

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: Huron-Perth Catholic District School Board		
Name of Contact Person: Anne Marie Nicholson	Telephone #: (519) 345-2440	Email address: annemarie_nicholson@hpcdsb.edu.on.ca
Street Address(es) of Entity(ies): St. Michael CSS - 240 Oakdale Ave		
Municipality: Stratford	Audit Year 2015	
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"/>	

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): The school is a two-storey building and is 11616 m2 with a student population of 765 students

III. How Waste is Produced And Decisions Affecting the Production of Waste

For each category of waste that are produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
<i>Example: Disposable Food Packaging</i>	<i>Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reuseable mugs for customers consuming coffee/tea inside restaurant is being reviewed.</i>
Aluminum food and beverage cans	Brought in by students, staff and cafeteria employees, primarily generated in areas such as cafeteria and breakrooms.
Cardboard	Generated from incoming product shipments, unpackaged by staff.
Fine paper	Produced by students and staff, primarily in office areas and classrooms.
Glass food and beverage bottles/jars	Brought in by students, staff and cafeteria employees, primarily generated in areas such as cafeteria and breakrooms.
Newsprint	Brought in by students and staff, primarily in office areas and cafeteria.
Steel food and beverage cans	Brought in by students, staff and cafeteria employees, primarily generated in areas such as cafeteria and breakrooms.
PET (#1) plastic food and beverage bottles	Brought in by students, staff and cafeteria employees, primarily generated in areas such as cafeteria and breakrooms.
HDPE (#2) plastic jugs, crates, totes and drums	Brought in by students, staff and cafeteria employees, primarily generated in areas such as cafeteria and breakrooms.
LDPE (#4) plastic film	Produced from packaged goods, unpackaged by staff throughout facility.
Polystyrene (#6)	Produced from packaged goods and takeout food containers throughout facility.
Organics	Brought in by students, staff, food vendors/ service providers, primarily generated in cafeteria, student centre but found throughout facility.
Boxboard shoe boxes, cereal boxes, etc.	Produced by packaged goods and food products brought in by students and staff. Generated throughout the facility.
Glossy magazines, catalogues, flyers	Brought in by students and staff throughout office areas.
Wood	Generated through trades classrooms, renovations and maintenance.
Steel	Generated through trades classrooms, renovations and maintenance.
Drywall	n/a, minimal amounts produced during normal operations, generated through renovations and maintenance.
Skids	Generated in shipping and receiving areas during deliveries.
Paper towels	Generated in washrooms, cafeteria and other areas throughout facility.
Printer cartridges	Produced in office areas, minimal amounts produced during normal operations.
IT equipment/audio-visual equipment	Produced in office areas, occasional generation when equipment is upgraded throughout facility.
Furniture	n/a, minimal amounts produced during normal operations, generated through renovations and maintenance.
Building/renovation material	Generated through trades classrooms, renovations and maintenance.
Disposable take out food packaging	Brought in by students, staff & visitors, primarily in breakrooms, cafeteria.
Cell phones	n/a, minimal quantities on site.
Diapers	n/a, minimal quantities on site.
Clothing/textiles	n/a, minimal amounts produced during normal operations.
Other: (list others)	
Waste oil, Anti-freeze	Collected and stored for collection by qualified third party.
Polypropelyne	Brought in by students, employees and food vendors, primarily generated in areas such as cafeteria and student centre.
Miscellaneous	E.g. floor sweepings produced throughout facility from maintenance and cleaning personnel.

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

IV. Management of Waste

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).		
Category	Waste to be Disposed	Reused or Recycled Waste
<i>Example: Beverage cans</i>	<i>Staff/clients may place in garbage bins</i>	<i>Staff/clients place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.</i>
Aluminum food and beverage cans		Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
Cardboard		Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
Fine paper		Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
Glass food and beverage bottles/jars		Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
Newsprint		Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
Steel food and beverage cans		Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
PETE (#1) plastic food and beverage bottles		Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
HDPE (#2) plastic jugs, crates, totes and drums		Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
LDPE (#4) plastic film	Non- recyclable material to be placed into waste receptacle.	Collected in recycling receptacles throughout facility, cleaners to place in recycling yard bin in receiving area for collection.
Polystyrene (#6)	Non- recyclable material to be placed into waste receptacle.	Collected in recycling receptacles throughout facility, placed in recycling compactor shipping/ receiving for collection.
Organics	Placed into garbage bins throughout facility, where program not available.	
Boxboard shoe boxes, cereal boxes, etc.		Collected in recycling receptacles throughout facility, placed in recycling compactor shipping/ receiving for collection.
Glossy magazines, catalogues, flyers		Collected in recycling receptacles throughout facility, placed in recycling compactor shipping/ receiving for collection.
Wood		Program in place as required, in areas such as wood/ trade classrooms may place to collect material in specific bins.
Steel		Program in place as required, in areas such as wood/ trade classrooms may place to collect material in specific bins.
Drywall	N/A,	Program in place as required, may be handled through contractors when applicable.
Skids		Skids in good condition are stored in shipping/ receiving and picked up for reuse by contractor.
Paper towels	Placed into garbage bins throughout facility where specific receptacles are not available and placed in landfill bin for collection.	
Printer cartridges		Collection program in place, returned to supplier.
IT equipment/audio-visual equipment		Collection program in place for proper handling and collection for recycling.
Furniture	N/A,	Program in place as required, may be handled through contractors when applicable.
Building/renovation material	N/A,	Program in place as required, may be handled through contractors when applicable.
Disposable take out food packaging	Place in garbage receptacle and placed in landfill bin.	
Cell phones	N/A	
Diapers	Place in garbage receptacle and placed in landfill bin.	
Clothing/textiles	Students and staff to place in garbage receptacle and placed in landfill bin.	
Other:		
Waste oil, Anti-freeze		Specific collection program in place for proper handling and collection for recycling.
Polypropylene		Collected in recycling receptacles throughout facility, placed in recycling compactor shipping/ receiving for collection.
Miscellaneous		programs many or may not be available

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

V. Estimated Quantity of Waste Produced Annually

Categories of Waste	Estimated Amount of Waste Produced (kgs)											
	Generated			Reused			Recycled			Disposed		
	"A" Base Year	"B" * Current Year	"C" * Change (b-a)	"A" Base Year	"B" * Current Year	"C" * Change (b-a)	"A" Base Year	"B" * Current Year	"C" * Change (b-a)	"A" Base Year	"B" * Current Year	"C" * Change (b-a)
Aluminum food and beverage cans	1,602	701	(901)	-	-	-	569	460	(109)	1,033	241	(792)
Cardboard	3,045	3,945	900	-	-	-	2,268	1,880	(388)	777	2,065	1,288
Fine paper	7,813	6,351	(1,462)	-	-	-	5,328	5,220	(108)	2,485	1,131	(1,354)
Glass food and beverage bottles/jars	219	79	(140)	-	-	-	114	30	(84)	105	49	(56)
Newsprint	852	418	(434)	-	-	-	380	320	(60)	472	98	(374)
Steel food and beverage cans	68	165	97	-	-	-	-	140	140	68	25	(43)
PET (#1) plastic food and beverage bottles	2,402	1,043	(1,359)	-	-	-	1,442	650	(792)	960	393	(567)
HDPE (#2) plastic jugs, crates, totes and drums	439	470	31	-	-	-	152	200	48	287	270	(17)
LDPE (#4) plastic film	1,980	1,318	(662)	-	-	-	76	340	264	1,904	978	(926)
Polystyrene (#6)	2,522	919	(1,603)	-	-	-	-	260	260	2,522	659	(1,863)
Organics	5,123	3,073	(2,050)	-	-	-	-	-	-	5,123	3,073	(2,050)
Boxboard, kraft paper, etc.	954	1,527	573	-	-	-	190	1,060	870	764	467	(297)
Glossy magazines, catalogues, flyers	1,038	1,006	(32)	-	-	-	190	200	10	848	806	(42)
Wood	853	590	(263)	-	-	-	-	-	-	853	590	(263)
Steel	227	450	223	-	-	-	227	450	223	-	-	-
Drywall	-	-	-	-	-	-	-	-	-	-	-	-
Skids	-	-	-	-	-	-	-	-	-	-	-	-
Paper towels	2,052	2,173	121	-	-	-	-	280	280	2,052	1,893	(159)
Printer cartridges	62	(62)	(124)	-	-	-	-	-	-	62	-	(62)
IT equipment/audio-visual equipment	298	(298)	(596)	-	-	-	145	-	(145)	153	-	(153)
Furniture	492	492	0	-	-	-	-	-	-	492	492	0
Building/renovation material	2,065	2,065	0	-	-	-	-	-	-	2,065	2,065	0
Disposable take out food packaging	1,209	1,209	0	-	-	-	-	290	290	919	919	0
Cell phones	-	-	-	-	-	-	-	-	-	-	-	-
Diapers	-	-	-	-	-	-	-	-	-	-	-	-
Clothing/textiles	255	2,124	1,869	-	-	-	-	-	-	255	2,124	1,869
Other:(PP, Misc., Oil & Amit-freeze)	2,267	2,199	(68)	-	-	-	190	380	190	2,077	1,819	(258)
Total	34,071	32,317	(1,754)	-	-	#DIV/0!	11,271	12,160	889	22,800	20,157	(2,643)
Percent Change (C + A x 100)			-5.1%						7.9%			-11.6%

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

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

Please Answer the following questions:

1. Do you have a management policy in place that promotes the purchasing and/or use of materials or products that consist of recycled and/or reused materials or products? If yes, please describe.

Board Policy 3E:15 - Environmental Stewardship (available on Board website)

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

N/A

* Information regarding materials or products "sold" that consist of recycled or reused materials or products is only required from the owner(s) of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments. Please attach 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: Manager of Assessment & Plant	Date: July 28/2015
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Ministry of the Environment Waste Form

Report of a Waste Reduction Work Plan

Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

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: Huron-Perth Catholic District School Board		
Name of Contact Person: Anne Marie Nicholson	Telephone #: (519) 345-2440	Email address: annemarie_nicholson@hpcdsb.edu.on.ca
Street Address(es) of Entity(ies): St. Michael CSS - 240 Oakdale Ave		
Municipality: Stratford	Audit Year 2015	
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"/>	

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): The school is a two-storey building and is 11616 m2 with a student population of 765 students

III. Plans to Reduce, Reuse and Recycle Waste

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated

Waste Category (as stated in Part V of your "Report of a Waste Audit")	Source Separation and 3Rs Program
<i>Example: fine paper (e.g. from an office)</i>	<i>"Fine Paper 3Rs Program" Reduce: Staff will be encouraged to print on both sides of each sheet</i>
Aluminum food and beverage cans	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
Cardboard	Cardboard Recycling Program - Staff, food vendors and students will continue to break down boxes, place in designated recycling bin. Food vendors, staff, students and cleaners are encouraged to capture these materials throughout all areas of the facility.
Fine paper	Reduction Program - Staff and students are asked to reduce paper use where possible ex. through minimizing printing and electronic communications. Single Stream Recycling Program - Students, staff and visitors are encouraged to utilize these programs throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and labelled throughout facility.
Glass food and beverage bottles/jars	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
Newsprint	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
Steel food and beverage cans	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
PET (#1) plastic food and beverage bottles	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
HDPE (#2) plastic jugs, crates, totes and drums	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
LDPE (#4) plastic film	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
Polystyrene (#6)	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
Organics	No program in place at time of audit. Feasibility of implementation to be reviewed.
Boxboard, kraft paper, etc.	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
Glossy magazines, catalogues, flyers	(Single Stream) Recycling Program - Students, staff and visitors will be encouraged to continue to utilize this program throughout the facility through awareness programs. Operations/ Environmental Services to ensure that sufficient receptacles are available and properly labelled throughout facility.
Wood	Program in place in specific areas of the facility (maintenance) to capture materials and place in specific container for collection.
Steel	Program in place in specific areas of the facility (maintenance) to capture materials and place in specific container for collection.
Drywall	n/a, program in place for contractors as required.

Skids	Wood Reuse/ Recycling Program - Staff are encouraged to continue to reuse wood skids in shipping/ receiving area.
Paper towels	Employees are encouraged to reduce the use of paper towel throughout the facility when safe and reasonable.
Printer cartridges	n/a
IT equipment/audio visual equipment	Take back program in place at facility. Drop off areas located throughout facility.
Furniture	n/a, program to be implemented as required.
Building/renovation material	n/a, program in place for contractors as required.
Disposable take out food packaging	Waste Reduction Program - Employees are encouraged to reduce the amount of this material by using reusable containers when possible.
Cell phones	Electronics collection program in place at facility.
Diapers	n/a, no collection program available.
Clothing/textiles	n/a, no collection program available.
Other:(PP, Misc., Oil & Anit-freeze)	PP -Single Stream Recycling Program -in place. Operations/ Environmental Services to ensure that sufficient receptacles are available and labelled throughout facility. Specific handling program in place for waste oils.

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		
Name of Person	Responsibility	Telephone #
Anne Marie Nicholson	Implementation	519-345-2440 ext. 325

V. Timetable for Implementing Waste Reduction Work Plan

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be	
Source Separation and 3Rs Program	Schedule for Completion
Example: Fine Paper 3Rs Program	<i>"Deskside receptacles and centralized containers to be purchased in March. New collection contract for recycling to be arranged for April Kick off for program and instructions to staff regarding 3Rs program to occur in April" OR "3Rs Program currently in</i>
Aluminum food and beverage cans	Bottle & Can (Single Stream) Recycling Program currently in place at facility. Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015
Cardboard	Cardboard Recycling Program currently in place and effective.
Fine paper	Single Stream Recycling Program - currently in place, Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015.
Glass food and beverage bottles/jars	Bottle & Can (Single Stream) Recycling Program currently in place at facility. Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015
Newsprint	Single Stream Recycling Program - currently in place, Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015.
Steel food and beverage cans	Bottle & Can Recycling Program currently in place. Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015
PET (#1) plastic food and beverage bottles	Bottle & Can (Single Stream) Recycling Program currently in place at facility. Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015.
HDPE (#2) plastic jugs, crates, totes and drums	Bottle & Can (Single Stream) Recycling Program currently in place at facility. Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015.
LDPE (#4) plastic film	Bottle & Can (Single Stream) Recycling Program currently in place at facility. Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015.
Polystyrene (#6)	Bottle & Can (Single Stream) Recycling Program currently in place at facility. Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015.
Organics	Feasibility of implementation to be reviewed.
Boxboard, kraft paper, etc.	Single Stream Recycling Program - currently in place, Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015.
Glossy magazines, catalogues, flyers	Single Stream Recycling Program - currently in place, Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015.
Wood	To be implemented as required.
Steel	To be implemented as required.
Drywall	To be implemented as required.
Skids	Wood & Skid Reuse & Recycling Program - currently in place, remind employee who handle these materials regarding requirements of program. Summer 2015.
Paper towels	No program in place at time of audit, to review if materials could be captured through existing organics program.
Printer cartridges	Takeback program in place at facility, awareness programs to be provided for employees. Summer 2015.
IT equipment/audio-visual equipment	Electronics Recycling program in place at facility, awareness programs to be provided for employees. Summer 2015.
Furniture	To be implemented as required.
Building/renovation material	Contractors to follow waste management program as required.
Disposable take out food packaging	Evaluate packaging of food products avaiable to employees. Encourage employees to use reusable containers to reduce the amount of these materials in the waste stream where possible. Summer 2015.
Cell phones	To be implemented as required.
Diapers	Recycling Options to be reviewed if available, to be implemented as required.
Clothing/textiles	Recycling Options to be reviewed if available, to be implemented as required.
Other:(PP, Misc., Oil & Anit-freeze)	Single Stream Recycling Programs currently in place. Increase student and employee awareness regading the requirements of each program. Review receptacle locations and correspondsing signage throughout facility to increase participation and diversion rates. Summer 2015

VI. Communication to Staff, Customers, Guests and Visitors

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

Communication to Staff: Staff to be educated on current recycling programs at the facility on a defined basis. Periodically, supervisors to

For Contractor or Occasional Projects: Programs to be communicated to contractors as required.

Communication to Students: Signage and promotional materials to be placed consistently around receptacles throughout facility.

General Promotion: Promotional events and/or educational signage to be developed to highlight environmental programs.

VII. Estimated Waste Produced By Material Type And The Projected Amount (kgs)

Material Categories(as stated inPart III)	Estimated Annual Waste Produced *	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste			Estimated Annual amount to be Diverted ** (%)
			Reduce	Reuse	Recycle	
Example: Fine Paper	1800	Fine Paper 3Rs Program	200	100	1200	83
Aluminum food and beverage cans	701	Aluminum food & Beverage Cans Program	-		421	60%
Cardboard	3,949	Cardboard Program	197		3,551	95%
Fine paper	6,351	Fine Paper Program	635		4,446	80%
Glass food and beverage bottles/jars	79	Aluminum food & Beverage Cans Program	-		47	60%
Newsprint	418	Fine Paper Program	-		251	60%
Steel food and beverage cans	163	Aluminum food & Beverage Cans Program	-		99	60%
PET (#1) plastic food and beverage bottles	1,043	Aluminum food & Beverage Cans Program	-		626	60%
HDPE (#2) plastic jugs, crates, totes and drums	470	Aluminum food & Beverage Cans Program	-		282	60%
LDPE (#4) plastic film	1,318	Plastics Recycling Program	-		395	30%
Polystyrene (#6)	919	Plastics Recycling Program	-		276	30%
Organics	3,073	Organics Program	307		-	10%
Boxboard, kraft paper, etc.	1,527	Fine Paper Recycling Program	-		916	60%
Glossy magazines, catalogues, flyers	1,006	Fine Paper Recycling Program	-		604	60%
Wood	590	Wood Recycling Program	-		472	80%
Steel	450	Metal Recycling Program	-		360	80%
Drywall		Renovation Program	-		-	-
Skids		Wood Recycling Program	-		-	-
Paper towels	2,173	Organics Program	217		-	10%
Printer cartridges		Supplier Takeback	-		-	-
IT equipment/audio-visual equipment		E-Waste Recycling	-		-	-
Furniture	492	Donation Program	0		0	0%
Building/renovation material	2,065	Renovation Program	0		0	0%
Disposable take out food packaging	1,209	Waste Reduction Initiative	60.45		0	5%
Cell phones		E-Waste Recycling	0		0	-
Diapers		Organics Program	0		0	-
Clothing/textiles	2,124	Donation Program	0		0	0%
Other:(PP, Misc., Oil & Anit-freeze)	2,199	Waste Reduction Initiative	0		1099.5	50%
Total	32,317		1,417	-	13,844	47%

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

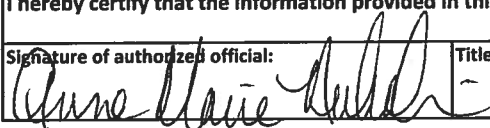
** Estimated Waste Diversion Rate = Amount of Waste Diverted (3Rs) ÷ Estimated Waste Produced x 100%

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

Signature of authorized official:

Title: Manager of Assessment & Plant

Date:



July 28/2015