68
	100.00%	1.00

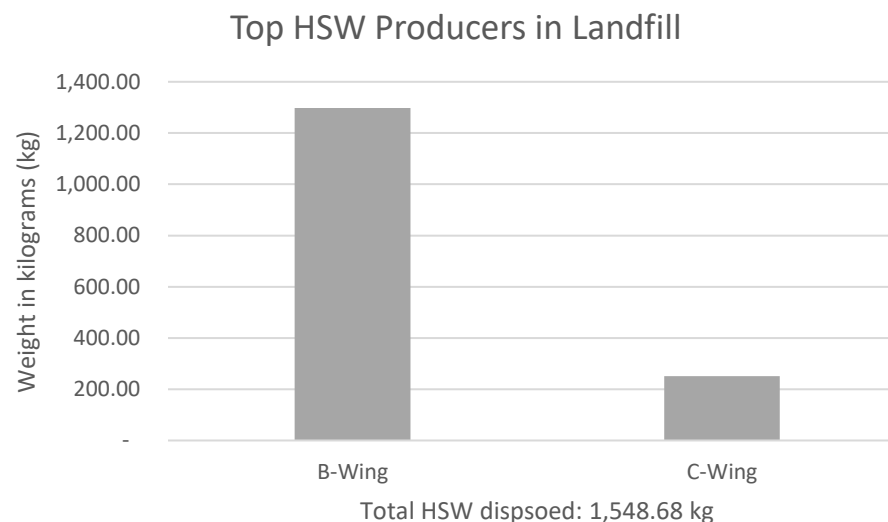


Figure 7 Total Annual HSW Materials Generated (kg/yr)

The figure above shows the amount of HSW materials generated and disposed of as waste, per area. The top two (2) producing areas from the audit results are B Wing, generating 1,297.54 kg per year, and C Wing, generating 251.14 kg per year. E-waste (wires) are the highest generated recyclable HSW material found in the waste audit sample. It is important to keep these materials separate from all other waste streams on site. This may include improving the current HSW recycling program in order to capture these materials and divert them from landfill for proper handling and processing.

Total Annual Organic Materials Generated (kg/yr)

GENERATING AREAS	Food Waste	Tissue/ Toweling	Beverage Liquids	Compos- table Containers	Yard/ Plant Waste	TOTAL ORGANICS
C-Wing	1,695.17	1,318.47	251.14	62.78	-	3,327.56
B-Wing	544.13	920.83	272.06	-	-	1,737.03
D-Wing	418.56	313.92	920.83	41.86	-	1,695.17
E-Wing	209.28	669.70	167.42	10.46	-	1,056.87
G-Wing	-	83.71	251.14	-	-	334.85
F-Wing	104.64	125.57	-	10.46	-	240.67
A-Wing	-	-	-	-	-	-
TOTAL	2,971.78	3,432.20	1,862.60	125.57	-	8,392.15
	35.41%	40.90%	22.19%	1.50%	0.00%	100.00%

Top Organics Producers in Landfill

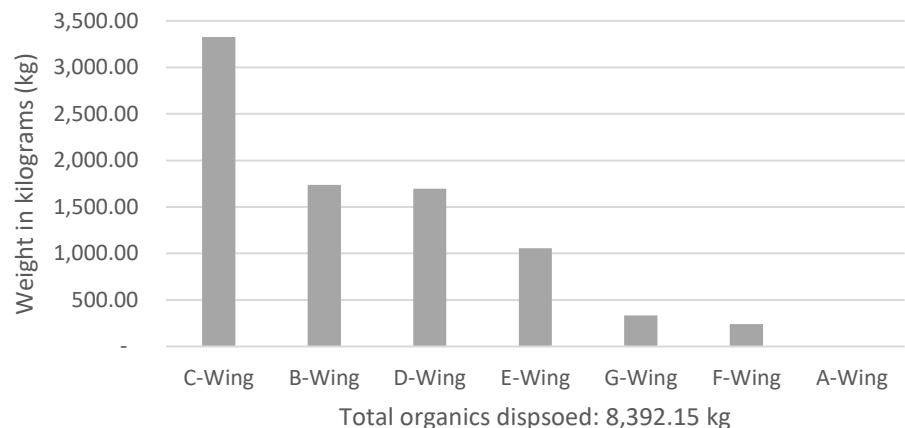


Figure 8 Total Annual Organic Materials Generated (kg/ yr)

The figure above shows the amount of organic materials generated and disposed of as waste, per area. The top two (2) organic producing areas are C Wing, generating 3,327.56 kg per year and B Wing, generating 1,737.03 kg per year. Tissue/toweling is the highest generated organic material found in the waste audit sample. It is recommended to review the current placement of organic recycling bins and consider additional bins for food retail tenants and for kitchen/cafeteria staff use.

Total Annual 'Other' Materials Generated (kg/yr)

GENERATING AREAS	Textiles	Disposable Gloves	Masks	Non-Recyclable Wood	Foam	Coffee Pods	J-Cloth	Milk Box W/ N	Scrub Brush	Medical Waste	Butane	Writing Utensil	Mop Head	Hair Net	Leather Cloth	Clay	Sweepings	Tape Scrap	Rubber Seal	Blade	Sanding Disk	Ear Plug	Filter	Wire Cover	PVC Pipe	Rubber Cement	TOTAL OTHER	
A-Wing	-	26.63	-	-	-	-	825.47	133.14	26.63	26.63	186.40	26.63	2,689.42	13.31	1,384.65	399.42	133.14	-	-	-	-	-	-	-	-	-	-	5,871.45
C-Wing	753.41	627.84	-	62.78	-	-	376.70	-	-	-	-	10.46	-	-	-	-	502.27	-	-	-	-	-	83.71	-	-	-	-	1,444.04
E-Wing	125.57	230.21	-	669.70	-	-	5,399.44	-	-	-	-	10.46	-	-	-	-	167.42	-	-	-	-	-	-	-	3,097.35	334.85	1,025.47	
B-Wing	837.12	62.78	20.93	-	20.93	20.93	20.93	-	-	-	-	20.93	-	-	-	-	-	4,248.39	418.56	20.93	167.42	83.71	-	-	-	-	920.83	
F-Wing	439.49	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	439.49	
D-Wing	62.78	-	-	-	-	20.93	-	-	-	-	-	10.46	-	-	-	-	-	-	-	-	-	-	-	83.71	-	-	62.78	
G-Wing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	2,218.37	947.46	20.93	732.48	20.93	41.86	6,622.53	133.14	26.63	26.63	186.40	78.95	2,689.42	13.31	1,384.65	399.42	802.84	4,248.39	418.56	20.93	167.42	83.71	83.71	83.71	3,097.35	334.85	9,764.07	
	22.72%	9.70%	0.21%	7.50%	0.21%	0.43%	67.83%	1.36%	0.27%	0.27%	1.91%	0.81%	27.54%	0.14%	14.18%	4.09%	8.22%	43.51%	4.29%	0.21%	1.71%	0.86%	0.86%	0.86%	31.72%	3.43%	100.00%	

Top 'Other' Producers in Landfill

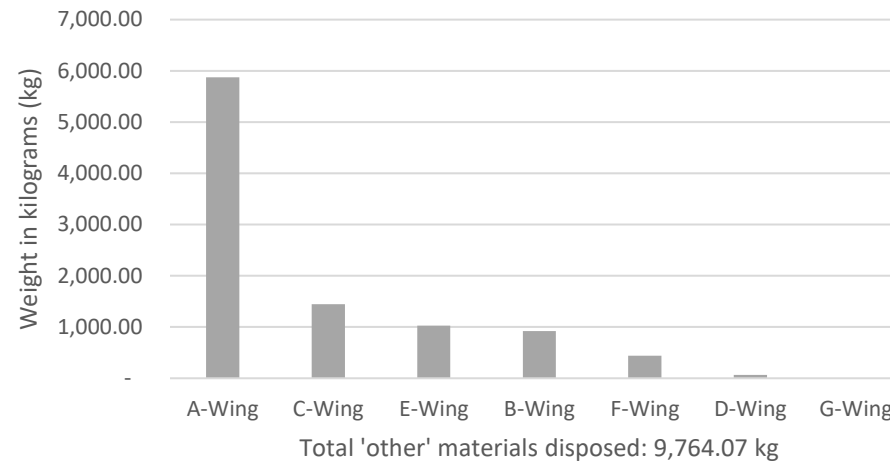


Figure 9 Total Annual 'Other' Materials Generated (kg/yr)

The figure above shows the amount of 'other' materials generated and disposed of as waste, per area. Some of these materials are recyclable through specialty programs. Contact your waste hauler and other service providers to discuss opportunities to further divert these materials.

Total Annual Materials Generated (kg/yr)

GENERATING AREAS	Paper	Plastic	Metal	Glass	HSW	Organics	Other Materials	TOTAL MATERIALS
A-Wing	8,907.04	7,309.36	319.53	372.79	-	-	5,871.45	22,780.18
E-Wing	1,799.81	2,040.48	2,469.51	460.42	-	1,056.87	10,035.00	17,862.09
B-Wing	2,762.50	1,485.89	251.14	251.14	1,297.54	1,737.03	5,943.57	13,728.80
C-Wing	2,343.94	2,239.30	188.35	-	251.14	3,327.56	2,417.19	10,767.48
D-Wing	1,192.90	795.27	62.78	-	-	1,695.17	177.89	3,924.01
G-Wing	261.60	606.91	20.93	-	-	334.85	-	1,224.29
F-Wing	104.64	146.50	41.86	-	-	240.67	439.49	973.15
TOTAL	17,372.43	14,623.71	3,354.10	1,084.34	1,548.68	8,392.15	24,884.59	71,260.00
	24.38%	20.52%	4.71%	1.52%	2.17%	11.78%	34.92%	100.00%

Top Producers in Landfill

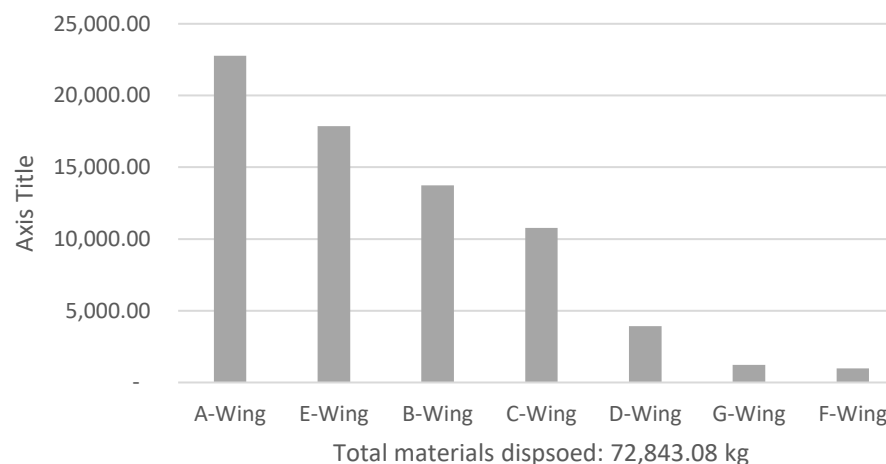


Figure 10 Total Annual Materials Generated (kg/yr)

In summary, the waste audit sample consisted primarily of 'other' materials (34.92%) and paper materials (24.38%). With these being the highest generated materials on site, it is important to continue to encourage and promote awareness surrounding the importance of recycling and making more informed purchasing decisions on everyday products. Focusing on signage, bin placement and education surrounding the recyclability of these materials would have the greatest impact on the overall diversion rate for the Mohawk College Stoney Creek Campus.

5 WASTE GENERATION INDEX

The waste generation index (WGI) is the unit most closely related to the amount of solid waste generated by the facility using a common unit of measurement. This is used to normalize the data so that it can be used to compare to previous years generation data by unit. For the purpose of this waste audit, the total square footage of the facility will be used to calculate the WGI.

The Mohawk College Stoney Creek Campus is 233,792.00 ft² in size.

Waste Generation Index is calculated as follows:

$$\text{Waste Generation Index} = \frac{\text{(Total Material Generated by the Facility)}}{\text{(Total Square Footage)}}$$

- Total Facility Square Footage: 233,792.00 ft²
- Material Generated Annually: 155,458.00 kg

$$WI = \frac{155,458.00 \text{ kg}}{233,792.00 \text{ ft}^2}$$

$$WI = 0.66 \text{ kg/ ft}^2$$

Therefore, the Mohawk College Stoney Creek Campus generates 0.66 kg of waste per square foot.

6 CONTAMINATION OF AUDIT SAMPLE

Based on the waste audit results, 33,115.68 kg (46.47%) of the landfill waste sample was contaminated with recyclable materials. Of that total, 13,042.97 kg (13.04 t) was recyclable paper materials; 8,392.15 kg (8.39 t) was recyclable organics materials; 5,837.86 kg (5.84 t) was recyclable plastic materials; 3,212.37 kg (3.21 t) was recyclable metal materials; 1,548.68 kg (1.55 t) was recyclable HSW materials and 897.95 kg (0.90 t) was recyclable glass materials.

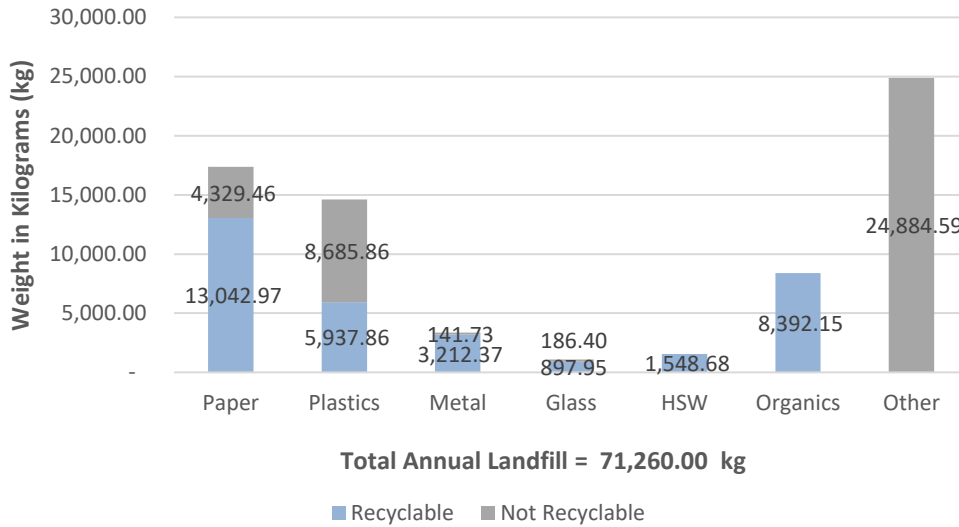


Figure 11 Contamination of Waste Audit Sample

7 DIVERSION RATE

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

Total Generated materials is calculated as follows:

Total Generated = Landfill Waste + Recycling

71,260.00 kg + 84,198.00 kg = 155,458.00 kg

Diversion Rate is calculated as follows:

Diversion Rate = $\frac{\text{(amount diverted from the facility)}}{\text{(total amount of material generated)}} \times 100\%$

= $\frac{84,198.00 \text{ kg}}{155,458.00 \text{ kg}}$

= 0.5416 x 100%

= **54.16%**

Based on industry standards, service information and available monthly data reporting, a total of 84,198.00 kg or 84.20 t of materials are removed and recycled at the Mohawk College Stoney Creek Campus on an annual basis.

Material Destination	Annual Total		
	KILOGRAMS (kg)	METRIC TONNES (t)	PERCENTAGE (%)
Landfill Waste	71,260.00	71.26	45.84
Recycled	84,198.00	84.20	54.16
TOTAL GENERATED	155,458.00	155.46	100.00

Therefore, the current annual diversion rate is **54.16%**.

Annual Diversion Rate 2023

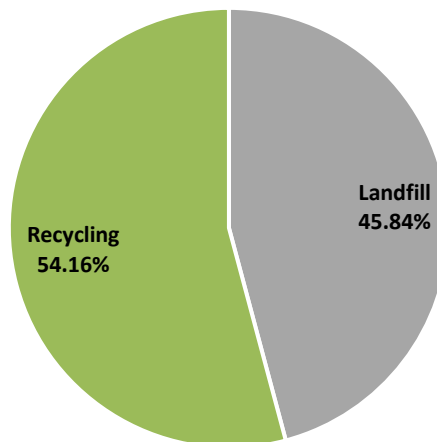


Figure 12 Annual Diversion Rate 2023

8 CAPTURE RATE

The **capture rate (c)** indicates the proportion of divertable waste, expressed as a percentage, which is successfully diverted for disposal. This figure includes all generated divertable waste, from all audited streams.

Total Divertable Materials is calculated as follows:

Total Divertable Materials Generated = Total Recycling Generated + Total Divertable Materials Found in Waste Stream

- Total recycling generated: 84,198.00 kg
- Divertable materials found in waste stream: 33,115.68 kg
- Total divertable material generated: 84,198.00 kg + 33,115.68 kg = 117,313.68 kg

Total Recycling Generated ÷ Total Divertable Materials Generated = Capture Rate

$$c = \frac{84,198.00 \text{ kg}}{117,313.68 \text{ kg}}$$

$$c = 0.7177 \times 100\%$$

$$c = 71.77\%$$

Therefore, the capture rate for the Mohawk College Stoney Creek Campus is **71.77%**.

Annual Capture Rate 2023

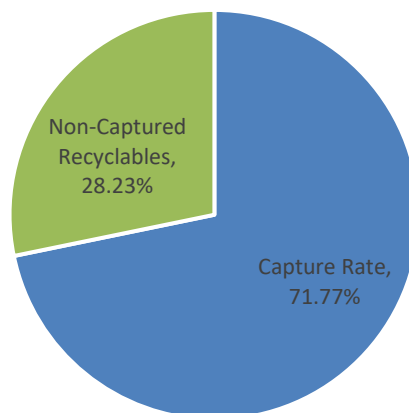


Figure 13 Annual Capture Rate 2023

9 POTENTIAL DIVERSION

The **potential diversion rate (P)** is the percentage of total materials that could be diverted from landfill if all divertable materials were placed in the proper recycling stream. The potential current diversion rate is calculated as follows:

Total Divertable Materials is calculated as follows:

Total Divertable Materials Generated = Total Recycling Generated + Total Divertable Materials Found in Waste Stream

- Total recycling generated: 84,198.00 kg
- Divertable materials found in landfill waste stream: 33,115.68 kg
- Total divertable material generated: 84,198.00 kg + 33,115.68 kg = 117,313.68 kg

Potential Diversion Rate is calculated as follows:

Potential Diversion Rate = $\frac{\text{(total divertable materials generated)}}{\text{(total materials generated)}}$

$$p = \frac{117,313.68 \text{ kg}}{155,458.00 \text{ kg}}$$

$$p = 0.7546 \times 100\%$$

$$p = 75.46\%$$

Therefore, the potential diversion rate for the Mohawk College Stoney Creek Campus is **75.46%**.

Annual Potential Diversion Rate 2023

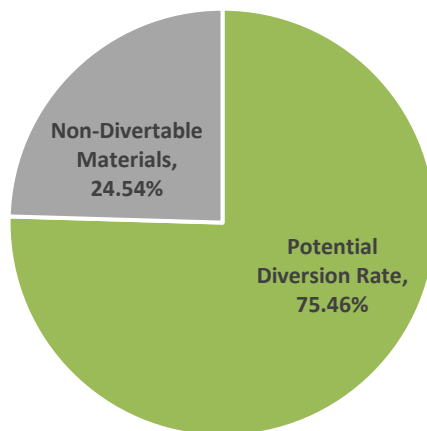


Figure 14 Annual Potential Diversion Rate 2023

10 CURRENT INITIATIVES AND WASTE MANAGEMENT PROGRAMS

Mohawk College, Stoney Creek Campus has tools in place that help to ensure that the recycling program at the college is easy to use, clear and organized, in all areas of the campus. The following section outlines specific areas of the college campus where programs for the collection and source separation of recyclable materials have been implemented and maintained.

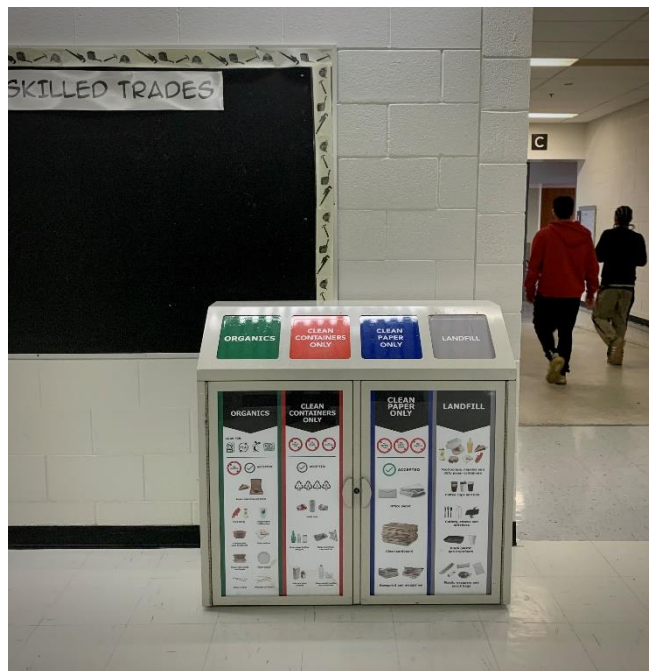
Centralized Waste Station

The centralized waste station is located in the main cafeteria, creating a single collection point for waste. This station places a greater emphasis on sorting, and provides an organics bin, as well as a rinsing station. This helps reduce contamination in the recycling streams. The signage incorporated in the stations serves as an education opportunity on waste sorting for the college community.



Hallway Waste Sorting Bins

The hallways are well-equipped with four-stream collection containers. These containers are positioned throughout the buildings on campus to allow for students and faculty to dispose of their waste in the correct stream. An example of the collection containers is shown below. The signage on the front of the container, as well as the labelling on the openings clearly outline where materials are to be placed. Since September of 2023, these bins have included an organics stream to help further divert waste from the landfill. A total of 24 hallway bins were upgraded. The impact of the hallway organics is being monitored, with potential to expand to other locations and other campuses.



Outdoor Bins

Three-stream bins are located outdoors throughout the Fennell Campus grounds. These bins provide the opportunity for staff, students and visitors to place material in the proper stream which helps to divert more waste from the landfill. These bins include a cans and bottles stream, paper stream and landfill waste stream.



Water Bottle Refill Stations

The Stoney Creek Campus has 11 water bottle refill stations. Some of the refill station locations include the library, cafeteria, main atrium, and Tim Hortons area. Since their installation in 2013, these stations have helped divert over 517,344 water bottles from the landfill waste and recycling streams.

Offices

Offices across the campus (faculty, administrative, support staff, etc.) are equipped with collection containers to effectively sort paper, landfill waste, and bottle and can recycling. The containers are small and can easily fit under desks and in small spaces to allow for source separation and participation in the recycling program. Contracted custodial staff are required to separate the three streams as they collect materials from the office areas for disposal in the designated containers outdoors.



Electronic Waste & Battery Recycling Program

The electronic waste (e-waste) and battery recycling program at the Mohawk College Stoney Creek Campus was introduced in 2012. In 2018, Mohawk College improved this recycling program by hosting e-waste drives available to service staff and students on campus. In spring 2020, the Stoney Creek Campus launched a new e-waste collection cabinet. This new e-waste cabinet includes detailed instructions of which items can and cannot be accepted. A total of 0.59 tons (1,191 lbs.) of electronic waste has been collected in the last twelve (12) months.



PPE (Personal Protective Equipment) Collection

In spring 2020, Mohawk College initiated PPE collection at both campuses. In Fall 2021, this program was operationalized with our housekeeping team implementing Terracycle Disposable Mask Collection boxes. This was accomplished by providing several collection boxes at designated sites around campus. To date, the Stoney Creek Campus has filled 29 large boxes, for a total of 92,974 masks diverted from landfill!



Single-Use Plastic Ban

In 2013, Mohawk College implemented a single-use plastic ban across campus. All single use (1 litre or less) plastic water bottles and single-use bags intended for personal use or distribution of goods, are not allowed on campus. This encourages staff and students to bring their own reusable bottles and bags to campus.

PaperCut™ Software for Paper Reduction

In September 2019, Mohawk College introduced PaperCut™ software to the Stoney Creek campus. The software program allows the college to better track paper use, in order to coordinate reduction campaigns and initiatives. Paper consumption on campus has reduced significantly over the pandemic and the college has implemented digital file management systems to continue to reduce paper use post-pandemic.

Paperless News Initiative

At Mohawk College, all staff and students have access to the municipal newspaper through their Mohawk login. This has eliminated the overall generation of printed paper.

Upcycled Games Table Project

Student Life summer staff wanted a table for boardgames for the students at the Stoney Creek Campus. Instead of purchasing a table, they decided to build one from sustainable reclaimed lumber and materials. This project was supported by the Sustainability Initiative Fund through the student engagement budget. There are engraved Mohawk student names on the table top. This was completed at the "MoCrew Summer Kickoff" event and showcases the Mohawk College community in a lasting and meaningful way.



11 RECOMMENDATIONS

Based on the waste audit results, it is important to identify the main areas of improvement to focus on and pinpoint where improvements can currently be made. Tackling one initiative at a time will increase the chances of success. Whether changes need to be made to the existing program itself or increasing education and awareness, narrowing down your options and targeting an issue every quarter or semi-annually, these options will help attain meaningful results.

In order to improve the effectiveness of the recycling program at the Mohawk College Stoney Creek Campus, there are several initiatives to take into consideration. In order to divert as much material from landfill as possible, it would be beneficial for the facility to direct all recycling efforts towards further source separating recyclable materials.

11.1 IMPROVE ORGANICS RECYCLING

A total of 11.78% of the landfill waste sample was organic waste material. Of the total organic material found in the waste stream, the highest subcategory was tissue/towelling, at 40.90%.

As organic materials are the heaviest contributor to overall disposal figures, diverting as much organic material from the waste stream as possible will significantly increase the diversion rate and reduce the amount of waste sent to landfill annually by 8,392.15 kg.

It is recommended that during the beginning of each semester, have volunteers stand at the waste stations at the Stoney Creek Campus during peak meal hours (breakfast, lunch and late afternoon) for a period of one or two weeks. This will provide face time and direct feedback to those disposing of their landfill waste and recycling. If this is not feasible, perhaps a recycling pamphlet emailed out to all students and staff (and available hard copies on campus) can be compiled and distributed. This will collectively help to inform participants of proper disposal habits.

11.2 IMPROVE PAPER RECYCLING

A total of 24.38% of the landfill waste sample was paper material. As paper materials are the second heaviest contributor to overall disposal figures, diverting as much recyclable paper material from the waste stream as possible will greatly increase the diversion rate and reduce the amount of waste sent to landfill annually, by 13,042.97 kg. Paper materials should be dry before going into the appropriate recycling containers provided. Provide as many recycling bins with appropriate signage as possible to encourage paper recycling.

11.3 IMPROVE HSW RECYCLING

The landfill waste sample from the Stoney Creek Campus revealed batteries, electronic wires, and a toner cartridge. These HSW materials must be handled and recycled appropriately to avoid ending up in the landfill. It is recommended that these HSW recycling programs be presented to participants more frequently, including their accessibility, which has been updated at the Stoney Creek campus this year. Diverting HSW materials away from landfill waste will help to improve the diversion rate of Stoney Creek Campus and reduce the amount of waste sent to landfill annually by 1,548.68 kg.

11.4 IMPROVE POINT-OF-GENERATION RECYCLING

It is recommended that internal waste assessments be conducted throughout the facility on a regular, unscheduled basis. Staff should not be aware of when these assessments are being done, to ensure accuracy of results. The goal is to determine which area(s) need improvements. Proper signage, recycling bins and education will help source separate these items and capture more recyclable materials.

11.5 SIGNAGE AND EDUCATION

Employee/Faculty/Student Education

Educational information should be displayed on an 'Environmental Board' and frequently updated to encourage and engage employee/staff/facility participation. Posting information in the area near the recycling receptacles and/or in common areas will show management initiative and engage employees. While education and training on waste reduction should be ongoing, formal education should take place sporadically (for example, 1-2 times per year).

Visitor Education

Clear, visible guidelines and signage are very important to the success of the recycling program. All areas of the facility should be equipped with appropriate signage to clearly indicate to visitors which materials are accepted in the receptacles and to remind them of the importance of their involvement in the recycling program. Recycling guidelines should be posted wherever receptacles and collection containers are stationed (an example is shown below).

Trash lasts, sorting's fast. Please recycle.

chartwells where hungry minds gather

mohawk SUSTAINABILITY

RINSE	ORGANICS	CLEAN CONTAINERS ONLY	LANDFILL
<p>Help reduce waste! Only rinsed containers free of food waste can be recycled.</p> <ul style="list-style-type: none"> Pour out liquids Empty out food waste Rinse containers 	<p>LOOK FOR:</p> <ul style="list-style-type: none"> NO PLASTICS BPI PLA 100% RECYCLED <p>ACCEPTED:</p> <ul style="list-style-type: none"> Food scraps Compostable cutlery cups Paper absorbent and towels Paper plates Compostable soup containers Greasy pizza, eggs and boxes Paper straws Woods & stir sticks Utensil napkins 	<p>NO PLASTIC BAGS NO BLACK PLASTIC NO STYROFOAM</p> <p>ACCEPTED:</p> <ul style="list-style-type: none"> Metal cans Clean aluminum trays and foil Milk and juice cartons Clean plastic bottles and jar-liners Clean glass bottles and jars 	<ul style="list-style-type: none"> Coffee cups Coffee cup lids Plastic cutlery, straws and wrappers Black plastic Plastic wrappers Styrofoam Stark and chip bags Chilly bar wrappers

Compost your food scraps and dirty paper at the waste station!

11.6 MONITORING AND EVALUATION

One of the keys to a successful recycling program is gathering quantifiable results to follow the progress of the program over the course of time. Ensure that a waste audit is completed once every twelve (12) months and keep track of the data results year to year to compare disposal and recycling rates. Receive monthly diversion reports and display or send out results in a newsletter to reach all employees/staff/students to pinpoint where improvements can be made.

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

11.7 CONTINUAL PROGRAM REVIEW

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

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

As always, please post and make available the MOE work plan for all employees and sign documents in all applicable areas (as located on pages 30 and 40 in this report).

12 CONCLUSION

Based on the waste audit figures, the Mohawk College Stoney Creek Campus generates 155,458.00 kg (155.46 t) of material annually, 84,198.00 kg (84.20 t) of which is diverted as recycling and 71,260.00 kg (71.26 t) of which is disposed of as landfill waste. 33,115.68 kg (33.12 t) of the total landfill waste could have been diverted to available recycling programs.

In order to address and monitor the effectiveness of the recycling program at the Mohawk College Stoney Creek Campus, consider the following suggestions to improve the existing program and efforts of employees and visitors:

- Provide recycling receptacles wherever garbage bins exist so that there are no excuses for not participating in the recycling program;
- Ensure that adequate signage is placed on or above all recycling receptacles and that the signage remains consistent throughout the building;
- Education throughout the facilities can be promoted through promotional and awareness events (especially during Earth Month in April and Waste Reduction Week in October), and;
- Provide employees/tenants/visitors with information on recycling procedures and services.

The success of these initiatives depends on the involvement of all parties, from management to employees. The more involved all parties are in the waste reduction goals of Mohawk College, the greater the success of the program.

APPENDIX I - TABLE OF WASTE AUDIT DATA

NAME: Mohawk College Stoney Creek Campus			WASTE AUDIT DATA			
ADDRESS: 481 Barton Street, Stoney Creek			(KGS)	(KGS)	(KGS)	(KGS)
DATE: October 20, 2023			Annual	Monthly	Weekly	Daily
PAPER	%	%				
Newspaper		1.52%	264.45	22.04	5.09	1.05
Magazines		0.00%	-	-	-	-
Cardboard		10.19%	1,770.97	147.58	34.06	7.03
Boxboard		18.52%	3,216.62	268.05	61.86	12.76
Mixed Papers		12.69%	2,204.84	183.74	42.40	8.75
Molded Pulp		0.00%	-	-	-	-
Kraft Paper		0.54%	94.18	7.85	1.81	0.37
Other Paper		24.92%	4,329.46	360.79	83.26	17.18
Spiral Wound		0.00%	-	-	-	-
Coffee Cups		29.44%	5,115.29	426.27	98.37	20.30
Aseptic Containers		1.28%	222.55	18.55	4.28	0.88
Gable Top Containers		0.89%	154.07	12.84	2.96	0.61
Total Paper	24.38%	100.00%	17,372.43	1,447.70	334.09	68.94
PLASTICS						
# 1 PETE Soft Drinks		20.21%	2,955.19	246.27	56.83	11.73
# 2 HDPE		0.91%	133.14	11.09	2.56	0.53
# 3 PVC		0.00%	-	-	-	-
# 4 LDPE Recyclable Film		0.00%	-	-	-	-
# 5 PP		9.34%	1,365.77	113.81	26.26	5.42
# 6 PS (Styrofoam)		0.72%	104.64	8.72	2.01	0.42
# 6 PS (Clear/ Hard)		10.15%	1,483.76	123.65	28.53	5.89
# 7 Other		0.00%	-	-	-	-
Non-Recyclable Film		49.99%	7,310.43	609.20	140.59	29.01
Rigid Plastics		8.60%	1,257.47	104.79	24.18	4.99
Plastic Strapping		0.09%	13.31	1.11	0.26	0.05
Total Plastics	20.52%	100.00%	14,623.71	1,218.64	281.23	58.03
METALS						
Aluminum Cans		18.21%	610.66	50.89	11.74	2.42
Aluminum Foil		1.11%	37.09	3.09	0.71	0.15
Aluminum Trays		4.37%	146.50	12.21	2.82	0.58
Aerosol Cans		3.12%	104.64	8.72	2.01	0.42
Steel		2.38%	79.88	6.66	1.54	0.32
Scrap Metal		70.82%	2,375.33	197.94	45.68	9.43
Total Metals	4.71%	100.00%	3,354.10	279.51	64.50	13.31
GLASS						
Glass (Clear/ Coloured)		82.81%	897.95	74.83	17.27	3.56
Other Glass		17.19%	186.40	15.53	3.58	0.74
Total Glass	1.52%	100.00%	1,084.34	90.36	20.85	4.30
HSW						
Batteries		0.00%	-	-	-	-
Lightbulbs		0.00%	-	-	-	-
Chemicals/ Liquids		0.00%	-	-	-	-
E-Waste		100.00%	1,548.68	129.06	29.78	6.15
Total HSW	2.17%	100.00%	1,548.68	-	-	-
ORGANICS						
Food Waste		35.41%	2,971.78	247.65	57.15	11.79
Tissue/ Toweling		40.90%	3,432.20	286.02	66.00	13.62
Beverage Liquids		22.19%	1,862.60	155.22	35.82	7.39
Compostable Containers		1.50%	125.57	10.46	2.41	0.50
Yard/ Plant Waste		0.00%	-	-	-	-
Total Organics	11.78%	100.00%	8,392.15	699.35	161.39	33.30
OTHER MATERIALS						
Textiles		8.91%	2,218.37	184.86	42.66	8.80
Disposable Gloves		3.81%	947.46	78.96	18.22	3.76
Masks		0.08%	20.93	1.74	0.40	0.08
Non-Recyclable Wood		2.94%	732.48	61.04	14.09	2.91
Foam		0.08%	20.93	1.74	0.40	0.08
Coffee Pods		0.17%	41.86	3.49	0.80	0.17
J-Cloth		26.61%	6,622.53	551.88	127.36	26.28
Milk Box W/ N		0.54%	133.14	11.09	2.56	0.53
Scrub Brush		0.11%	26.63	2.22	0.51	0.11
Medical Waste		0.11%	26.63	2.22	0.51	0.11
Butane		0.75%	186.40	15.53	3.58	0.74
Writing Utensil		0.32%	78.95	6.58	1.52	0.31
Mop Head		10.81%	2,689.42	224.12	51.72	10.67
Hair Net		0.05%	13.31	1.11	0.26	0.05
Leather Cloth		5.56%	1,384.65	115.39	26.63	5.49
Clay		1.61%	399.42	33.28	7.68	1.58
Sweepings		3.23%	802.84	66.90	15.44	3.19
Tape Scrap		17.07%	4,248.39	354.03	81.70	16.86
Rubber Seal		1.68%	418.56	34.88	8.05	1.66
Blade		0.08%	20.93	1.74	0.40	0.08
Sanding Disk		0.67%	167.42	13.95	3.22	0.66
Ear Plug		0.34%	83.71	6.98	1.61	0.33
Filter		0.34%	83.71	6.98	1.61	0.33
Wire Cover		0.34%	83.71	6.98	1.61	0.33
PVC Pipe		12.45%	3,097.35	258.11	59.56	12.29
Rubber Cement		1.35%	334.85	27.90	6.44	1.33
Total Other	34.92%	100.00%	24,884.59	2,073.72	478.55	98.75
TOTAL ANNUAL WASTE	100.00%		71,260.00	5,809.28	1,340.60	276.63
Total Annual Divertable Materials	46.47%		33,115.68			
Total Annual Non-Divertable Materials	53.53%		38,144.32			

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

MOE FORMS

APPENDIX II – WASTE AUDIT SUMMARY SHEET

Ministry of the Environment Waste Form

Report of a Waste Audit – Waste Audit Summary Sheet

Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and retained on file for at least five years after it is prepared, and be made available to the ministry upon request.

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Mohawk College- Stoney Creek Campus		
Name of Contact Person: Ashley Packer	Telephone #: 905-575-1212	Email address: ashley.packer@mohawkcollege.ca
Street Address(es) of Entity(ies): 481 Barton Street		
Municipality: Stoney Creek, ON		
Type of Entity (check one)		
Retail Shopping Establishments	Hotels and Motels	
Retail Shopping Complexes	Hospitals	
Office Buildings	Educational Institutions	X
Restaurants	Large Manufacturing Establishments	

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

II. DESCRIPTION OF ENTITY

Provide a brief overview of the entity(ties): Mohawk College has 13,000 full-time post-secondary students, including 3,000 international students, 4,000 apprentices, and more than 20,000 continuing education students. Stoney Creek Campus has a state-of-the-art fitness Centre and gymnasium, and an on-site campus pub and cafeteria. This campus focuses on instruction of all trades and apprenticeship programs.
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III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
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 Papers	Generated by participants. Material is deposited into designated container for recycling.
Molded 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 waste.
Spiral Wound	Generated by participants. Material is deposited into designated container for waste.
Coffee Cups	Generated by participants. Material is deposited into designated container for recycling.
Aseptic Containers	Generated by participants. Material is deposited into designated container for recycling.
Gable Top Containers	Generated by participants. Material is deposited into designated container for recycling.
# 1 PETE Soft Drinks	Generated by participants. Material is deposited into designated container for recycling.
# 2 HDPE	Generated by participants. Material is deposited into designated container for recycling.
# 3 PVC	Generated by participants. Material is deposited into designated container for waste.
# 4 LDPE Recyclable Film	Generated by participants. Material is deposited into designated container for recycling.
# 5 PP	Generated by participants. Material is deposited into designated container for recycling.
# 6 PS (Styrofoam)	Generated by participants. Material is deposited into designated container for waste.
# 6 PS (Clear/ Hard)	Generated by participants. Material is deposited into designated container for recycling.
# 7 Other	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 Plastics	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 Cans	Generated by participants. Material is deposited into designated container for recycling.

Aluminum Foil	Generated by participants. Material is deposited into designated container for waste.
Aluminum Trays	Generated by participants. Material is deposited into designated container for recycling.
Aerosol Cans	Generated by participants. Material is deposited into designated container for waste.
Steel	Generated by participants. Material is deposited into designated container for recycling.
Scrap Metal	Generated by participants. Material is deposited into designated container for recycling.
Glass (Clear/ Coloured)	Generated by participants. Material is deposited into designated container for recycling.
Other Glass	Generated by participants. Material is deposited into designated container for waste.
Batteries	Generated by participants. Material is deposited into designated container for recycling.
E-waste Wires	Generated by participants. Material is deposited into designated container for recycling.
Toner Cartridge	Generated by participants. Material is deposited into designated container for recycling.
Food Waste	Generated by participants. Material is deposited into designated container for recycling.
Tissue/ Toweling	Generated by participants. Material is deposited into designated container for recycling.
Beverage Liquids	Generated by participants. Material is deposited into designated container for recycling.
Compostable Containers	Generated by participants. Material is deposited into designated container for recycling.
Yard/ Plant Waste	Generated by participants. Material is deposited into designated container for recycling.
Textiles	Generated by participants. Material is deposited into designated container for waste.
Disposable Gloves	Generated by participants. Material is deposited into designated container for waste.
Masks	Generated by participants. Material is deposited into designated container for waste.
Non-Recyclable Wood	Generated by participants. Material is deposited into designated container for waste.
Foam	Generated by participants. Material is deposited into designated container for waste.
Coffee Pods	Generated by participants. Material is deposited into designated container for waste.
J-Cloth	Generated by participants. Material is deposited into designated container for waste.
Milk Box W/ N	Generated by participants. Material is deposited into designated container for waste.
Scrub Brush	Generated by participants. Material is deposited into designated container for waste.
Medical Waste	Generated by participants. Material is deposited into designated container for waste.
Butane	Generated by participants. Material is deposited into designated container for waste.
Writing Utensil	Generated by participants. Material is deposited into designated container for waste.

Mop Head	Generated by participants. Material is deposited into designated container for waste.
Hair Net	Generated by participants. Material is deposited into designated container for waste.
Leather Cloth	Generated by participants. Material is deposited into designated container for waste.
Clay	Generated by participants. Material is deposited into designated container for waste.
Sweepings	Generated by participants. Material is deposited into designated container for waste.
Tape Scrap	Generated by participants. Material is deposited into designated container for waste.
Rubber Seal	Generated by participants. Material is deposited into designated container for waste.
Blade	Generated by participants. Material is deposited into designated container for waste.
Sanding Disk	Generated by participants. Material is deposited into designated container for waste.
Ear Plug	Generated by participants. Material is deposited into designated container for waste.
Filter	Generated by participants. Material is deposited into designated container for waste.
Wire Cover	Generated by participants. Material is deposited into designated container for waste.
PVC Pipe	Generated by participants. Material is deposited into designated container for waste.
Rubber Cement	Generated by participants. Material is deposited into designated container for waste.

IV. MANAGEMENT OF WASTE

Category	Waste to be Disposed	Reused or Recycled Waste
Newspaper		Participants deposit newsprint into the recycling bins provided.
Magazines		Participants deposit magazines into the recycling bins provided.
Cardboard		Staff flattens all cardboard and deposit into the designated collection bins.
Boxboard		Staff flattens all boxboard and deposit into the designated collection bins.
Mixed Papers		Participants deposit mixed paper into the recycling bins provided.
Molded Pulp		Participants deposit molded pulp materials into the recycling bins provided.
Kraft Paper		Participants deposits kraft paper materials into the recycling bins provided.
Other Paper	Participants place in waste bins.	

Spiral Wound	Participants place in waste bins.	
Coffee Cups		Participants deposit coffee cups with lids into recycling bins provided.
Aseptic Containers		Participants deposit aseptic containers (i.e. juice boxes) into recycling bins provided.
Gable Top Containers		Participants place gable top cartons (i.e. milk cartons) into the recycling bins provided.
# 1 PETE Soft Drinks		Participants deposit PETE #1 plastics into the recycling bins provided.
# 2 HDPE		Participants are asked to rinse HDPE #2 plastics, if needed, before depositing into the recycling bins provided.
# 3 PVC	Participants place in waste bins.	
# 4 LDPE Recyclable Film		Participants deposit recyclable film into the recycling bins provided.
# 5 PP		Participants deposit #5 plastics into the recycling bins provided.
# 6 PS (Styrofoam)	Participants place in waste bins.	
# 6 PS (Clear/ Hard)		Participants deposit #6, clear/hard plastics into the recycling bins provided.
# 7 Other	Participants place in waste bins.	
Non-Recyclable Film	Participants place in waste bins.	
Rigid Plastics	Participants place in waste bins.	
Plastic Strapping	Participants place in waste bins.	
Aluminum Cans		Participants deposit aluminum cans into the recycling bins provided.
Aluminum Foil	Participants place in waste bins.	
Aluminum Trays		Participants deposit aluminum trays into the recycling bins provided.
Aerosol Cans	Participants place in waste bins.	
Steel		Participants are asked to rinse steel cans, if needed, before depositing into the recycling bins provided.
Scrap Metal		Participants place in designated recycling bin.
Glass (Clear/ Coloured)		Participants are asked to rinse glass containers, if needed, before depositing into the recycling bins provided.
Other Glass	Participants place in waste bins.	

Batteries		Participants place in designated recycling bin(s).
E-waste – Wires		Participants place in designated recycling bin(s)/area(s).
Toner Cartridge		Participants place in designated recycling bin(s).
Food Waste		Participants deposit food waste into the organic bins in all applicable areas.
Tissue/ Toweling		Participant deposits tissue and toweling into the organics bins in all applicable areas.
Beverage Liquids		Participants are to deposit remaining liquids down the drain and place container into the appropriate recycling container.
Compostable Containers		Participants deposit compostable materials into the organics bins in all applicable areas.
Yard/ Plant Waste		Staff deposit yard/plant waste into the organic bins.
Textiles	Participants place in waste bins.	
Disposable Gloves	Participants place in waste bins.	
Masks	Participants place in waste bins.	
Non-Recyclable Wood	Participants place in waste bins.	
Foam	Participants place in waste bins.	
Coffee Pods	Participants place in waste bins.	
J-Cloth	Participants place in waste bins.	
Milk Box W/ N	Participants place in waste bins.	
Scrub Brush	Participants place in waste bins.	
Medical Waste	Participants place in waste bins.	
Butane	Participants place in waste bins.	
Writing Utensil	Participants place in waste bins.	
Mop Head	Participants place in waste bins.	
Hair Net	Participants place in waste bins.	
Leather Cloth	Participants place in waste bins.	
Clay	Participants place in waste bins.	

Sweepings	Participants place in waste bins.	
Tape Scrap	Participants place in waste bins.	
Rubber Seal	Participants place in waste bins.	
Blade	Participants place in waste bins.	
Sanding Disk	Participants place in waste bins.	
Ear Plug	Participants place in waste bins.	
Filter	Participants place in waste bins.	
Wire Cover	Participants place in waste bins.	
PVC Pipe	Participants place in waste bins.	
Rubber Cement	Participants place in waste bins.	

V. ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY

ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY									
NAME: Mohawk College Stoney									
ADDRESS: 481 Barton Street, S									
Categories of Waste	Generated (t)			Recycled (t)			Disposed (t)		
	"A" Base Year (2022)	"B" Current Year (2023)	"C" Change (A-B)	"A" Base Year (2022)	"B" Current Year (2023)	"C" Change (A-B)	"A" Base Year (2022)	"B" Current Year (2023)	"C" Change (A-B)
Newspaper	0.22	0.26	0.05	0.20	-	(0.20)	0.02	0.26	0.25
Magazines	0.07	-	(0.07)	0.07	-	(0.07)	-	-	-
Cardboard	6.93	9.12	2.19	5.87	7.35	1.49	1.06	1.77	0.71
Boxboard	2.28	3.22	0.94	0.50	-	(0.50)	1.77	3.22	1.44
Mixed Papers	3.85	7.02	3.18	1.01	4.82	3.82	2.84	2.20	(0.64)
Molded Pulp	0.17	-	(0.17)	0.07	-	(0.07)	0.11	-	(0.11)
Kraft Paper	0.47	0.09	(0.38)	0.03	-	(0.03)	0.44	0.09	(0.34)
Other Paper	7.38	4.33	(3.05)	-	-	-	7.38	4.33	(3.05)
Spiral Wound	0.02	-	(0.02)	-	-	-	-	-	(0.02)
Coffee Cups	5.74	5.12	(0.62)	0.94	-	(0.94)	4.80	5.12	0.32
Aseptic Containers	0.08	0.22	0.15	0.07	-	(0.07)	0.01	0.22	0.21
Gable Top Containers	0.61	0.15	(0.46)	0.13	-	(0.13)	0.48	0.15	(0.32)
# 1 PETE Soft Drinks	4.23	6.55	2.32	2.49	3.59	1.10	1.74	2.96	1.22
# 2 HDPE	0.16	0.36	0.20	0.16	0.23	0.07	-	0.13	0.13
# 3 PVC	-	-	-	-	-	-	-	-	-
# 4 LDPE Recyclable Film	0.24	0.35	0.11	0.24	0.35	0.11	-	-	-
# 5 PP	1.26	1.71	0.46	0.24	0.35	0.11	1.01	1.37	0.35
# 6 PS (Styrofoam)	0.04	0.10	0.06	-	-	-	0.04	0.10	0.06
# 6 PS (Clear/Hard)	1.97	2.76	0.79	0.88	1.27	0.39	1.09	1.48	0.40
# 7 Other	0.01	-	(0.01)	-	-	-	0.01	-	(0.01)
Non-Recyclable Film	3.50	7.31	3.81	-	-	-	3.50	7.31	3.81
Rigid Plastic	0.58	1.26	0.68	-	-	-	0.58	1.26	0.68
Plastic Strapping	-	0.01	0.01	-	-	-	-	0.01	0.01
Aluminum Cans	0.91	1.64	0.74	0.72	1.03	0.32	0.19	0.61	0.42
Aluminum Foil	0.07	0.05	(0.03)	0.01	0.01	0.00	0.07	0.04	(0.03)
Aluminum Trays	0.01	0.16	0.15	0.01	0.01	0.00	-	0.15	0.15
Aerosol Cans	-	0.10	0.10	-	-	-	-	0.10	0.10
Steel	0.21	0.09	(0.13)	0.01	0.01	0.00	0.20	0.08	(0.12)
Scrap Metal	84.77	44.19	(40.58)	82.20	41.81	(40.39)	2.57	2.38	(0.20)
Glass (Clear/ Coloured)	0.25	1.26	1.01	0.25	0.36	0.11	-	0.90	0.90
Glass (Other)	0.01	0.19	0.18	-	-	-	0.01	0.19	0.18
Batteries	0.08	-	(0.08)	-	-	-	0.08	-	(0.08)
E-Waste	0.23	0.56	0.33	-	0.56	0.56	0.23	0.23	(0.23)
Food Waste	28.94	21.37	(7.57)	17.86	18.40	0.54	11.08	2.97	(8.11)
Tissue & Toweling	7.82	6.35	(1.47)	2.83	2.92	0.09	4.99	3.43	(1.56)
Beverage Liquids	4.51	2.54	(1.98)	0.65	0.67	0.02	3.86	1.86	(2.00)
Compostable Containers	1.06	0.57	(0.49)	0.44	0.45	0.01	0.63	0.13	(0.50)
Plant and Yard Waste	-	-	-	-	-	-	-	-	-
Textiles	0.43	2.22	1.79	-	-	-	0.43	2.22	1.79
Disposable Gloves	0.76	0.95	0.19	-	-	-	0.76	0.95	0.19
Masks	0.04	0.02	(0.02)	-	-	-	0.04	0.02	(0.02)
Non-Recyclable Wood	-	0.73	0.73	-	-	-	-	0.73	0.73
Foam	0.15	0.02	(0.13)	-	-	-	0.15	0.02	(0.13)
Coffee Pods	-	0.04	0.04	-	-	-	-	0.04	0.04
J-Cloth	-	6.62	6.62	-	-	-	-	6.62	6.62
Milk Box W/ N	-	0.13	0.13	-	-	-	-	0.13	0.13
Scrub Brush	-	0.03	0.03	-	-	-	-	0.03	0.03
Medical Waste	-	0.03	0.03	-	-	-	-	0.03	0.03
Butane	0.35	0.19	(0.16)	-	-	-	0.35	0.19	(0.16)
Writing Utensil	0.22	0.08	(0.14)	-	-	-	0.22	0.08	(0.14)
Mop Head	-	2.69	2.69	-	-	-	-	2.69	2.69
Hair Net	-	0.01	0.01	-	-	-	-	0.01	0.01
Leather Cloth	-	1.38	1.38	-	-	-	-	1.38	1.38
Clay	1.57	0.40	(1.17)	-	-	-	1.57	0.40	(1.17)
Sweepings	0.80	0.80	0.00	-	-	-	0.80	0.80	0.00
Tape Scrap	-	4.25	4.25	-	-	-	-	4.25	4.25
Rubber Seal	-	0.42	0.42	-	-	-	-	0.42	0.42
Blade	-	0.02	0.02	-	-	-	-	0.02	0.02
Sanding Disk	-	0.17	0.17	-	-	-	-	0.17	0.17
Ear Plug	0.01	0.08	0.08	-	-	-	0.01	0.08	0.08
Filter	-	0.08	0.08	-	-	-	-	0.08	0.08
Wire Cover	-	0.08	0.08	-	-	-	-	0.08	0.08
PVC Pipe	-	3.10	3.10	-	-	-	-	3.10	3.10
Rubber Cement	-	0.33	0.33	-	-	-	-	0.33	0.33
Toner Cartridge	0.13	-	(0.13)	-	-	-	0.13	-	(0.13)
Shop Cloths	0.53	-	(0.53)	-	-	-	0.53	-	(0.53)
Steel Wool	0.01	-	(0.01)	-	-	-	0.01	-	(0.01)
Rubber Tubes	0.01	-	(0.01)	-	-	-	0.01	-	(0.01)
Sanitary Producta	0.01	-	(0.01)	-	-	-	0.01	-	(0.01)
Rubber Bands	0.01	-	(0.01)	-	-	-	0.01	-	(0.01)
Ratchet Strap	1.15	-	(1.15)	-	-	-	1.15	-	(1.15)
Cotton Gloves	0.07	-	(0.07)	-	-	-	0.07	-	(0.07)
PPE	0.02	-	(0.02)	-	-	-	0.02	-	(0.02)
Rubble	0.58	-	(0.58)	-	-	-	0.58	-	(0.58)
Twine	0.01	-	(0.01)	-	-	-	0.01	-	(0.01)
Sponge	0.01	-	(0.01)	-	-	-	0.01	-	(0.01)
Total	175.49	153.91	(21.58)	117.86	84.20	(33.66)	57.63	69.71	12.61
Percent Change (C+A x 100)			-12.30%			-28.56%			21.88%

**VI. TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY 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.

Not at this time.

* 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.		
Signature of authorized official:	Title:	Date:

MOE FORMS

APPENDIX III - REPORT OF WASTE REDUCTION WORK PLAN

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

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Mohawk College, Stoney Creek Campus			
Name of Contact Person: Ashley Packer	Telephone #: 905-575-1212	Email address: ashley.packer@mohawkcollege.ca	
Street Address(es) of Entity(ies): 481 Barton Street			
Municipality: Stoney Creek, ON			
Type of Entity (check one)			
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"/>

II. DESCRIPTION OF ENTITY

Provide a brief overview of the entity(ties):
Mohawk College has 13,000 full-time post-secondary students, including 3,000 international students, 4,000 apprentices, and more than 20,000 continuing education students. Stoney Creek Campus has a state-of-the-art fitness Centre and gymnasium, and an on-site campus pub and cafeteria. This campus focuses on instruction of all trades and apprenticeship programs.

III. PLANS TO REDUCE, REUSE AND RECYCLE

Waste Category	Source Separation and 3Rs Program
Newspaper	<p>Reduce: Provide digital copies of newspaper to participants.</p> <p>Reuse: Newsprint can be reused for moving and shipping as packaging.</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Magazines	<p>Reduce: Encourage use of electronic documents only and to think before purchasing.</p> <p>Reuse: Magazines are shared in guest common areas.</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Cardboard	<p>Reduce: Encourage suppliers to provide goods in reusable containers. Purchase supplies in bulk to avoid excess packaging.</p> <p>Reuse: Cardboard boxes can be reused for moving and shipping.</p> <p>Recycle: Program in place. 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: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Mixed Papers	<p>Reduce: Encourage use of electronic documents only and reconsidering printing.</p> <p>Reuse: Reuse one sided documents for other print jobs.</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Molded 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: Program in place. 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: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Other Paper	<p>Reduce: 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>
Spiral Wound	<p>Reduce: 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: Encourage tenants and staff to bring reusable coffee mugs to work.</p> <p>Reuse: N/A</p>

	<p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Aseptic Containers	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Reuse: N/A Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Gable Top Containers	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Reuse: N/A Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 1 PETE Soft Drinks	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced. Promote reusable bottles to participants. Reuse: Reuse material for water throughout the day. Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 2 HDPE	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced. Reuse: Containers are reused in kitchen areas for collection of organic waste (i.e. large white tubs). Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 3 PVC	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material. Reuse: Reuse as protective packaging for shipments. Recycle: Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 4 LDPE Recyclable Film	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced. 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. Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 5 PP	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced. Reuse: Reuse container for food or snacks throughout the day. Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 6 PS (Styrofoam)	<p>Reduce: Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material. Reuse: Reuse as protective packaging for shipments. Recycle: Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 6 PS (Clear/Hard)	<p>Reduce: Encourage suppliers to provide goods in bulk to cut down on amount of material produced. Reuse: N/A Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>

# 7 Other	<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>
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 Plastics	<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 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>
Aluminum 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: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Aluminum Foil	<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>
Aluminum Trays	<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: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Aerosol Cans	<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>
Steel	<p>Reduce: Implement sustainable purchasing policy to ensure amounts are not ordered in excess.</p> <p>Reuse: N/A</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Scrap Metal	<p>Reduce: N/A</p> <p>Reuse: N/A</p>

	<p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Glass (Clear/ Coloured)	<p>Reduce: Implement sustainable purchasing policy to ensure amounts are not ordered in excess.</p> <p>Reuse: Reuse glass bottles for water throughout the day.</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Other Glass	<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>
Batteries	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Battery recycling program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
E-waste – Wires	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Electronic waste recycling program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Toner Cartridge	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Toner cartridge recycling program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Food Waste	<p>Reduce: Encourage participants to bring home and utilize leftovers</p> <p>Reuse: N/A</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Tissue/ Toweling	<p>Reduce: Install hand driers in all washroom areas to reduce the necessity of paper towels.</p> <p>Reuse: N/A</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Beverage Liquids	<p>Reduce: Encourage participants to pour any beverage liquids down drain before recycling cup/ bottle.</p> <p>Reuse: N/A</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Compostable Containers	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Yard/ Plant Waste	<p>Reduce: N/A</p> <p>Reuse: N/A</p> <p>Recycle: Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Textiles	<p>Reduce: N/A</p> <p>Reuse: N/A</p>

	<p>Recycle: Alternative program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Disposable Gloves	<p>Reduce: N/A Reuse: N/A Recycle: Alternative program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Masks	<p>Reduce: N/A Reuse: N/A Recycle: Alternative program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Non-Recyclable Wood	<p>Reduce: N/A Reuse: N/A Recycle: Alternative program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Foam	<p>Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Coffee Pods	<p>Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
J-Cloth	<p>Reduce: N/A Reuse: N/A Recycle: Alternative program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Milk Box W/ N	<p>Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Scrub Brush	<p>Reduce: N/A Reuse: N/A Recycle: Alternative program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Medical Waste	<p>Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Butane	<p>Reduce: N/A Reuse: N/A</p>

	Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Writing Utensil	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Mop Head	Reduce: N/A Reuse: N/A Recycle: Alternative program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Hair Net	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Leather Cloth	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Clay	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Sweepings	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Tape Scrap	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Rubber Seal	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Blade	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Sanding Disk	Reduce: N/A Reuse: N/A

	Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Ear Plug	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Filter	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Wire Cover	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
PVC Pipe	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Rubber Cement	Reduce: N/A Reuse: N/A Recycle: Material not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.

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.		
Name of Person	Responsibility	Telephone #
Ashley Packer	Implementing the Waste Reduction Work Plan	905-575-1212 x 4474

V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

Source Separation and 3Rs Program	Schedule for Completion
Newspaper	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Magazines	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Cardboard	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Boxboard	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Mixed Papers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Molded Pulp	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Kraft Paper	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Other Paper	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Spiral Wound	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Coffee Cups	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Aseptic Containers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Gable Top Containers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 1 PETE Soft Drinks	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 2 HDPE	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 3 PVC	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
# 4 LDPE Recyclable Film	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 5 PP	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 6 PS (Styrofoam)	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
# 6 PS (Clear/ Hard)	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 7 Other	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Non-Recyclable Film	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Rigid Plastics	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Plastic Strapping	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Aluminum Cans	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.

Aluminum Foil	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Aluminum Trays	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Aerosol Cans	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Steel	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Scrap Metal	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Glass (Clear/ Coloured)	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Other Glass	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Batteries	Battery recycling program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
E-Waste - Wires	Electronic waste recycling program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Toner Cartridge	Toner cartridge recycling program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Food Waste	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Tissue/ Toweling	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Beverage Liquids	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Compostable Containers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Yard/ Plant Waste	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Textiles	Alternative recycling program not yet in place. The facility is continuously working on improving diversion and reduction initiatives.
Disposable Gloves	Alternative recycling program not yet in place. The facility is continuously working on improving diversion and reduction initiatives.
Masks	Alternative recycling program not yet in place. The facility is continuously working on improving diversion and reduction initiatives.
Non-Recyclable Wood	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Foam	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Coffee Pods	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
J-Cloth	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Milk Box W/ N	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Scrub Brush	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Medical Waste	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Butane	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.

Writing Utensil	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Mop Head	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Hair Net	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Leather Cloth	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Clay	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Sweepings	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Tape Scrap	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Rubber Seal	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Blade	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Sanding Disk	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Ear Plug	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Filter	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Wire Cover	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
PVC Pipe	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.
Rubber Cement	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by early-2024.

VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

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

To ensure all participants in the recycling program understand where materials go, new receptacles and new signage will be applied to recycling and waste receptacles and to large collection bins in the loading dock.

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

Material Categories <i>(as stated in Part III)</i>	Estimated Annual Waste Produced <i>(tonnes)</i>	Name of Proposed 3Rs Program <i>(as stated in Part III)</i>	Projections to Reduce, Reuse or Recycle Waste <i>(tonnes)</i>			Estimated Annual Amount to be Diverted (%)
			Reduce	Reuse	Recycle	
Example: Fine Paper	1.8 t	Fine Paper 3Rs Program	200 t	100 t	1.2 t	60%
Newspaper	0.26	Commingled Recycling Program	-	-	0.16	60.00
Magazines	-	Commingled Recycling Program	-	-	-	60.00
Cardboard	9.12	Cardboard Recycling Program	-	-	5.47	60.00
Boxboard	3.22	Commingled Recycling Program	-	-	1.93	60.00
Mixed Papers	7.02	Commingled Recycling Program	-	-	4.21	60.00
Molded Pulp	-	Commingled Recycling Program	-	-	-	60.00
Kraft Paper	0.09	Commingled Recycling Program	-	-	0.06	60.00
Other Paper	4.33	Waste	0.43	-	-	10.00
Spiral Wound	-	Waste	-	-	-	10.00
Coffee Cups	5.12	Commingled Recycling Program	-	-	3.07	60.00
Aseptic Containers	0.22	Commingled Recycling Program	-	-	0.13	60.00
Gable Top Containers	0.15	Commingled Recycling Program	-	-	0.09	60.00
# 1 PETE Soft Drinks	6.55	Commingled Recycling Program	-	-	3.93	60.00
# 2 HDPE	0.36	Commingled Recycling Program	-	-	0.22	60.00
# 3 PVC	-	Waste	-	-	-	10.00
# 4 LDPE Recyclable Film	0.35	Commingled Recycling Program	-	-	0.21	60.00
# 5 PP	1.71	Commingled Recycling Program	-	-	1.03	60.00
# 6 PS (Styrofoam)	0.10	Waste	0.01	-	-	10.00
# 6 PS (Clear/Hard)	2.76	Commingled Recycling Program	-	-	1.65	60.00
# 7 Other	-	Waste	-	-	-	10.00
Non-Recyclable Film	7.31	Waste	0.73	-	-	10.00
Rigid Plastic	1.26	Waste	0.13	-	-	10.00
Plastic Strapping	0.01	Waste	0.00	-	-	10.00
Aluminum Cans	1.64	Commingled Recycling Program	-	-	0.99	60.00

Aluminum Foil	0.05	Waste	0.00	-	0.00	10.00
Aluminum Trays	0.16	Commingled Recycling Program	-	-	0.09	60.00
Aerosol Cans	0.10	Waste	0.01	-	0.01	10.00
Steel	0.09	Commingled Recycling Program	-	-	0.05	60.00
Scrap Metal	44.19	Commingled/ Scrap Metal Recycling Program	-	-	26.51	60.00
Glass (Clear/ Coloured)	1.26	Commingled Recycling Program	-	-	0.76	60.00
Glass (Other)	0.19	Waste	0.02	-		10.00
E-Waste	0.56	Battery Recycling Program	-	-	0.34	60.00
Food Waste	21.37	Lightbulb Recycling Program	-	-	12.82	60.00
Tissue & Toweling	6.35	Electronic Waste Recycling Program	-	-	3.81	60.00
Beverage Liquids	2.54	Electronic Waste Recycling Program	-	-	1.52	60.00
Compostable Containers	0.57	Alternative Recycling Program	-	-	0.34	60.00
Plant and Yard Waste	-	Alternative Recycling Program	-	-	-	60.00
Textiles	2.22	Organics Recycling Program	0.22	-	-	10.00
Disposable Gloves	0.95	Organics Recycling Program	0.09	-	-	10.00
Masks	0.02	Organics Recycling Program	0.00	-	-	10.00
Non-Recyclable Wood	0.73	Organics Recycling Program	0.07	-	-	10.00
Foam	0.02	Organics Recycling Program	0.00	-	-	10.00
Coffee Pods	0.04	Waste	0.00	-	-	10.00
J-Cloth	6.62	Waste	0.66	-	-	10.00
Milk Box W/ N	0.13	Waste	0.01	-	-	10.00
Scrub Brush	0.03	Waste	0.00	-	-	10.00
Medical Waste	0.03	Waste	0.00	-	-	10.00
Butane	0.19	Waste	0.02	-	-	10.00
Writing Utensil	0.08	Waste	0.01	-	-	10.00
Mop Head	2.69	Waste	0.27	-	-	10.00
Hair Net	0.01	Waste	0.00	-	-	10.00
Leather Cloth	1.38	Waste	0.14	-	-	10.00
Clay	0.40	Waste	0.04	-	-	10.00
Sweepings	0.80	Waste	0.08	-	-	10.00
Tape Scrap	4.25	Waste	0.42	-	-	10.00
Rubber Seal	0.42	Waste	0.04	-	-	10.00
Blade	0.02	Waste	0.00	-	-	10.00
Sanding Disk	0.17	Waste	0.02	-	-	10.00
Ear Plug	0.08	Waste	0.01	-	-	10.00

Filter	0.08	Waste	0.01	-	-	10.00
Wire Cover	0.08	Waste	0.01	-	-	10.00
PVC Pipe	3.10	Waste	0.31	-	-	10.00
Rubber Cement	0.33	Waste	0.03	-	-	10.00

* 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:	Title:	Date:

APPENDIX IV - QUESTIONS TO ASSESS COMPLIANCE

Purpose: To obtain information that will support an assessment of a generator's compliance with Ontario Regulation 103/94 sub-section 2(1) (d) that a source separation program must include "reasonable efforts to ensure that full use is made of the program and that the separated waste is reused or recycled."

Please answer the following questions **for each** waste management company that you have retained for the collection of the source separated material from your site?

1. Which waste management services company do you have a contract or agreement with to collect source separated materials from your site? (Please provide a copy of the contract/agreement for each waste management service company and if applicable, their Environmental Compliance Approval –ECA- or Environmental Activity and Sector Registry registration number)

GFL Environmental Inc. is the contracted waste and recycling service provider. Please contact your sales representative if you need a copy of your invoice. GFL Environmental Inc. provides all solid, non-hazardous waste and recycling removal for the facility.

2. a.)Where are the recyclable materials being sent to? (Please provide a letter including the name, location and ECA –if applicable of each receiving facility)

Please see letter attached in Appendix VI.

b.)If the waste is going to a waste transfer station, where are the recyclables being taken further? (Please provide a letter including the name, location and ECA –if applicable- of each final destination)

Please refer to same letter attached in Appendix VI.

c.)If the source separated material was sent for disposal (e.g., landfill, incineration, etc.) what explanation was provided to you by your waste management services company on the amount of source separated material that was sent for disposal?

No source separated materials are sent to landfill.

3. Please describe any additional efforts made to demonstrate compliance with s. 2(1) (d) of Reg. 103/94 (i.e. that reasonable efforts are made to ensure that the separated waste is reused or recycled). Please provide any documents that outline your efforts.

None at this time.

APPENDIX V - Glossary of Terms

Boxboard	Thick cardstock-like paper used for a variety of consumer product packaging applications.
Capture Rate	The proportion of divertable waste, expressed as a percentage, which is successfully diverted from disposal.
Cardboard	Corrugated containerboard.
Collective Waste Audit	Collective annualized waste audit of waste generated as a whole; no breakdown of separate areas in the building.
Commodity	A raw material product that could be bought or sold, such as metal, cardboard and plastic.
Contamination	Refers to the presence of recyclables in the garbage stream or, conversely, residual waste materials in a recycling stream.
Diversion	The act of diverting waste materials from landfill through reuse off-site or recycling. As well as actions to prevent waste materials from being generated, actions to reduce material generation, reuse (internal or external) source-separation.
Diversion Rate	The proportion by mass of all waste diverted from disposal to the total mass of all waste material generated, expressed as a percentage.
Divertable	Capability of a material being recycled or reused.
Final Destination	The location where materials are sent for disposal by the hauler. This can include a sorting facility
Mass Ration Method of Annualization	A method of annualization of findings by applying the mass ratio of each material to the total mass of material generated that year.
Non-Divertable	Material that is not able to be reused or recycled.
Other Paper	Non-recyclable paper products, glossy paper.
Plastic Resin Codes	The numbers printed on some plastic products, surrounded by a triangle shape of arrows, to indicate

the plastic resin they are made of. The numbers are 1, 2, 3, 4, 5,6, and 7. They are used by waste haulers to identify what plastic type is recyclable.

Point of generation waste audit

An annualized audit of waste generated by separate areas of the building.

Potential Diversion Rate

The percentage of total materials that could be diverted from landfill if all divertable materials were placed in the proper recycling stream.

Recycling Council of Ontario (RCO)

A not-for-profit membership based organization involved in policy, education and project work around the issues of consumption, waste generation, reduction and diversion, and recycling.

Residual Waste

All material that cannot be diverted in any way with the current program, and thus must be disposed of via the garbage stream. This includes any materials that cannot be reused or recycled.

Source Separation Material

Separating materials by type at the point of discard so they can be recycled.

Source separation program

A program to facilitate the source separation of waste for reuse or recycling.

Waste

Materials that are no longer wanted or needed and are disposed of either through landfill, reuse off-site, or recycling. Waste includes all garbage and recycling materials that is removed from site.

Waste Generation Index

The waste generation index is the unit most closely related to the amount of solid waste generated by the facility such as production units or building population.

Waste per square foot

A measure of total waste used for comparing properties of varying sizes to each other. This measure can also be used to determine the success of waste reduction initiatives.

Waste reduction work plan

From 0.Reg. 102/94, a plan to reduce, reuse and recycle waste.

Waste Stream

A waste, recycling or garbage stream refers to the flow of a group of materials from the generation on-site through to the final destination. For example, Paper stream, landfill stream, commingled stream.

APPENDIX VI – LETTER OF DECLARATION

LETTER OF DECLARATION Recyclable Material Diversion

GFL Environmental receives materials collected throughout Hamilton and delivers the materials to a variety of center. Waste is disposed of separated and recycling materials are diverted from landfills and recycled in the following manner:

Plastics, Metals and Glass – These materials are collected and sent to Alfa Paper when the material is sorted by type and processed.

Fibre Materials including Corrugated Cardboard, Office Paper, and Newsprint Rolls – These materials are collected and sent to Alfa Paper when the material is sorted by type and processed.

Metal - Scrap metal and other recyclable metals are taken to AIM Recycling for sorting and processing

Waste – These materials are collected and sent to Quantum Murray. From here, the materials go to Walker Industries South Landfill.

Company	Address	Tel. #	ECA Number
Alfa Paper	735 Strathearne Ave. N., Hamilton, ON L8H 5L3	905-549-2535	A-650217
AIM Recycling	75 Steel City Ct, Hamilton, ON L8H 3Y2	905-574-5533	Not Required
Quantum Murray	735 Strathearne Ave. N., Hamilton, ON L8H 5L3	905-312-8855	7577-4XGL5P
Walkers Industries, South Landfill	3081 Taylor Road, Niagara Falls, ON	905-227-4142	A-021601

Should you have any questions or require further information please do not hesitate to contact:

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Environmental Manager

GFL Environmental Inc.

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APPENDIX VII – CALIBRATION CERTIFICATE

Calibration Certificate

Date of Calibration: October 20, 2023

The Scales used for waste auditing by GFL Environmental Inc. has been checked and calibrated using known mass measures.

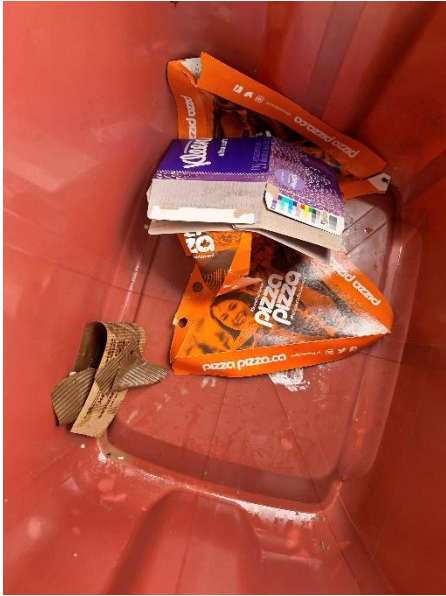
To ensure that the scales are performing accurately a 5-pound weight was used in the calibration procedure. The weight was placed on the scale to ensure an accurate reading of 5 pounds on the scale.

Test Weight	Scale Reading	Model # of Scale	Serial # of Scale	Calibrated By (Print Name)	Date
5 lbs	5 lbs	H-5837	02010016008	Blue Top Scale	10/20/2023
5 lbs	5 lbs	H-5837	01804016006	Stainless Steel Scale	10/20/2023



Laura McAlpine
Environmental Manager
GFL Environmental Inc.

APPENDIX VIII -PHOTOGRAPHS



Recyclable boxboard found in waste sample.



#1 PETE recyclable plastic bottles found in waste sample.



Recyclable mixed papers found in waste sample.



#6 PS recyclable plastic found in waste sample.



Recyclable coffee cups found in landfill waste sample.



Textiles found in waste sample.



Compostable food waste found in landfill waste sample.



Masks found in landfill waste sample.