2015 WASTE AUDIT REPORT

SHERIDAN COLLEGE
HAZEL MACALLION &
SKILLS TRAINING CENTRE CAMPUSES

SOLID NON-HAZARDOUS WASTE AUDIT
ONTARIO REGULATION 102/94

PREPARED BY

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1.0 INTRODUCTION

1.1 PURPOSE

The solid waste audit performed by *Spinnaker Recycling Corp.* ("Spinnaker") at the Hazel McCallion (HMC) campus of Sheridan College was designed to:

CALCULATE CURRENT DIVERSION RATES FOR RECYCLED, ORGANIC AND REUSED MATERIALS TO DETERMINE THE EFFECTIVENESS OF DIVERSION PROGRAMS AT EACH OF THE CAMPUSES

IDENTIFY OPPORTUNITIES FOR IMPROVEMENT AND EXPANSION TO DIVERSION PROGRAMS

DEVELOP A WASTE REDUCTION WORKPLAN THAT IDENTIFIES POLICIES, PRACTICES, TARGETS AND GOALS FOR NEW AND DEVELOPING WASTE REDUCTION PROGRAMS

COMPLETE AND DOCUMENT THE AUDIT AS PER ONTARIO REGULATION 102/94 UNDER THE ENVIRONMENTAL PROTECTION ACT

Though the body of this report references the findings of the audit at the HMC Campus, Ministry of Environment Reports of a Waste Audit and Waste Reduction Workplan for both HMC and STC are appended to this report. These waste audits have been conducted and documented to be compliant with Ontario Regulation 102/94. Beyond the reporting of waste diversion at STC and the inclusion of completed Ministry Environment waste audit reports in the appendix, the body of this report deals with the 2015 waste audit at the HMC Campus.

At the time of the 2015 audit, the HMC and STC campuses had implemented the following collection programs:

1. Mixed Recycling (includes glass, metal, paper, plastic)
2. Organics (rolled out in 2014)
3. Waste to Landfill
4. Bulk Old Corrugated Cardboard (OCC) Recycling
5. Wood Recycling (HMC only)
6. E-Waste Campus Program & E-Waste Day Event (combined in this report)

Sheridan College recycling programs meet and exceed Ontario Regulation 102/94 requirements for designated facilities as the recycling programs include the capture of the following recyclable materials:

- Aluminum food or beverage cans
- Cardboard
- Fine Paper
- Glass Bottles, Jars & Food/Beverage
- Newsprint
- Steel Food & Beverage Cans
- Polyethylene Terephthatlate (PET)

1.2 METHODOLOGY

The waste audit results presented in this report were obtained from observations and information collected during two meetings and an on-site waste audit conducted on April 27, 2015 at the HMC Campus.

Two data sets were employed to generate the annual waste generation rates of specific waste materials at the HMC Campus. First, the 2014 annual weight information for the individual collection streams was obtained from the service providers and the second data set was generated during the sorting and weighing of a 24 hour accumulation of material in ZW bins during the April 27, 2015 on-site waste audit at the HMC Campus.

The 2014 single-material stream weights provided by the service provider were not audited and were assumed to be 100% single-stream without any contamination by other materials. Sheridan has implemented several of these single-material stream diversion programs including:

1. Bulk Old Corrugated Cardboard (OCC) Recycling
2. Wood Recycling (HMC, not STC)
3. E-Waste Campus Program & E-Waste Day Event (combined in this report)

Only one adjustment was made to the 2014 weight information employed in this report. Because the ZW bin program, which for the first time introduced organics recovery, was rolled out in August 2014 at HMC, the 2014 weight information for organics and waste to landfill was adjusted by a factor or 12/5 bringing the estimate of the annual organics recovery weight from 3,080 kg/yr to 7,392 kg/yr. The additional organic weight of 4,312 kg/year (7,392 kg/yr – 3,080 kg/yr) was subtracted from the waste to landfill stream.

The second source of data was generated through the one day on-site audit of the ZW bin streams at HMC. All Sheridan College campuses have implemented a Zero Waste (ZW) program with a longterm goal of eliminating all landfill waste by 2020. The ZW program includes three regular collection streams in ZW bins:

1. Organics
2. Mixed Recycling (glass, metal, paper, plastic)
3. Waste to Landfill

These material streams are "mixed" composition so they were sorted and weighed to determine the relative proportions by weight of specific wastes in the individual ZW bin program streams. These relative proportions were applied to the 2014 annual weight information by ZW stream provided by the service providers. In this way, it is possible to determine contamination levels and identify specific materials that are being improperly disposed in these "mixed" waste streams.

One project manager and three waste analysts sorted, quantified and recorded the waste generated over a 24-hour sample accumulation period. In order to identify opportunities to improve waste diversion at specific functional areas within the campus, the HMC campus was divided into 10 areas for the purpose of the waste audit covering the entire campus. The areas audited are presented below:

Wing/Building	Area
1st Floor	Cafeteria - back of house (kitchen)
1st Floor	Cafeteria - front of house
1st Floor	Common Hallway
1st Floor	Student Services & Union, Staff Lounge
2nd Floor	Common Hallway & Staircase
2nd Floor	IT Office, Learning Commons, Library
3rd Floor	Common Hallway, Staircase
4th Floor	Common Hallway, Staircase
4th Floor	Faculty Offices
All Floors	All Washrooms

ZW bin material streams were collected by the cleaning personnel and labeled as to the area from where it was generated. The ZW organics, mixed recycling and waste to landfill bags were collected on-site and delivered to a designated area for sorting and weighing. All bags were sorted by generation area and ZW bin type (organics, recycling, waste to landfill), opened, and further sorted into labeled collection bins by specific waste category (see the Appendix for the specific waste category list employed). A Digital Receiving Scale was used for all measurements to the nearest one thousandth decimal. At the conclusion of the waste audit all organic and recyclable material removed from the waste were discarded in appropriate containers for landfill diversion.

At the HMC Campus, Spinnaker sorted, weighed and evaluated over 18 kilograms of organics, 57 kilograms of mixed recycling, and 74 kilograms of waste to landfill.

Because the HMC and STC campuses are of similar size, have similar functional areas including classrooms, offices, hallways, washrooms, have the same ZW bin program in place and because historical evidence suggest the material generation and disposal practices at the two campuses will be similar, the material breakdown data from the waste audit at the 2015 waste audit at the HMC Campus was used in conjunction with the annual waste generation data provided by the service providers for STC. The HMC waste audit result data was however modified to remove the kitchen waste samples because STC does not have a kitchen/cafeteria. The 2015 STC Campus waste audit reported in the appendix is an amalgamation of 2014 weight-based information by stream for the STC campus and the relative proportion by weight of the mixed waste ZW stream from the HMC Campus (minus the kitchen) 2015 audit. Beyond the reporting of waste diversion at STC and the inclusion of completed Ministry Environment waste audit reports in the appendix, the body of this report deals with the 2015 waste audit at the HMC Campus.

Specific waste categories were established before the audit based on *Ontario Ministry of Environment* guidelines and industry best practices. Additional categories were added to the list based on the waste composition observed during the audit. Though this facility is not designated by regulation, this audit surpasses the requirements outlined in the *Ontario Ministry of Environment's* *Guide to Waste Audits and Waste Reduction Work Plans* and includes completed Ministry required audit report forms in the Appendix.

The annual diversion rate was calculated by adding total recycled with total reused and dividing by the amount of total waste generated.

Annual Diversion Rate = (Total Recycled+Total Reused) / (Total Recycled+Total Reused+Total Landfilled).

1.3 HMC CAMPUS: OBSERVATIONS

Hazel McCallion (HMC) Campus is a college campus managed by Sheridan College in Mississauga, Ontario. The campus is a single building comprised of four floors covering 159,038 square feet. There are 3,259 students attending this campus with 375 staff.

HMC Campus of Sheridan College is committed to its Zero Waste Program: guiding the institution to becoming a zero waste campus by 2020. As part of the Zero Waste (ZW) program, Zero Waste (ZW) stations have been introduced to increase waste diversion. These new ZW stations have replaced the old waste bins in the public and office areas in all of the four campuses. Three waste streams are provided: Organics, Mixed Recycling, and Waste to Landfill. All ZW stations have the same order, colour coding, labeling and signage.

ZW bins were rolled out in August 2014 at the HMC campus, so participation and compliance with the ZW bin program is low but is expected to rise markedly over 2015 with ongoing active engagement and as the program matures.

Cleaning of this facility is completed by a team of cleaners who use a cart system for the collection of the ZW bin material from the office staff and students. The different ZW streams are collected daily on an as needs basis. The campus operates 7 days a week with offices open generally 5 days a week during normal business hours while other buildings such as the library are open on weekends with shortened hours. At the time of the audit there were no regular classes as the audit was conducted the week after the conclusion of the spring session, however the sample was collected on the last day of the session. There were no other unusual activities taking place in the building that may have altered the audit results.

Staff at this location use a similar three stream program, with similar signage, but different receptacles in most collection areas. These are wall-mounted receptacles with flap-lids in most cases. The same bag colour-coded system is in place for all receptacles so the staff knows the contents of the bags once they are removed from the receptacles for collection. The staff bring collection bags to the shipping/receiving area. In this space there are a number of roll-carts for the organics material, a front load container for mixed recycling, a vertical compactor for waste to landfill bags, and a baler for cardboard. The cleaning/janitorial staff is well engaged at this campus, but the food service team does not appear to have been trained or equipped with adequate containers/bags/information regarding back of house diversion programs.

1.4 HMC CAMPUS: WASTE DIVERSION

Analysis of all the specific waste weights generated and their acceptability in the various diversion programs at the HMC Campus in 2015 reveals that the campus could potentially achieve a waste diversion rate of 85.23% through the existing ZW diversion program. Figure 1 below shows the weight of specific wastes being disposed at the campus in 2015 grouped by existing diversion, reuse and waste to landfill programs. This figure represents the HMC campus potential for waste diversion through the existing programs and assumes 100% capture rates for all existing diversion programs.

Figure 1: HMC Campus 2015 Material Generation

Using 2014 weight data from service providers (corrected for the part year organic program implementation in 2014), the HMC waste diversion rate for 2015 is projected to be 44.40%. Figure 2 below shows the 2015 weight of material being collected through the existing waste collection programs. This represents actual waste diversion in 2015 at the Campus.

Figure 2: HMC Campus 2015 Material Diversion

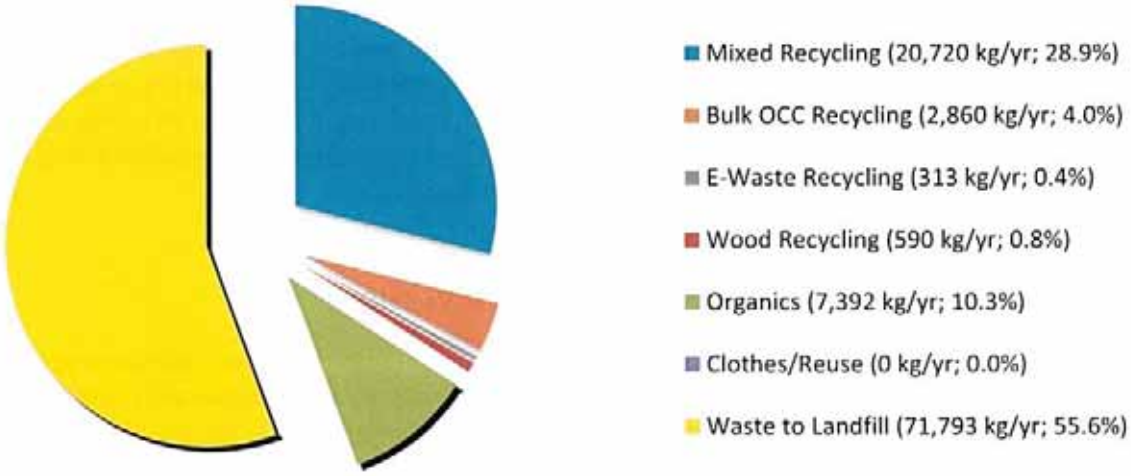
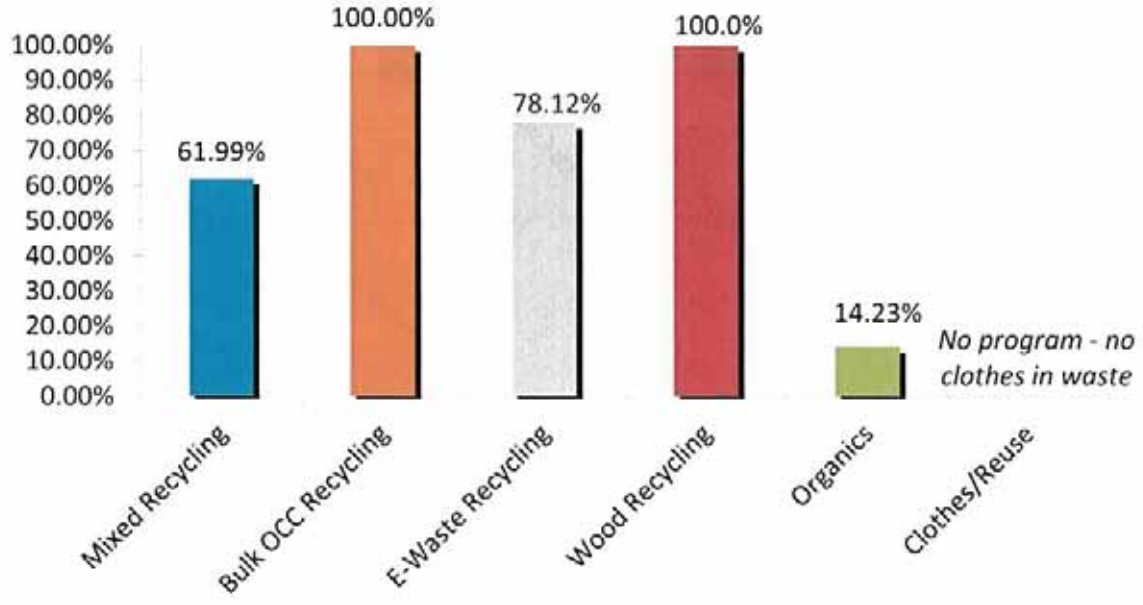


Figure 3 below shows the capture rates by the individual collection programs. HMC Campus has four diversion programs. Capture rates were calculated as follows:

- Mixed Recycling: (Total weight of all recyclable material captured by ZW mixed recycling stream exclusive of organic and waste contaminants) divided by (the total of all recyclable material captured in all 3 ZW bin streams)
- Bulk OCC: Total weight of all old corrugated cardboard captured by bulk OCC divided by total amount of OCC captured by bulk OCC (non-bulk OCC missing the ZW bin program is captured in the ZW mixed recycling)
- E-Waste: (Total weight of all E-waste captured by E-waste program) divided by (the total of all E-waste captured by E-waste programs plus E-waste captured in all 3 ZW bin streams)
- Wood: (Total weight of all wood captured by wood recycle program) divided by (the total of all wood captured by wood recycle program plus wood captured in all 3 ZW bin streams)
- Organics: (Total weight of all organics captured by ZW organics stream exclusive of mixed recycling and waste contaminants) divided by (the total of all organics captured in all 3 ZW bin streams)
- Clothes: (Total weight of all clothes captured by clothing reuse program) divided by (the total of all clothes captured by clothing reuse program plus clothes captured in all 3 ZW bin streams)

The wood and Bulk OCC collection programs have a 100% capture rate; the mixed recycling capture rate is also good at 61.99%; while the organics capture rate is low at 14.23%. There is no clothing reuse program at this campus and because there was no clothing in the waste audit, it would appear there is no need to implement one at this time.

Figure 3: HMC Capture Rates by Collection Programs



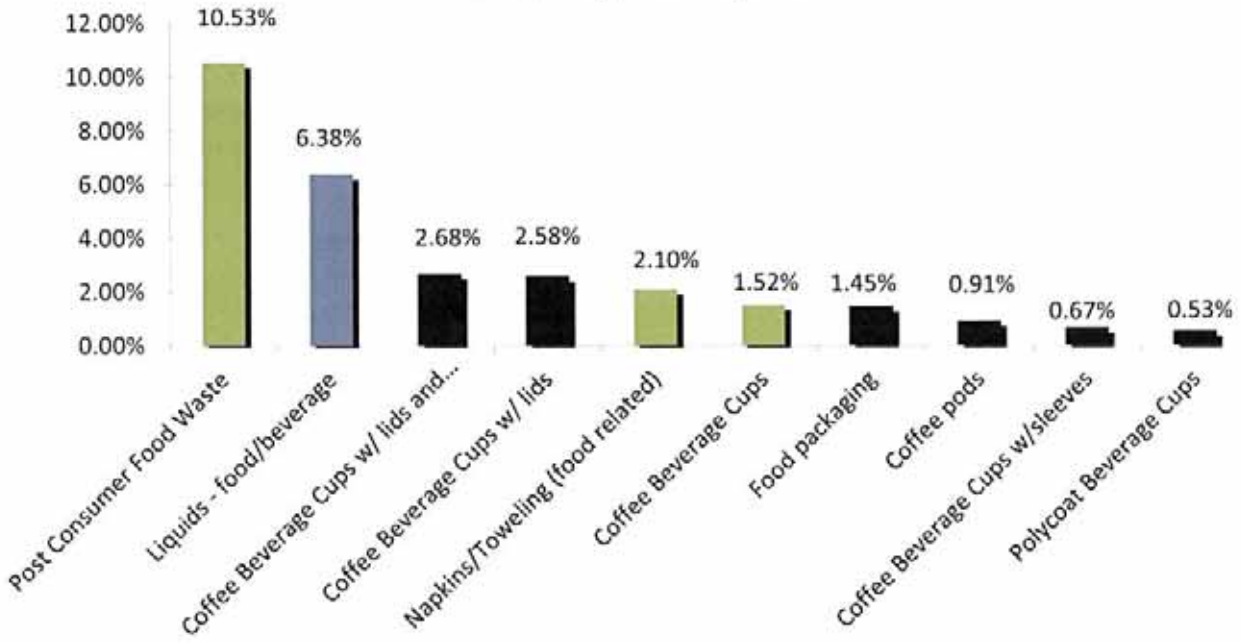
Upon analysis of the capture rates for the diversion programs it is apparent that the ZW organics bins are not being well utilized and increasing campus wide use of the ZW organics bins will be key to improving diversion at

this campus. The waste reduction workplan at HMC could also focus on improving e-waste collection participation where computer peripherals were found in the Faculty Office ZW waste to landfill bin, however due to the relatively insignificant amount of E-Waste vs. other materials generated at the campus, E-waste capture rate improvements will have little effect on campus overall diversion rate.

1.5 HMC CAMPUS: MIXED RECYCLING COMPOSITION

The top 10 most commonly disposed contaminants (i.e. non-recyclable specific wastes) disposed in the ZW mixed recycling are presented in the Figure below. Specific wastes are colour coded: green are suitable for ZW organic bin, black are suitable for ZW waste to landfill bin and purple are reducible.

Figure 4: HMC Percent by Weight of Contaminants in Mixed Recycling: The Top 10



The waste reduction workplan should focus on those contaminants that can with minimal effort and cost be managed to be suitable for inclusion in ZW mixed recycling or eliminated from improper disposal. These include:

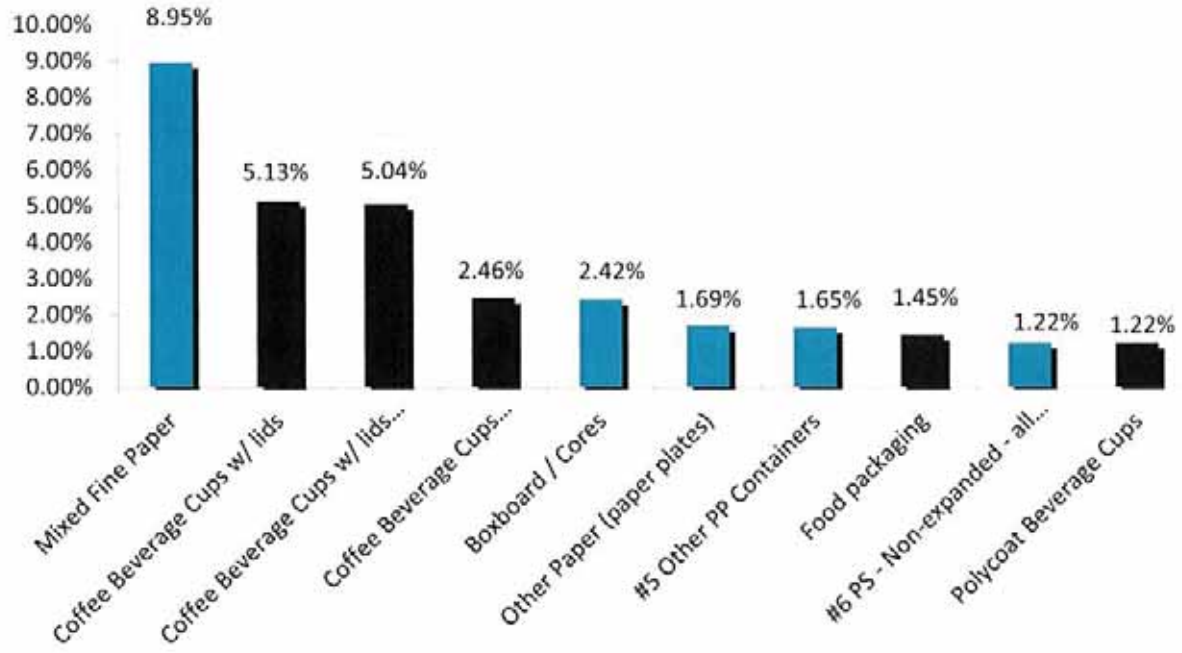
1. Minimizing post-consumer food waste, napkins/toweling and coffee cups in mixed recycling through education/signage.
2. Encouraging the emptying of beverage containers prior to placement in mixed recycling through a combination of education/signage and placement of emptying stations where practicable.

3. Encouraging removal of lids and sleeves from coffee cups prior to placement in ZW organics bin through education/signage. Coffee beverage cups are only suitable for the ZW organics program when the lids and sleeves are removed; otherwise they are waste to landfill.

1.6 HMC CAMPUS: ORGANIC COMPOSITION

The top 10 most commonly disposed contaminants (i.e. non-organic specific wastes) disposed in the ZW organics bins are presented in the Figure below. Specific wastes are colour coded: blue are suitable for ZW mixed recycling bin and black are suitable for ZW waste to landfill bin.

Figure 5: HMC Percent by Weight of Contaminants in Organics: The Top 10



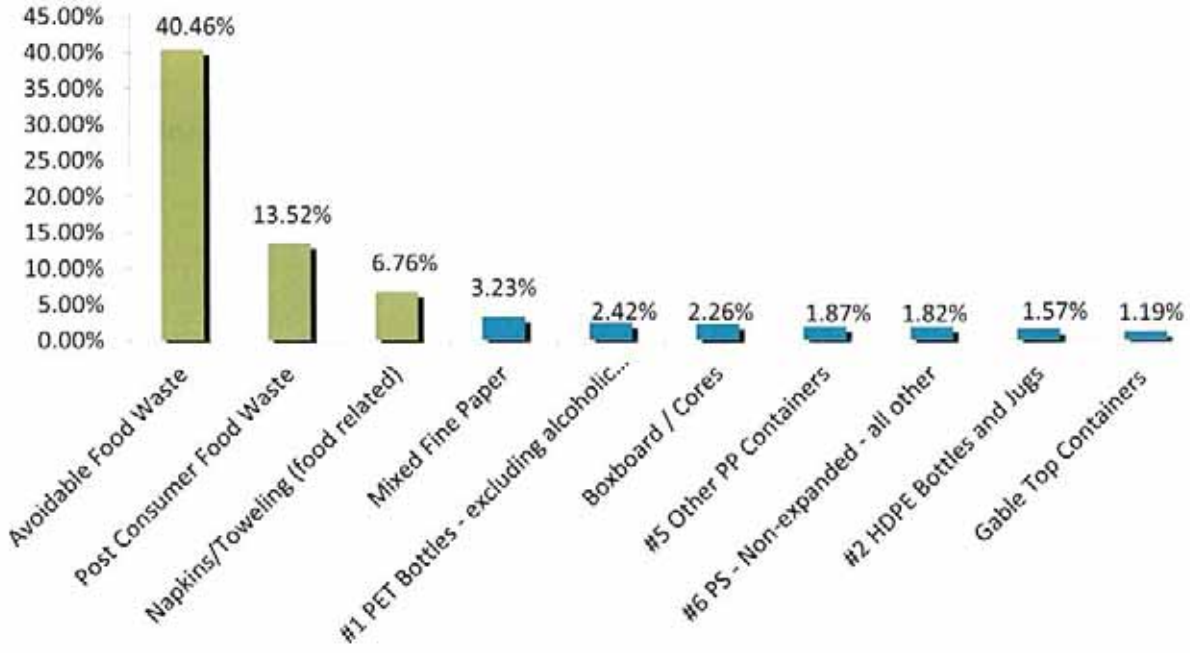
The waste reduction workplan should focus on those contaminants that can with minimal effort and cost be managed to be suitable for inclusion in ZW organics or eliminated from improper disposal. These include:

1. Encouraging removal of lids and sleeves from coffee cups prior to placement in ZW organics bin through education/signage. Coffee beverage cups are only suitable for the ZW organics program when the lids and sleeves are removed; otherwise they are waste to landfill.
2. Encouraging the proper disposal in mixed recycling of mixed fine paper, boxboard/cores, polypropylene and polystyrene through education/signage.

1.7 HMC CAMPUS: WASTE TO LANDFILL COMPOSITION

The top 10 most commonly disposed contaminants (i.e. organic or mixed recyclable wastes) disposed in the ZW waste to landfill bins are presented in the Figure below. Specific wastes are colour coded: blue are suitable for ZW mixed recycling bin, green are suitable for ZW organics bin and purple are reducible.

Figure 6: HMC Percent by Weight of Contaminants in Waste to Landfill: The Top 10



Analysis of the ZW bin streams at this campus has indicated that the most significant impediment to improved diversion is the use of the ZW waste to landfill bin, particularly for the disposal of organic waste. It is therefore highly recommended that the waste reduction workplan focus on those contaminants that can with minimal effort and cost be managed to be suitable for inclusion in ZW organics or eliminated from improper disposal. These include:

1. Encouraging the emptying of food waste and napkins in the organics bin, then the disposal of the food packaging in the appropriate ZW recycling or ZW organics bin through education/signage.
2. Encouraging the proper disposal in mixed recycling of mixed fine paper, boxboard/cores, PET bottles, polypropylene, polystyrene and gable top (milk) containers through education/signage.

1.8 HMC CAMPUS: CONTAMINATION OF ZW BINS BY AREA

The contamination rates for each of the 10 areas sampled during the audit were analyzed to identify the best and worst performers. This analysis was done for all three ZW bins streams.

Table 1 below presents the percentage by weight of contaminants in ZW mixed recycling by area sorted to present the worst to the best performers. The average contamination rate of ZW mixed recycling at HMC campus is 30.20%. The average is the sum of the weights of the contaminants in the ZW mixed recycling bin in all ten areas audited divided by the total amount of ZW mixed recycling material sorted. Faculty Offices, Cafeteria Kitchen and Common Hallways had the least contamination in the ZW recycling bins; while the Student Services, Student Union, Staff Lounge, Washrooms and IT Office areas had the worst.

Table 1: Percentage of Contaminants in ZW Mixed Recycling By Area: the Worst to the Best Performers

Wing/Building	Area	Contaminants in Recycling
1st Floor	Student Services & Union, Staff Lounge	59.83%
All Floors	All Washrooms	57.90%
2nd Floor	IT Office, Learning Commons, Library	48.19%
1st Floor	Cafeteria - front of house	46.84%
4th Floor	Common Hallway, Staircase	40.16%
1st Floor	Common Hallway	34.59%
3rd Floor	Common Hallway, Staircase	23.34%
2nd Floor	Common Hallway & Staircase	23.16%
1st Floor	Cafeteria - back of house (kitchen)	17.37%
4th Floor	Faculty Offices	13.88%

Table 2 below presents the percentage by weight of contaminants in ZW organics by area sorted to present the worst to the best performers. The average contamination rate of ZW organics at the HMC campus is 34.52%. The average is the sum of the weights of the contaminants in the ZW organics bin in all ten areas audited divided by the total amount of ZW organics material sorted. The Faculty Offices, Student Services and Cafeteria Kitchen had the least contamination in the ZW organic bins; while the Common Hallways and IT Office had the worst.

Table 2: Percentage of Contaminants in ZW Organics By Area: the Worst to the Best Performers

Wing/Building	Area	Contaminants in Organics
3rd Floor	Common Hallway, Staircase	53.82%
4th Floor	Common Hallway, Staircase	51.98%
2nd Floor	IT Office, Learning Commons, Library	42.54%
2nd Floor	Common Hallway & Staircase	39.75%
1st Floor	Cafeteria - front of house	30.52%
All Floors	All Washrooms	29.72%
1st Floor	Common Hallway	26.67%
1st Floor	Cafeteria - back of house (kitchen)	8.74%
1st Floor	Student Services & Union, Staff Lounge	7.14%
4th Floor	Faculty Offices	2.02%

Table 3 below presents the percentage by weight of contaminants in ZW waste to landfill by area sorted to present the worst to the best performers. The average contamination rate of ZW waste to landfill at the HMC campus is 81.42%. The average is the sum of the weights of the contaminants in the ZW waste to landfill bin in all ten areas audited divided by the total amount of ZW waste to landfill material sorted. There was no waste to landfill in the Student Services, Student Union and Staff Lounge Area. The 1st Floor Student Services, Union, Staff Lounge as well as the 4th Floor Faculty Offices had the least contamination in the ZW waste to landfill bins; while the Washrooms, Cafeteria (front and back of house) had the worst.

The most significant contamination in the Washrooms was the presence of organic food waste and some mixed recycling, while the Cafeteria contamination was largely due to improper disposal of mixed recycling. .

Interestingly the Student Services, Student Union and Staff Lounge had the lowest contamination in the organics stream, the highest contamination in the recycling stream and no waste to landfill. This would suggest that in this area, the staff and students are using the mixed recycling bin as a default for many waste materials.

Table 3: Percentage of Contaminants in ZW Waste to Landfill By Area: the Worst to the Best Performers

Wing/Building	Area	Contaminants in Waste (Landfill)
All Floors	All Washrooms	87.40%
1st Floor	Cafeteria - front of house	83.65%
1st Floor	Cafeteria - back of house (kitchen)	83.47%
3rd Floor	Common Hallway, Staircase	80.40%
1st Floor	Common Hallway	79.88%
2nd Floor	Common Hallway & Staircase	78.95%
2nd Floor	IT Office, Learning Commons, Library	77.72%
4th Floor	Common Hallway, Staircase	74.88%
4th Floor	Faculty Offices	57.82%
1st Floor	Student Services & Union, Staff Lounge	00.00%

1.9 HMC CAMPUS: SUMMARY OF RECOMMENDATIONS

Campus Wide Focus:

1. Improving capture rate in the ZW organics containers
2. Improving diversion performance campus-wide as there was little variation in performance between areas at the campus

Specific Recommendations:

1. **Enhancing Organic Recovery:** Encouraging the emptying of food waste and napkins in the organics bin, then the disposal of the food packaging in the appropriate ZW recycling or ZW waste to landfill

bin through education/signage. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. Expected improvement in capture rate of 20%.

2. **Enhancing Mixed Recycling:** Encouraging the proper disposal in mixed recycling of polystyrene, mixed fine paper, boxboard/cores, PET bottles, corrugated cardboard, kraft paper and aluminum cans through education/signage. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. Expected improvement in capture rate of 20%.

3. **Emptying Beverage Containers:** Encouraging the emptying of beverage containers prior to placement in mixed recycling through a combination of education/signage and placement of emptying stations where practicable. Potential to use ZW water bottle stations where installed (photo). Anticipated reduction in disposal of liquids in any stream: 40%.

4. **Coffee Cup Handling:**
   a) Encouraging removal of lids and sleeves from coffee cups prior to placement in ZW organics bin through education/signage. Coffee beverage cups are only acceptable in the ZW organics program when the lids and sleeves are removed; otherwise they are waste to landfill. Expected improvement in capture rate of 25%.

   Or

   b) Change to a system/supplier that accepts coffee cups in whole/part with and without lids/sleeves to streamline and simplify the diversion of these items through a single stream recycling program instead of organics program. Also capture polycoat coffee cups in recycling program. Expected improvement in capture rate of 50% plus 50% of all polycoat beverage cups.

5. **Capturing & Reporting Material Weights for All Diversion Programs at the Campus:** There are several additional diversion programs in place at the HMC Campus but the weight-based data is not currently captured for reporting purposes. Sheridan should conduct an inventory of all diversion programs in place at each of the campuses and develop procedures to collect, monitor and report on these programs. Some, but not all, of these programs include:
   - Wood Pallet Returns (Re use)
   - Furniture Donations (Re use)
   - Writing Supplies Recycling

Anticipated Result:
With the implementation of the above noted waste reduction plans, it is estimated that the waste diversion rate at the HMC Campus will increase from 44.40% to 55.44% in 2016. A combination of the conservative method used to calculate waste diversion using 2014 weight information when the campus has only recently implemented the ZW bin program, combined with the lack of information on capturing and reporting on all

diversion programs (see recommendation 5 above), suggests that 2016 waste diversion at this campus could significantly exceed the 55.44% estimated in this report.

APPENDICES

GLOSSARY OF WASTE TERMS

In order to reduce potential confusion that may arise from the use of terms in this report, the following is a brief description of the waste and waste diversion terms.

TOTAL WASTE GENERATED

Total waste generated refers to all materials generated by the Facility's operations.

Total Waste Generated = Waste Disposed + Material Recovered From 3Rs Programs

RECOVERED WASTE

Recovered waste refers to materials diverted from the Facility's waste stream and from landfill as a result of 3Rs Programs.

CAPTURE RATES

Recycling rates for the Facility's 3Rs Programs based on the amount of material recovered versus the amount of the same material disposed into the waste stream.

Capture Rate = Recycled or Reused Material / (Material Disposed + Recycled or Reused)

ANNUAL DIVERSION RATE

The Facility's annual diversion rate is the percentage of waste material that it diverts from landfill versus what it generates in total.

Annual Diversion Rate = 3Rs Programs / Total Waste Generated

ONTARIO'S 60% REDUCTION TARGET

The *Ontario Ministry of Environment's* 60% reduction target is a comparison between a Facility's current year waste to landfill figure and a figure obtained from an earlier base year.

60% Reduction Target = (Waste Disposed 2015 - Waste Disposed Base Year) / Waste Disposed Base Year

SPECIFIC WASTE CATEGORIES & WASTE AUDIT DATA (HMC CAMPUS)

The following is the list of specific wastes, the associated appropriate waste management collection program, the totals of specific wastes in the samples at the HMC Campus, the percent by weight of the specific waste in the ZW stream and the estimated amount of the specific waste in that stream collected annually. The specific wastes are listed alphabetically within the appropriate zero waste (ZW) collection grouping.

Specific Waste Category	Acceptable in ZW Bin Program (Recycling, Organics, Waste)	Sample (kg)	Sample (kg)	Sample (kg)	Percent by Weight	Percent by Weight	Percent by Weight	Annual (kg)	Annual (kg)	Annual (kg)
#1 PET - clear thermoform packaging	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
#1 PET - other thermoform (coloured)	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
#1 PET Bottles - excluding alcoholic beverage	Mixed Recycling	2.145	0.060	1.814	3.7%	0.3%	2.4%	774.8	23.5	967.7
#2 HDPE Bottles and Jugs	Mixed Recycling	0.178	0.000	1.171	0.3%	0.0%	1.6%	64.2	0.0	625.0
#2 Other HDPE Containers	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
#5 Other PP Containers	Mixed Recycling	1.650	0.310	1.398	2.9%	1.6%	1.9%	596.0	121.7	746.1
#6 PS - Non-expanded - all other	Mixed Recycling	1.001	0.230	1.359	1.7%	1.2%	1.8%	361.8	90.2	725.2
#7 Other Plastics	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Aluminum Aerosol Containers	Mixed Recycling	0.067	0.000	0.000	0.1%	0.0%	0.0%	24.3	0.0	0.0
Aluminum Foil & Foil Trays	Mixed Recycling	0.155	0.000	0.024	0.3%	0.0%	0.0%	55.9	0.0	12.6
Aluminum Food & Other Beverage Cans	Mixed Recycling	1.543	0.080	0.302	2.7%	0.4%	0.4%	557.4	31.3	161.1
Aseptic Containers - (excluding alcoholic beverages)	Mixed Recycling	0.170	0.000	0.389	0.3%	0.0%	0.5%	61.3	0.0	207.6
Aseptic Containers - alcoholic beverages	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Boxboard / Cores	Mixed Recycling	2.669	0.456	1.693	4.7%	2.4%	2.3%	964.5	178.9	903.2

Clear Alcoholic Beverage Glass	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Clear Glass Other Beverage and Food	Mixed Recycling	2.310	0.000	0.000	4.0%	0.0%	0.0%	834.8	0.0	0.0
Coloured Glass Other Beverage and Food	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Gable Top Containers	Mixed Recycling	0.051	0.055	0.890	0.1%	0.3%	1.2%	18.5	21.7	475.1
Kraft Paper	Mixed Recycling	0.279	0.076	0.539	0.5%	0.4%	0.7%	100.9	29.9	287.6
Large HDPE & PP Pails & Lids	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Milk Bladder	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Mixed Fine Paper	Mixed Recycling	25.256	1.687	2.416	44.0%	9.0%	3.2%	9,125.3	661.8	1,289.0
Molded Pulp/Fibre	Mixed Recycling	0.116	0.044	0.444	0.2%	0.2%	0.6%	41.9	17.3	236.7
Newspaper - Other	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Newspaper – Dailys and Weeklys	Mixed Recycling	1.463	0.000	0.822	2.6%	0.0%	1.1%	528.7	0.0	438.6
Other Metal	Mixed Recycling	0.000	0.000	0.125	0.0%	0.0%	0.2%	0.0	0.0	66.7
Other Paper (paper plates)	Mixed Recycling	0.389	0.319	0.516	0.7%	1.7%	0.7%	140.6	125.3	275.3
Rubber & Nitrile Gloves	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Steel Aerosol Cans	Mixed Recycling	0.000	0.000	0.155	0.0%	0.0%	0.2%	0.0	0.0	82.5
Steel Food & Other Beverage Cans	Mixed Recycling	0.060	0.000	0.000	0.1%	0.0%	0.0%	21.7	0.0	0.0
Textiles	Mixed Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Corrugated Cardboard	Mixed & OCC Recycling	0.523	0.159	0.006	0.9%	0.8%	0.0%	189.1	62.6	3.2
Batteries	E-Waste Recycling	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Computer Peripherals	E-Waste Recycling	0.000	0.000	0.164	0.0%	0.0%	0.2%	0.0	0.0	87.5
Mixed (E-waste collection program)	E-Waste Recycling	0.000	0.000	0.000				0.0		
Wood	Wood Recycling	0.000	0.000	0.000				0.0		
Avoidable Food Waste	Organics	0.000	0.282	30.270	0.0%	1.5%	40.5%	0.0	110.6	16,151.7
Coffee Grinds	Organics	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Coffee Polycoat Beverage Cups	Organics	0.869	0.917	0.567	1.5%	4.9%	0.8%	314.1	359.9	302.5

Liquids - food/beverage	Organics	3.661	0.000	0.686	6.4%	0.0%	0.9%	1,322.7	0.0	365.8
Napkins/Toweling (food related)	Organics	1.203	1.249	5.056	2.1%	6.6%	6.8%	434.5	490.0	2,697.6
Post Consumer Food Waste	Organics	6.040	9.892	10.111	10.5%	52.5%	13.5%	2,182.4	3,880.1	5,395.0
Tissue/Toweling (washroom related)	Organics	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Clothes	Reuse									
#6 PS - Expanded polystyrene	Landfill	0.100	0.000	0.177	0.2%	0.0%	0.2%	36.3	0.0	94.4
Coffee pods	Landfill	0.523	0.012	1.662	0.9%	0.1%	2.2%	189.1	4.7	886.8
Coffee Polycoat Beverage Cups w/ lids	Landfill	1.479	0.967	1.549	2.6%	5.1%	2.1%	534.3	379.4	826.5
Coffee Polycoat Beverage Cups w/ lids and sleeves	Landfill	1.537	0.951	1.913	2.7%	5.0%	2.6%	555.3	372.9	1,020.6
Coffee Polycoat Beverage Cups w/sleeves	Landfill	0.382	0.464	0.188	0.7%	2.5%	0.3%	137.9	181.9	100.1
Food packaging	Landfill	0.832	0.273	5.397	1.5%	1.4%	7.2%	300.6	107.0	2,879.6
Lab Waste	Landfill	0.000	0.063	0.000	0.0%	0.3%	0.0%	0.0	24.7	0.0
Laminated Paper Packaging	Landfill	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
LDPE/HDPE Film - Products (non-packaging)	Landfill	0.277	0.067	1.068	0.5%	0.4%	1.4%	100.0	26.4	569.6
Maintenance Waste	Landfill	0.000	0.000	0.622	0.0%	0.0%	0.8%	0.0	0.0	331.7
Masking Tape	Landfill	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Office Waste	Landfill	0.070	0.000	0.178	0.1%	0.0%	0.2%	25.3	0.0	95.2
Polycoat Beverage Cups	Landfill	0.306	0.230	1.144	0.5%	1.2%	1.5%	110.6	90.2	610.3
Spiral Wound Containers	Landfill	0.042	0.000	0.000	0.1%	0.0%	0.0%	15.2	0.0	0.0
Tissue/Toweling (cleaning related)	Landfill	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.0	0.0	0.0
Other Non-Recyclable Material	Landfill	0.000	0.000	0.607						
Grand Total		57.347	18.845	74.811	100.0%	100.0%	100.0%	20,720.0	7,392.0	39,918.0

MINISTRY OF THE ENVIRONMENT WASTE FORM: REPORT OF A WASTE AUDIT (HMC)

Industrial, Commercial and Institutional Establishments
As required by O. Reg. 102/94

This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.
For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94" (revised July 2008).

I. General Information (HMC)

Name of Owner and/or Operator of Entity(ies) and Company Name: Sheridan College Institute of Technology and Advanced Learning		
Name of Contact Person: Wai Chu Cheng	Telephone #: 905 845 9430	Email address: Waichu.cheng@sheridancollege.ca
Street Address(es) of Entity(ies): HMC Campus of Sheridan College		
Municipality: Mississauga, ON Canada		
Type of entity Educational Institution		

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

II.Description of Entity (HMC)

Provide a brief overview of the entity(ties):
H. McCallion Campus (HMC) is a college campus managed by Sheridan College in Mississauga, Ontario. The campus is a single building comprised of 4 floors which total 159,038 square feet. There are 3,259 students attending this campus with 375 employees. This waste audit was conducted in April 2015 at this Sheridan College Campus. The Zero Waste streams which include organics, mixed recycling and waste-to-landfill were audited for the purpose of identifying current diversion rates by specific waste category and to calculate contamination rates. A 24 hour sample of organics, mixed recycling and waste-to-landfill was sorted and weighed in each of the 10 areas audited. Weight based generation information from 2014 for the waste and diversion programs were obtained from the service provider(s) and were used in the calculation of diversion rates. At the time of the audit, the campus had fully implemented the following collection programs: 1. Mixed Recycling (co-mingle including glass, metal, paper, plastic) 2. Organics 3. Waste to Landfill 4. Bulk old corrugated cardboard (OCC) Recycling 5. Wood Recycling 6. E-Waste Campus Program & E-Waste Day Event (combined in this report)

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

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
Example: Disposable Food Packaging	Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reusable mugs for customers consuming coffee/tea inside restaurant is being reviewed.
#1 PET - clear thermoform packaging	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#1 PET - other thermoform (coloured)	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#1 PET Bottles - excluding alcoholic beverage	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. ZW water bottle refill stations installed to reduce PET water bottle generation/disposal.
#2 HDPE Bottles and Jugs	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#2 Other HDPE Containers	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#5 Other PP Containers	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#6 PS - Non-expanded - all other	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#7 Other Plastics	Minimal amounts generated on campus.
Aluminum Aerosol Containers	Minimal amounts generated on campus.
Aluminum Foil & Foil Trays	Minimal amounts generated on campus.
Aluminum Food & Other Beverage Cans	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Aseptic Containers - (excluding alcoholic beverages)	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Aseptic Containers - alcoholic beverages	Not for sale on campus. If exist brought in by staff/students. Minimal amounts generated on campus.

Boxboard / Cores	Generated all over the campus as a packaging material for food products, office products and class material supplies.
Clear Alcoholic Beverage Glass	Minimal amounts generated on campus.
Clear Glass Other Beverage and Food	Minimal amounts generated on campus.
Coloured Glass Other Beverage and Food	Minimal amounts generated on campus.
Gable Top Containers	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Kraft Paper	Paper products generated through campus activities. Most generated in printing and photocopying areas.
Large HDPE & PP Pails & Lids	Minimal amounts generated on campus.
Milk Bladder	Minimal amounts generated on campus.
Mixed Fine Paper	Paper products generated through campus activities. Most generated in printing and photocopying areas.
Molded Pulp/Fibre	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Newspaper - Other	Available for sale at Campus. Most should be captured in the ZW mixed recycling.
Newspaper – Dailys and Weeklys	Available for sale at Campus. Most should be captured in the ZW mixed recycling.
Other Metal	Minimal amounts generated on campus.
Other Paper (paper plates)	Minimal amounts generated on campus.
Rubber & Nitrile Gloves	Minimal amounts generated on campus.
Steel Aerosol Cans	Minimal amounts generated on campus.
Steel Food & Other Beverage Cans	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Textiles	Minimal amounts generated in campus.
Corrugated Cardboard	Generated in receiving area through delivery. Almost all captured in bulk recycling program.
Batteries	Minimal amounts generated in campus.
Computer Peripherals	Minimal amounts generated in campus.
Mixed (E-waste collection program)	Generated throughout campus.
Wood	Generated in receiving area through delivery. Almost all captured in bulk recycling program.
Avoidable Food Waste	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Coffee Grinds	Generated at coffee stations throughout the campus.
Coffee Beverage Cups	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Liquids - food/beverage	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students

Napkins/Toweling (food related)	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Post Consumer Food Waste	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Tissue/Toweling (washroom related)	Have been removed from washrooms. Only minimal amounts generated (<.5% of total waste)
Clothes	Little generated at the campus. Likely lost or intentionally disposed articles of clothing.
#6 PS - Expanded polystyrene	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Coffee pods	Little generated at coffee stations around the campus.
Coffee Beverage Cups w/ lids	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Coffee Beverage Cups w/ lids and sleeves	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Coffee Beverage Cups w/sleeves	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Food packaging	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Lab Waste	Generated all over the campus.
Laminated Paper Packaging	Minimal amounts generated on campus.
LDPE/HDPE Film - Products (non-packaging)	Generated all over the campus.
Maintenance Waste	Minimal amounts generated on campus.
Masking Tape	Minimal amounts generated on campus.
Office Waste	Minimal amounts generated on campus.
Polycoat Beverage Cups	Not available for sale on campus as not included in ZW recycling program. Likely brought in from off-site vendors by students/staff. Little generated at the campus.
Spiral Wound Containers	Minimal amounts generated on campus.
Tissue/Toweling (cleaning related)	Minimal amounts generated on campus.
Other Non-Recyclable Material	Minimal amounts generated on campus.
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 (HMC)

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
Example: Beverage cans	Staff/clients may place in garbage bins	Staff/clients place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.
#1 PET - clear thermoform packaging		Should be included in ZW Recycling Bin Program though some may end up in landfill
#1 PET - other thermoform (coloured)		Should be included in ZW Recycling Bin Program though some may end up in landfill
#1 PET Bottles - excluding alcoholic beverage		Should be included in ZW Recycling Bin Program though some may end up in landfill. Reduction in PET water bottles through installation of reusable water bottle filling stations.
#2 HDPE Bottles and Jugs		Should be included in ZW Recycling Bin Program though some may end up in landfill
#2 Other HDPE Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
#5 Other PP Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
#6 PS - Non-expanded - all other		Should be included in ZW Recycling Bin Program though some may end up in landfill
#7 Other Plastics		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum Aerosol Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum Foil & Foil Trays		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum Food & Other Beverage Cans		Should be included in ZW Recycling Bin Program though some may end up in landfill

Aseptic Containers - (excluding alcoholic beverages)		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aseptic Containers - alcoholic beverages		Should be included in ZW Recycling Bin Program though some may end up in landfill
Boxboard / Cores		Should be included in ZW Recycling Bin Program though some may end up in landfill
Clear Alcoholic Beverage Glass		Should be included in ZW Recycling Bin Program though some may end up in landfill
Clear Glass Other Beverage and Food		Should be included in ZW Recycling Bin Program though some may end up in landfill
Coloured Glass Other Beverage and Food		Should be included in ZW Recycling Bin Program though some may end up in landfill
Gable Top Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
Kraft Paper		Should be included in ZW Recycling Bin Program though some may end up in landfill
Large HDPE & PP Pails & Lids		Should be included in ZW Recycling Bin Program though some may end up in landfill
Milk Bladder		Should be included in ZW Recycling Bin Program though some may end up in landfill
Mixed Fine Paper		Should be included in ZW Recycling Bin Program though some may end up in landfill
Molded Pulp/Fibre		Should be included in ZW Recycling Bin Program though some may end up in landfill
Newspaper - Other		Should be included in ZW Recycling Bin Program though some may end up in landfill
Newspaper – Dailys and Weeklys		Should be included in ZW Recycling Bin Program though some may end up in landfill
Other Metal		Should be included in ZW Recycling Bin Program though some may end up in landfill

Other Paper (paper plates)		Should be included in ZW Recycling Bin Program though some may end up in landfill
Rubber & Nitrile Gloves		Should be included in ZW Recycling Bin Program though some may end up in landfill
Steel Aerosol Cans		Should be included in ZW Recycling Bin Program though some may end up in landfill
Steel Food & Other Beverage Cans		Should be included in ZW Recycling Bin Program though some may end up in landfill
Textiles		Should be included in ZW Recycling Bin Program though some may end up in landfill
Corrugated Cardboard		Should be included in Bulk OCC capture program in deliveries or ZW Recycling Bins throughout the campus, though some may end up in landfill
Batteries		Should be included in E-Recycling or captured during E-Recycling Events.
Computer Peripherals		Should be included in E-Recycling or captured during E-Recycling Events.
Mixed (E-waste collection program)		Should be included in E-Recycling or captured during E-Recycling Events.
Wood		Is captured by wood recycling program in deliveries.
Avoidable Food Waste		Should be included in ZW Organics Bin Program though much ends up in landfill
Coffee Grinds		Should be included in ZW Organics Bin Program though much ends up in landfill
Coffee Beverage Cups		Should be included in ZW Organics Bin Program though much ends up in landfill
Liquids - food/beverage		Should be included in ZW Organics Bin Program though much ends up in landfill
Napkins/Toweling (food related)		Should be included in ZW Organics Bin Program though much ends up in landfill
Post Consumer Food Waste		Should be included in ZW Organics Bin Program though much ends up in landfill

Tissue/Toweling (washroom related)	Have largely been removed in washrooms. Being replaced by hand dryers throughout Sheridan.	
Clothes		None generated at this campus.
#6 PS - Expanded polystyrene	Little generated and no diversion program currently available.	
Coffee pods	Little generated and no diversion program currently available.	
Coffee Beverage Cups w/ lids		Under current diversion program the lids and sleeves should be removed for ZW recycling and the cup for ZW organics. However much ends up being disposed.
Coffee Beverage Cups w/ lids and sleeves		Under current diversion program the lids and sleeves should be removed for ZW recycling and the cup for ZW organics. However much ends up being disposed.
Coffee Beverage Cups w/sleeves		Under current diversion program the lids and sleeves should be removed for ZW recycling and the cup for ZW organics. However much ends up being disposed.
Food packaging	Little generated and no diversion program currently available.	
Lab Waste	Little generated and no diversion program currently available.	
Laminated Paper Packaging	Little generated and no diversion program currently available.	
LDPE/HDPE Film - Products (non-packaging)	Little generated and no diversion program currently available.	
Maintenance Waste	Little generated and no diversion program currently available.	
Masking Tape	Little generated and no diversion program currently available.	
Office Waste	Little generated and no diversion program currently available.	
Polycoat Beverage Cups	Not included in current recycling or organics program.	
Spiral Wound Containers	Little generated and no diversion program currently available.	
Tissue/Toweling (cleaning related)	Little generated and no diversion program currently available.	
Other Non-Recyclable Material	Little generated and no diversion program currently 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 – HMC

	Estimated Amount of Waste Produced (kgs)											
	Generated			Reused			Recycled			Disposed		
Categories of Waste	"A" Base Year 2012 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2012 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2012 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2012 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)
Examples: Aluminum food and beverage cans	100kg	90kg	-10kg	0	0	0	75kg	85kg +	10kg	25kg	5kg	- 20kg
Cardboard	4t	3.8t	-.2t	0	0	0	3.2t	3.4t	+.2t .	8t	.4t	-.4t
Cans/bottles/plastics (2012 grouping)	7,680			0			6,710			970		
Paper products (2012 grouping)	10,150			0			10,070			80		
#1 PET - clear thermoform packaging		0			0			0			0	
#1 PET - other thermoform (coloured)		0			0			0			0	
#1 PET Bottles - excluding alcoholic beverage		1,766			0			798			968	
#2 HDPE Bottles and Jugs		689			0			64			625	
#2 Other HDPE Containers		0			0			0			0	

#5 Other PP Containers		1,464			0			718			746	
#6 PS - Non-expanded - all other		1,177			0			452			725	
#7 Other Plastics		0			0			0			0	
Aluminum Aerosol Containers		24			0			24			0	
Aluminum Foil & Foil Trays		68			0			56			13	
Aluminum Food & Other Beverage Cans		750			0			589			161	
Aseptic Containers - (excluding alcoholic beverages)		269			0			61			208	
Aseptic Containers - alcoholic beverages		0			0			0			0	
Boxboard / Cores		2,047			0			1,143			903	
Clear Alcoholic Beverage Glass		0			0			0			0	
Clear Glass Other Beverage and Food		835			0			835			0	
Coloured Glass Other Beverage and Food		0			0			0			0	
Gable Top Containers		515			0			40			475	
Kraft Paper		418			0			131			288	
Large HDPE & PP Pails & Lids		0			0			0			0	
Milk Bladder		0			0			0			0	
Mixed Fine Paper		11,076			0			9,787			1,289	
Molded Pulp/Fibre		296			0			59			237	
Newspaper - Other		0			0			0			0	

Newspaper – Dailys and Weeklys		967			0			529			439	
Other Metal		67			0			0			67	
Other Paper (paper plates)		541			0			266			275	
Rubber & Nitrile Gloves		0			0			0			0	
Steel Aerosol Cans		82			0			0			82	
Steel Food & Other Beverage Cans		22			0			22			0	
Textiles		0			0			0			0	
Corrugated Cardboard	4,680	3,115	-1,565	0	0		4,670	3,112	-1,558	10	3	-7
Batteries		0			0			0			0	
Computer Peripherals		88			0			0			88	
Mixed (E-waste collection program)		313			0			313			0	
Wood		590			0			590				
Avoidable Food Waste		16,262			0			111			16,152	
Coffee Grinds		0			0			0			0	
Coffee Beverage Cups		976			0			674			302	
Liquids - food/beverage		1,689			0			1,323			366	
Napkins/Toweling (food related)		3,622			0			925			2,698	
Post Consumer Food Waste	810	11,457	10,647	0	0		0	6,062		810	5,395	4,585
Tissue/Toweling (washroom related)	0	0	0		0			0			0	
Clothes		0			0			0				
#6 PS - Expanded polystyrene		131			0			36			94	

Coffee pods		1,081			0			194			887	
Coffee Beverage Cups w/ lids		1,740			0			914			827	
Coffee Beverage Cups w/ lids and sleeves		1,949			0			928			1,021	
Coffee Beverage Cups w/sleeves		420			0			320			100	
Food packaging		3,287			0			408			2,880	
Lab Waste		25			0			25			0	
Laminated Paper Packaging		0			0			0			0	
LDPE/HDPE Film - Products (non-packaging)		696			0			126			570	
Maintenance Waste		332			0			0			332	
Masking Tape		0			0			0			0	
Office Waste		120			0			25			95	
Polycoat Beverage Cups		811			0			201			610	
Spiral Wound Containers		15			0			15			0	
Tissue/Toweling (cleaning related)		0			0			0			0	
Other Non-Recyclable Material	16,730	0		0			0			16,730		
FACILITY WIDE TOTALS	40,050	71,793	31,743	0	0	0	21,450	31,875	10,425	18,600	39,918	21,318
Percent Change (total C ÷ total A x 100) from Base Year:	**79.26%**			**-**			**48.60%**			**114.61%**		

2015 Current year Diversion Rate:	44.40%

Note: When completing this form, write "n/a" in the "Estimated Amount of Waste Produced" column where the entity will not produce any waste for a category of waste.

Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste reduction program.

Specific waste categories appearing in RED were ones employed during 2012 base audit

VI. Extent to Which Materials or Products Used Or Sold By the Entity Consist of Recycled or Reused Materials or Products (HMC)

Please answer the following questions (and please attach any additional page(s) as required):

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.
	Sheridan's Sustainability Policy outlines one of its principles that is based on a model called The Natural Step as follows: "We must eliminate our contributions to the systematic physical degradation of nature and natural processes (e.g. overharvesting forests, destroying habitat and overfishing)". In the Request of Proposal documents, the contractors are required to outline how they demonstrate sustainability in their project proposals.
2.	Do you have plans to increase the extent to which materials or products used or sold* consist of recycled or reused materials or products? If yes, please describe. * Information regarding materials or products "sold" that consist of recycled or reused materials or products is only required from owner(s) of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments.
	It is in Sheridan College's long term plan.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.		
Signature of authorized official:	Title: ASSOCIATE VICE PRESIDENT Planning, facilities & Sustainability	Date: June 16, 2015

MINISTRY OF THE ENVIRONMENT WASTE FORM: REPORT OF A WASTE REDUCTION WORK PLAN (HMC)

Industrial, Commercial and Institutional Establishments
As required by O. Reg. 102/94

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

I. General Information (HMC)

Name of Owner and/or Operator of Entity(ies) and Company Name: Sheridan College Institute of Technology and Advanced Learning		
Name of Contact Person: Wai Chu Cheng	Telephone #: 905 845 9430	Email address: Waichu.cheng@sheridancollege.ca
Street Address(es) of Entity(ies): HMC Campus of Sheridan College		
Municipality: Mississauga, ON Canada		
Type of entity Educational Institution		

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

II.Description of Entity (HMC)

Provide a brief overview of the entity(ties):
H. McCallion Campus (HMC) is a college campus managed by Sheridan College in Mississauga, Ontario. The campus is a single building comprised of 4 floors which total 159,038 square feet. There are 3,259 students attending this campus with 375 employees. This waste audit was conducted in April 2015 at this Sheridan College Campus. The Zero Waste streams which include mixed recycling, organics and waste-to-landfill were audited for the purpose of identifying current diversion rates by specific waste category and to calculate contamination rates. A 24 hour sample of organics, mixed recycling, and waste-to-landfill was sorted and weighed in each of the 10 areas audited. Weight based generation information from 2014 for the waste and diversion programs were obtained from the service provider(s) and were used in the calculation of diversion rates. At the time of the audit, the campus had fully implemented the following collection programs: 1. Mixed Recycling (co-mingle including glass, metal, paper, plastic, paper) 2. Organics 3. Waste to Landfill 4. Bulk old corrugated cardboard (OCC) Recycling 5. Wood Recycling 6. E-Waste Campus Program & E-Waste Day Event (combined in this report)

III. Plans to Reduce, Reuse and Recycle Waste (HMC)

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.	
Waste Category (as stated in Part V of your "Report of a Waste Audit")	Source Separation and 3Rs Program
Example: fine paper (e.g. from an office)	"Fine Paper 3Rs Program" Reduce: Staff will be encouraged to print on both sides of each sheet. Reuse: Discarded paper with print only on one side will be used for note pads/scrap. Recycle: Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Staff will empty receptacles into centralized containers. Custodial staff will empty centralized containers into bulk container at loading dock for collection by recycling company.
#1 PET - clear thermoform packaging	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#1 PET - other thermoform (coloured)	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#1 PET Bottles - excluding alcoholic beverage	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#2 HDPE Bottles and Jugs	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#2 Other HDPE Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#5 Other PP Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#6 PS - Non-expanded - all other	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#7 Other Plastics	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum Aerosol Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum Foil & Foil Trays	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum Food & Other Beverage Cans	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.

Aseptic Containers - (excluding alcoholic beverages)	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aseptic Containers - alcoholic beverages	Little generated.
Boxboard / Cores	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Clear Alcoholic Beverage Glass	Little generated.
Clear Glass Other Beverage and Food	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Coloured Glass Other Beverage and Food	Little generated.
Gable Top Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Kraft Paper	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Large HDPE & PP Pails & Lids	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Milk Bladder	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Mixed Fine Paper	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Molded Pulp/Fibre	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Newspaper - Other	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Newspaper – Dailys and Weeklys	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Other Metal	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Other Paper (paper plates)	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Rubber & Nitrile Gloves	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Steel Aerosol Cans	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Steel Food & Other Beverage Cans	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Textiles	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Corrugated Cardboard	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Batteries	Most captured through E-recycling programs.

Computer Peripherals	Most captured through E-recycling programs.
Mixed (E-waste collection program)	Most captured through E-recycling programs.
Wood	Most/all captured through wood recycling program.
Avoidable Food Waste	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Coffee Grinds	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Coffee Beverage Cups	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Liquids - food/beverage	Staff/students will be encouraged to empty then recycle containers education/signage.
Napkins/Toweling (food related)	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Post Consumer Food Waste	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Tissue/Toweling (washroom related)	Continued implementation of program to remove hand towels from washrooms.
Clothes	Little generated.
#6 PS - Expanded polystyrene	Little generated.
Coffee pods	Little generated.
Coffee Beverage Cups w/ lids	Switch to recycling program which includes polycoat and non-polycoat coffee cups, lids and sleeves. Current program includes only non-polycoat coffee cups in organics and does not accept any cups with lids/sleeves.
Coffee Beverage Cups w/ lids and sleeves	Switch to recycling program which includes polycoat and non-polycoat coffee cups, lids and sleeves. Current program includes only non-polycoat coffee cups in organics and does not accept any cups with lids/sleeves.
Coffee Beverage Cups w/sleeves	Switch to recycling program which includes polycoat and non-polycoat coffee cups, lids and sleeves. Current program includes only non-polycoat coffee cups in organics and does not accept any cups with lids/sleeves.
Food packaging	Little generated.
Lab Waste	Little generated.
Laminated Paper Packaging	Little generated.
LDPE/HDPE Film - Products (non-packaging)	Little generated.
Maintenance Waste	Little generated.
Masking Tape	Little generated.
Office Waste	Little generated.

Polycoat Beverage Cups	Switch to recycling program which includes polycoat and non-polycoat coffee cups, lids and sleeves. Current program includes only non-polycoat coffee cups in organics and does not accept any cups with lids/sleeves.
Spiral Wound Containers	Little generated.
Tissue/Toweling (cleaning related)	Little generated.
Other Non-Recyclable Material	Little generated.

IV. Responsibility for Implementing The Waste Reduction Work Plan (HMC)

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 #
Wai Chu Cheng	Promoting, developing and implementing the Zero Waste program, tracking and assessing of data and evaluating the program.	905-845-9430 x 5423
Herbert Sinnock	Devloping and evaluating the Zero Waste program.	905-875-4405
James Fletcher	Evaluating the Zero Waste program.	905-845-9430 x2156

V. Timetable for Implementing Waste Reduction Work Plan (HMC)

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
Source Separation and 3Rs Program	Schedule for Completion
Example: Fine Paper 3Rs Program	"Desk side 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 place."
1. Enhancing organic recovery	Encouraging the emptying of food waste and napkins in the organics bin, then the disposal of the food packaging in the appropriate ZW recycling or ZW organics bin through education/signage. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. Effectiveness: Improve capture rate for organics by 20% Due date: 2015/2016
2. Enhancing mixed recycling recovery	Encouraging the proper disposal in mixed recycling with particular focus on capturing mixed fine paper, boxboard/cores, polypropylene, polystyrene, PET bottles and cardboard through more education/bigger signage. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. Effectiveness: Improve capture rate for each mixed recyclable by 20% Due date: 2015/2016
3. Coffee Cup Management	i) Encouraging removal of lids and sleeves from coffee cups prior to placement in ZW organics bin through education/signage. Coffee beverage cups are only suitable for the ZW organics program when the lids and sleeves are removed, otherwise they are waste to landfill. Effectiveness: Improve capture rate of coffee cups in organics program by 25% Due date: 2015/2016 OR ii) Explore a system/supplier that accepts polycoat and non-polycoat coffee cups in whole/part with and without lids/sleeves to streamline the diversion of these items through a single stream recycling program instead of organics program. 50%

	Effectiveness: Improve capture of coffee cups by 50%. Additionally capture 50% of non-polycoat beverage cups that presently go as waste to landfill. Due date: 2015/2016
4. Encouraging Emptying of Beverage Containers	Encouraging the emptying of beverage containers prior to placement in mixed recycling through a combination of education/signage and placement of emptying stations where practicable. Effectiveness: Reduce disposal of beverage liquids by 40% Due date: 2015/2016
5. Capturing & Reporting Material Weights for All Diversion Programs at the Campus	There are several additional diversion programs in place at the HMC Campus but the weight-based data is not currently captured for reporting purposes. Sheridan should conduct an inventory of all diversion programs in place at each of the campuses and develop procedures to collect, monitor and report on these programs. Effectiveness: Effect on diversion rate likely significant but not quantifiable. Due date: 2015/2016

VI. Communication to Staff, Customers, Guests and Visitors (HMC)

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:
The Waste Reduction Plan will be posted on the Sheridan Sustainability website. Comprehensive strategies will be adopted in promoting the Zero Waste program, including the weekly e-newsletter Insider, Sustainability website, campus TV screens, campus newspaper, Sheridan social media and the Zero Waste promotion booths across all campuses. These media as well as promotional material and additional signage will be employed, where practicable, to promote the implementation of each of the individual waste reduction work plans.

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

	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2015) (kg)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Further Reduce, Reuse or Recycle Waste (kg)			Estimated Annual Amount to be Diverted ** (%)
				Reduce	Re-use	Recycle	
#1 PET - clear thermoform packaging	0	0	Enhancing Mixed Recycling	0	0	0	
#1 PET - other thermoform (coloured)	0	0	Enhancing Mixed Recycling	0	0	0	
#1 PET Bottles - excluding alcoholic beverage	1,766	798	Enhancing Mixed Recycling	0	0	194	56.2%
#2 HDPE Bottles and Jugs	689	64	Enhancing Mixed Recycling	0	0	125	27.4%
#2 Other HDPE Containers	0	0	Enhancing Mixed Recycling	0	0	0	

#5 Other PP Containers	1,464	718	Enhancing Mixed Recycling	0	0	149	59.2%
#6 PS - Non-expanded - all other	1,177	452	Enhancing Mixed Recycling	0	0	145	50.7%
#7 Other Plastics	0	0	Enhancing Mixed Recycling	0	0	0	
Aluminum Aerosol Containers	24	24	Enhancing Mixed Recycling	0	0	0	
Aluminum Foil & Foil Trays	68	56	Enhancing Mixed Recycling	0	0	3	85.3%
Aluminum Food & Other Beverage Cans	750	589	Enhancing Mixed Recycling	0	0	32	82.8%
Aseptic Containers - (excluding alcoholic beverages)	269	61	Enhancing Mixed Recycling	0	0	42	38.2%
Aseptic Containers - alcoholic beverages	0	0	Enhancing Mixed Recycling	0	0	0	
Boxboard / Cores	2,047	1,143	Enhancing Mixed Recycling	0	0	181	64.7%
Clear Alcoholic Beverage Glass	0	0	Enhancing Mixed Recycling	0	0	0	
Clear Glass Other Beverage and Food	835	835	Enhancing Mixed Recycling	0	0	0	100.0%
Coloured Glass Other Beverage and Food	0	0	Enhancing Mixed Recycling	0	0	0	
Gable Top Containers	515	40	Enhancing Mixed Recycling	0	0	95	26.2%

Kraft Paper	418	131	Enhancing Mixed Recycling	0	0	58	45.0%
Large HDPE & PP Pails & Lids	0	0	Enhancing Mixed Recycling	0	0	0	
Milk Bladder	0	0	Enhancing Mixed Recycling	0	0	0	
Mixed Fine Paper	11,076	9,787	Enhancing Mixed Recycling	0	0	258	90.7%
Molded Pulp/Fibre	296	59	Enhancing Mixed Recycling	0	0	47	36.0%
Newspaper - Other	0	0	Enhancing Mixed Recycling	0	0	0	
Newspaper – Dailys and Weeklys	967	529	Enhancing Mixed Recycling	0	0	88	63.7%
Other Metal	67	0	Enhancing Mixed Recycling	0	0	13	19.0%
Other Paper (paper plates)	541	266	Enhancing Mixed Recycling	0	0	55	59.3%
Rubber & Nitrile Gloves	0	0	Enhancing Mixed Recycling	0	0	0	
Steel Aerosol Cans	82	0	Enhancing Mixed Recycling	0	0	16	20.0%
Steel Food & Other Beverage Cans	22	22	Enhancing Mixed Recycling	0	0	0	100.0%
Textiles	0	0	Enhancing Mixed Recycling	0	0	0	
Corrugated Cardboard	3,115	3,112	Enhancing Mixed Recycling	0	0	1	99.9%
Batteries	0	0		0	0	0	
Computer Peripherals	88	0		0	0	0	0.0%
Mixed (E-waste collection program)	313	313		0	0	0	100.0%
Wood	590	590		0	0	0	100.0%

Avoidable Food Waste	16,262	111	Enhancing Organic Recovery	0	0	3,230	20.5%
Coffee Grinds	0	0	Enhancing Organic Recovery	0	0	0	
Coffee Polycoat Beverage Cups	976	674	Coffee Cup Management (Option ii: switch system)	0	0	151	84.5%
Liquids - food/beverage	1,689	1,323	Emptying Beverage Containers	0	0	146	87.0%
Napkins/Towelling (food related)	3,622	925	Enhancing Organic Recovery	0	0	540	40.4%
Post Consumer Food Waste	11,457	6,062	Enhancing Organic Recovery	0	0	1,079	62.3%
Tissue/Towelling (washroom related)	0	0	Enhancing Organic Recovery	0	0	0	
Clothes	0	0		0	0	0	
#6 PS - Expanded polystyrene	131	36***		0	0	0	
Coffee pods	1,081	194***		0	0	0	
Coffee Polycoat Beverage Cups w/ lids	1,740	914***	Coffee Cup Management (Option ii: switch system)	0	0	413	76.3%
Coffee Polycoat Beverage Cups w/ lids and sleeves	1,949	928***	Coffee Cup Management (Option ii: switch system)	0	0	510	73.8%
Coffee Polycoat Beverage Cups w/sleeves	420	320***	Coffee Cup Management (Option ii: switch system)	0	0	50	88.1%
Food packaging	3,287	408***		0	0	0	
Lab Waste	25	25***		0	0	0	

Laminated Paper Packaging	0	0		0	0	0	
LDPE/HDPE Film - Products (non-packaging)	696	126***		0	0	0	
Maintenance Waste	332	0		0	0	0	
Masking Tape	0	0		0	0	0	
Office Waste	120	25***		0	0	0	
Polycoat Beverage Cups	811	201***	Coffee Cup Management (Option ii: switch system)	0	0	305	62.4%
Spiral Wound Containers	15	15***		0	0	0	
Tissue/Towel ing (cleaning related)	0	0		0	0	0	
Other Non-Recyclable Material	0	0		0	0	0	
FACILITY WIDE TOTALS	71,793	31,875		0	0	7,926	55.44%

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

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

*** Waste to Landfill material that is being diverted as a contaminant in ZW organics and/or mixed recycling

I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.		
Signature of authorized official:	Title: ASSOCIATE VICE PRESIDENT Planning, Facilities & Sustainability	Date: June 16, 2015

MINISTRY OF THE ENVIRONMENT WASTE FORM: REPORT OF A WASTE AUDIT (STC)

Industrial, Commercial and Institutional Establishments
As required by O. Reg. 102/94

This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.
For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94" (revised July 2008).

I. General Information (STC)

Name of Owner and/or Operator of Entity(ies) and Company Name: Sheridan College Institute of Technology and Advanced Learning		
Name of Contact Person: Wai Chu Cheng	Telephone #: 905 845 9430	Email address: Waichu.cheng@sheridancollege.ca
Street Address(es) of Entity(ies): STC Campus of Sheridan College		
Municipality: Oakville, ON Canada		
Type of entity Educational Institution		

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

II.Description of Entity (STC)

Provide a brief overview of the entity(ties):
Skills Training Centre (STC) is a training centre managed by Sheridan College in Oakville, Ontario. The centre is a single building which totals 88,000 square feet. There are 742 students attending this campus with 188 staff. Because the STC and HMC campuses are of similar size, have similar functional areas including classrooms, offices, hallways, washrooms, have the same ZW bin program in place and because historical evidence suggest the material generation and disposal practices at the two campuses will be similar, the material breakdown data from the waste audit at the 2015 waste audit at HMC Campus (minus the kitchen) was used in conjunction with the annual waste generation data provided by the service providers for STC. In this way the 2015 STC Campus waste audit reported here is an amalgamation of 2014 weight-based information by stream for the STC campus and the relative proportion by weight of the mixed waste ZW stream from the HMC Campus 2015 audit. At the time of the audit, the campus had fully implemented the following collection programs: 1. Mixed Recycling (co-mingle including glass, metal, paper, plastic) 2. Organics 3. Waste to Landfill 4. Bulk old corrugated cardboard (OCC) Recycling

5. E-Waste Campus Program & E-Waste Day Event (combined in this report)

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

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
Example: Disposable Food Packaging	Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reusable mugs for customers consuming coffee/tea inside restaurant is being reviewed.
#1 PET - clear thermoform packaging	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#1 PET - other thermoform (coloured)	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#1 PET Bottles - excluding alcoholic beverage	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. ZW water bottle refill stations installed to reduce PET water bottle generation/disposal.
#2 HDPE Bottles and Jugs	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#2 Other HDPE Containers	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#5 Other PP Containers	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#6 PS - Non-expanded - all other	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
#7 Other Plastics	Minimal amounts generated on campus.
Aluminum Aerosol Containers	Minimal amounts generated on campus.
Aluminum Foil & Foil Trays	Minimal amounts generated on campus.
Aluminum Food & Other Beverage Cans	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Aseptic Containers - (excluding alcoholic beverages)	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Aseptic Containers - alcoholic beverages	Not for sale on campus. If exist brought in by staff/students. Minimal amounts generated on campus.

Boxboard / Cores	Generated all over the campus as a packaging material for food products, office products and class material supplies.
Clear Alcoholic Beverage Glass	Minimal amounts generated on campus.
Clear Glass Other Beverage and Food	Minimal amounts generated on campus.
Coloured Glass Other Beverage and Food	Minimal amounts generated on campus.
Gable Top Containers	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Kraft Paper	Paper products generated through campus activities. Most generated in printing and photocopying areas.
Large HDPE & PP Pails & Lids	Minimal amounts generated on campus.
Milk Bladder	Minimal amounts generated on campus.
Mixed Fine Paper	Paper products generated through campus activities. Most generated in printing and photocopying areas.
Molded Pulp/Fibre	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Newspaper – Other	Available for sale at Campus. Most should be captured in the ZW mixed recycling.
Newspaper – Dailys and Weeklys	Available for sale at Campus. Most should be captured in the ZW mixed recycling.
Other Metal	Minimal amounts generated on campus.
Other Paper (paper plates)	Minimal amounts generated on campus.
Rubber & Nitrile Gloves	Minimal amounts generated on campus.
Steel Aerosol Cans	Minimal amounts generated on campus.
Steel Food & Other Beverage Cans	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Textiles	Minimal amounts generated in campus.
Corrugated Cardboard	Generated in receiving area through delivery. Almost all captured in bulk recycling program.
Batteries	Minimal amounts generated in campus.
Computer Peripherals	Minimal amounts generated in campus.
Mixed (E-waste collection program)	Generated throughout campus.
Wood	Minimal amounts generated at this campus.
Avoidable Food Waste	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Coffee Grinds	Generated at coffee stations throughout the campus.
Coffee Beverage Cups	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Liquids - food/beverage	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students

Napkins/Toweling (food related)	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Post Consumer Food Waste	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Tissue/Toweling (washroom related)	Part of a Sheridan reduction program switching to air hand dryers in washrooms. Only minimal amounts generated (<.5% of total waste)
Clothes	Little generated at the campus. Likely lost or intentionally disposed articles of clothing.
#6 PS - Expanded polystyrene	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Coffee pods	Little generated at coffee stations around the campus.
Coffee Beverage Cups w/ lids	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Coffee Beverage Cups w/ lids and sleeves	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Coffee Beverage Cups w/sleeves	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Food packaging	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Lab Waste	Generated all over the campus.
Laminated Paper Packaging	Minimal amounts generated on campus.
LDPE/HDPE Film - Products (non-packaging)	Generated all over the campus.
Maintenance Waste	Minimal amounts generated on campus.
Masking Tape	Minimal amounts generated on campus.
Office Waste	Minimal amounts generated on campus.
Polycoat Beverage Cups	Not available for sale on campus as not included in ZW recycling program. Likely brought in from off-site vendors by students/staff. Little generated at the campus.
Spiral Wound Containers	Minimal amounts generated on campus.
Tissue/Toweling (cleaning related)	Minimal amounts generated on campus.
Other Non-Recyclable Material	Minimal amounts generated on campus.
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 (STC)

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
Example: Beverage cans	Staff/clients may place in garbage bins	Staff/clients place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.
#1 PET - clear thermoform packaging		Should be included in ZW Recycling Bin Program though some may end up in landfill
#1 PET - other thermoform (coloured)		Should be included in ZW Recycling Bin Program though some may end up in landfill
#1 PET Bottles - excluding alcoholic beverage		Should be included in ZW Recycling Bin Program though some may end up in landfill. Reduction in PET water bottles through installation of reusable water bottle filling stations.
#2 HDPE Bottles and Jugs		Should be included in ZW Recycling Bin Program though some may end up in landfill
#2 Other HDPE Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
#5 Other PP Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
#6 PS - Non-expanded - all other		Should be included in ZW Recycling Bin Program though some may end up in landfill
#7 Other Plastics		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum Aerosol Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum Foil & Foil Trays		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum Food & Other Beverage Cans		Should be included in ZW Recycling Bin Program though some may end up in landfill

Aseptic Containers - (excluding alcoholic beverages)		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aseptic Containers - alcoholic beverages		Should be included in ZW Recycling Bin Program though some may end up in landfill
Boxboard / Cores		Should be included in ZW Recycling Bin Program though some may end up in landfill
Clear Alcoholic Beverage Glass		Should be included in ZW Recycling Bin Program though some may end up in landfill
Clear Glass Other Beverage and Food		Should be included in ZW Recycling Bin Program though some may end up in landfill
Coloured Glass Other Beverage and Food		Should be included in ZW Recycling Bin Program though some may end up in landfill
Gable Top Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
Kraft Paper		Should be included in ZW Recycling Bin Program though some may end up in landfill
Large HDPE & PP Pails & Lids		Should be included in ZW Recycling Bin Program though some may end up in landfill
Milk Bladder		Should be included in ZW Recycling Bin Program though some may end up in landfill
Mixed Fine Paper		Should be included in ZW Recycling Bin Program though some may end up in landfill
Molded Pulp/Fibre		Should be included in ZW Recycling Bin Program though some may end up in landfill
Newspaper – Other		Should be included in ZW Recycling Bin Program though some may end up in landfill
Newspaper – Dailys and Weeklys		Should be included in ZW Recycling Bin Program though some may end up in landfill
Other Metal		Should be included in ZW Recycling Bin Program though some may end up in landfill

Other Paper (paper plates)		Should be included in ZW Recycling Bin Program though some may end up in landfill
Rubber & Nitrile Gloves		Should be included in ZW Recycling Bin Program though some may end up in landfill
Steel Aerosol Cans		Should be included in ZW Recycling Bin Program though some may end up in landfill
Steel Food & Other Beverage Cans		Should be included in ZW Recycling Bin Program though some may end up in landfill
Textiles		Should be included in ZW Recycling Bin Program though some may end up in landfill
Corrugated Cardboard		Should be included in Bulk OCC capture program in deliveries or ZW Recycling Bins throughout the campus, though some may end up in landfill
Batteries		Should be included in E-Recycling or captured during E-Recycling Events.
Computer Peripherals		Should be included in E-Recycling or captured during E-Recycling Events.
Mixed (E-waste collection program)		Should be included in E-Recycling or captured during E-Recycling Events.
Wood		Little/none generated.
Avoidable Food Waste		Should be included in ZW Organics Bin Program though much ends up in landfill
Coffee Grinds		Should be included in ZW Organics Bin Program though much ends up in landfill
Coffee Beverage Cups		Should be included in ZW Organics Bin Program though much ends up in landfill
Liquids - food/beverage		Should be included in ZW Organics Bin Program though much ends up in landfill
Napkins/Toweling (food related)		Should be included in ZW Organics Bin Program though much ends up in landfill
Post Consumer Food Waste		Should be included in ZW Organics Bin Program though much ends up in landfill
Tissue/Toweling (washroom related)	Have largely been removed in washrooms. Being replaced by	

	hand dryers throughout Sheridan.	
Clothes		None generated at this campus.
#6 PS - Expanded polystyrene	Little generated and no diversion program currently available.	
Coffee pods	Little generated and no diversion program currently available.	
Coffee Beverage Cups w/ lids		Under current diversion program the lids and sleeves should be removed for ZW recycling and the cup for ZW organics. However much ends up being disposed.
Coffee Beverage Cups w/ lids and sleeves		Under current diversion program the lids and sleeves should be removed for ZW recycling and the cup for ZW organics. However much ends up being disposed.
Coffee Beverage Cups w/sleeves		Under current diversion program the lids and sleeves should be removed for ZW recycling and the cup for ZW organics. However much ends up being disposed.
Food packaging	Little generated and no diversion program currently available.	
Lab Waste	Little generated and no diversion program currently available.	
Laminated Paper Packaging	Little generated and no diversion program currently available.	
LDPE/HDPE Film - Products (non-packaging)	Little generated and no diversion program currently available.	
Maintenance Waste	Little generated and no diversion program currently available.	
Masking Tape	Little generated and no diversion program currently available.	
Office Waste	Little generated and no diversion program currently available.	
Polycoat Beverage Cups	Not included in current recycling or organics program.	
Spiral Wound Containers	Little generated and no diversion program currently available.	
Tissue/Toweling (cleaning related)	Little generated and no diversion program currently available.	
Other Non-Recyclable Material	Little generated and no diversion program currently 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 – STC

	Estimated Amount of Waste Produced (kgs)											
	Generated			Reused			Recycled			Disposed		
Categories of Waste	"A" Base Year 2012 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2012 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2012 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2012 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)
Examples: Aluminum food and beverage cans	100kg	90kg	-10kg	0	0	0	75kg	85kg +	10kg	25kg	5kg	- 20kg
Cardboard	4t	3.8t	-.2t	0	0	0	3.2t	3.4t	+.2t .	8t	.4t	-.4t
Cans/bottles/plastics (2012 grouping)	27,230			0	0		24,060			3,170		
Paper products (2012 grouping)	3,410			0	0		2,000			1,410		
#1 PET - clear thermoform packaging		0			0			0			88	
#1 PET - other thermoform (coloured)		0			0			0			15	
#1 PET Bottles - excluding alcoholic beverage		2,982			0			501			1,411	
#2 HDPE Bottles and Jugs		1,921			0			40			103	
#2 Other HDPE Containers		0			0			0			0	

#5 Other PP Containers		2,237			0			525			166	
#6 PS - Non-expanded - all other		2,301			0			337			4,085	
#7 Other Plastics		0			0			0			283	
Aluminum Aerosol Containers		15			0			15			0	
Aluminum Foil & Foil Trays		63			0			26			0	
Aluminum Food & Other Beverage Cans		682			0			369			1,253	
Aseptic Containers - (excluding alcoholic beverages)		647			0			22			226	
Aseptic Containers - alcoholic beverages		0			0			0			0	
Boxboard / Cores		2,500			0			772			2,546	
Clear Alcoholic Beverage Glass		0			0			0			183	
Clear Glass Other Beverage and Food		526			0			526			343	
Coloured Glass Other Beverage and Food		0			0			0			0	
Gable Top Containers		1,204			0			41			606	
Kraft Paper		963			0			98			973	
Large HDPE & PP Pails & Lids		0			0			0			0	
Milk Bladder		0			0			0			212	
Mixed Fine Paper		8,802			0			6,222			6,951	
Molded Pulp/Fibre		762			0			50			459	

Newspaper - Other		0			0			0			101	
Newspaper – Dailys and Weeklys		1,653			0			333			112	
Other Metal		201			0			0			0	
Other Paper (paper plates)		600			0			258			360	
Rubber & Nitrile Gloves		0			0			0			546	
Steel Aerosol Cans		0			0			0			0	
Steel Food & Other Beverage Cans		14			0			14			215	
Textiles		0			0			0			151	
Corrugated Cardboard	8,000	6,684	-1,316	0	0		7,560	6,674	-886	440	1,301	861
Batteries		0			0			0			0	
Computer Peripherals		263			0			0			0	
Mixed (E-waste collection program)		412			0			412				
Wood		0			0			0				
Avoidable Food Waste		27,414			0			150			0	
Coffee Grinds		0			0			0			7,164	
Coffee Beverage Cups		1,487			0			655			636	
Liquids - food/beverage		1,934			0			834			3,386	
Napkins/Toweling (food related)		7,131			0			810			10,868	
Post Consumer Food Waste	190	22,125	21,935	0	0		0	5,889	5,889	190	27,809	27,619
Tissue/Toweling (washroom related)	160	0	-160	0	0		0	0	0	160	67	-93
Clothes					0			0				

#6 PS - Expanded polystyrene		306			0			22			499	
Coffee pods		2,790			0			121			216	
Coffee Beverage Cups w/ lids		3,282			0			834			2,480	
Coffee Beverage Cups w/ lids and sleeves		3,683			0			790			1,230	
Coffee Beverage Cups w/sleeves		524			0			318			226	
Food packaging		6,599			0			323			4,417	
Lab Waste		33			0			33			2,154	
Laminated Paper Packaging		0			0			0			79	
LDPE/HDPE Film - Products (non-packaging)		1,126			0			96			1,465	
Maintenance Waste		279			0			0			417	
Masking Tape		0			0			0			467	
Office Waste		87			0			16			94	
Polycoat Beverage Cups		824			0			184			963	
Spiral Wound Containers		10			0			10			22	
Tissue/Toweling (cleaning related)		0			0			0			374	
Other Non-Recyclable Material	18,920	975	-17,945	0	0		0	0		18,920		
FACILITY WIDE TOTALS	57,910	116,042	58,132	0	0	0	33,620	28,322	-5,298	24,290	87,720	63,430

Percent Change (total C ÷ total A x 100) from Base Year:	100.38%	-	-15.76%	261.14%
2015 Current year Diversion Rate:	24.41%			

Note: When completing this form, write "n/a" in the "Estimated Amount of Waste Produced" column where the entity will not produce any waste for a category of waste.

Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste reduction program.

Specific waste categories appearing in RED were ones employed during 2012 base audit

VI. Extent to Which Materials or Products Used Or Sold By the Entity Consist of Recycled or Reused Materials or Products (STC)

Please answer the following questions (and please attach any additional page(s) as required):

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.
	Sheridan's Sustainability Policy outlines one of its principles that is based on a model called The Natural Step as follows: "We must eliminate our contributions to the systematic physical degradation of nature and natural processes (e.g. overharvesting forests, destroying habitat and overfishing)". In the Request of Proposal documents, the contractors are required to outline how they demonstrate sustainability in their project proposals.
2.	Do you have plans to increase the extent to which materials or products used or sold* consist of recycled or reused materials or products? If yes, please describe. * Information regarding materials or products "sold" that consist of recycled or reused materials or products is only required from owner(s) of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments.
	It is in Sheridan College's long term plan.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.	
Signature of authorized official:	Title: ASSOCIATE VICE PRESIDENT Planning, Facilities & Sustainability Date: June 16, 2015

MINISTRY OF THE ENVIRONMENT WASTE FORM: REPORT OF A WASTE REDUCTION WORK PLAN (STC)

Industrial, Commercial and Institutional Establishments
As required by O. Reg. 102/94

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

I. General Information (STC)

Name of Owner and/or Operator of Entity(ies) and Company Name: Sheridan College Institute of Technology and Advanced Learning		
Name of Contact Person: Wai Chu Cheng	Telephone #: 905 845 9430	Email address: Waichu.cheng@sheridancollege.ca
Street Address(es) of Entity(ies): STC Campus of Sheridan College		
Municipality: Oakville, ON Canada		
Type of entity Educational Institution		

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

II.Description of Entity (STC)

Provide a brief overview of the entity(ties):
Skills Training Centre (STC) is a training centre managed by Sheridan College in Oakville, Ontario. The centre is a single building which totals 88,000 square feet. There are 742 students attending this campus with 188 staff. Because the STC and HMC campuses are of similar size, have similar functional areas including classrooms, offices, hallways, washrooms, have the same ZW bin program in place and because historical evidence suggest the material generation and disposal practices at the two campuses will be similar, the material breakdown data from the waste audit at the 2015 waste audit at HMC Campus (minus the kitchen) was used in conjunction with the annual waste generation data provided by the service providers for STC. In this way the 2015 STC Campus waste audit reported here is an amalgamation of 2014 weight-based information by stream for the STC campus and the relative proportion by weight of the mixed waste ZW stream from the HMC Campus 2015 audit.. At the time of the audit, the campus had fully implemented the following collection programs: 1. Mixed Recycling (co-mingle including glass, metal, paper, plastic) 2. Organics 3. Waste to Landfill 4. Bulk old corrugated cardboard (OCC) Recycling 5. E-Waste Campus Program & E-Waste Day Event (combined in this report)

III. Plans to Reduce, Reuse and Recycle Waste (STC)

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.	
Waste Category (as stated in Part V of your "Report of a Waste Audit")	Source Separation and 3Rs Program
Example: fine paper (e.g. from an office)	"Fine Paper 3Rs Program" Reduce: Staff will be encouraged to print on both sides of each sheet. Reuse: Discarded paper with print only on one side will be used for note pads/scrap. Recycle: Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Staff will empty receptacles into centralized containers. Custodial staff will empty centralized containers into bulk container at loading dock for collection by recycling company.
#1 PET - clear thermoform packaging	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#1 PET - other thermoform (coloured)	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#1 PET Bottles - excluding alcoholic beverage	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#2 HDPE Bottles and Jugs	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#2 Other HDPE Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#5 Other PP Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#6 PS - Non-expanded - all other	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#7 Other Plastics	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum Aerosol Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum Foil & Foil Trays	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum Food & Other Beverage Cans	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.

Aseptic Containers - (excluding alcoholic beverages)	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aseptic Containers - alcoholic beverages	Little generated.
Boxboard / Cores	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Clear Alcoholic Beverage Glass	Little generated.
Clear Glass Other Beverage and Food	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Coloured Glass Other Beverage and Food	Little generated.
Gable Top Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Kraft Paper	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Large HDPE & PP Pails & Lids	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Milk Bladder	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Mixed Fine Paper	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Molded Pulp/Fibre	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Newspaper - Other	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Newspaper – Dailys and Weeklys	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Other Metal	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Other Paper (paper plates)	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Rubber & Nitrile Gloves	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Steel Aerosol Cans	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Steel Food & Other Beverage Cans	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Textiles	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Corrugated Cardboard	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.

Batteries	Most captured through E-recycling programs.
Computer Peripherals	Most captured through E-recycling programs.
Mixed (E-waste collection program)	Most captured through E-recycling programs.
Wood	Most/all captured through wood recycling program.
Avoidable Food Waste	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Coffee Grinds	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Coffee Beverage Cups	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Liquids - food/beverage	Staff/students will be encouraged to empty then recycle containers education/signage.
Napkins/Toweling (food related)	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Post Consumer Food Waste	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Tissue/Toweling (washroom related)	Little generated since removal of hand towels from washrooms.
Clothes	Little generated.
#6 PS - Expanded polystyrene	Little generated.
Coffee pods	Little generated.
Coffee Beverage Cups w/ lids	Switch to recycling program which includes polycoat and non-polycoat coffee cups, lids and sleeves. Current program includes only non-polycoat coffee cups in organics and does not accept any cups with lids/sleeves.
Coffee Beverage Cups w/ lids and sleeves	Switch to recycling program which includes polycoat and non-polycoat coffee cups, lids and sleeves. Current program includes only non-polycoat coffee cups in organics and does not accept any cups with lids/sleeves.
Coffee Beverage Cups w/sleeves	Switch to recycling program which includes polycoat and non-polycoat coffee cups, lids and sleeves. Current program includes only non-polycoat coffee cups in organics and does not accept any cups with lids/sleeves.
Food packaging	Little generated.
Lab Waste	Little generated.
Laminated Paper Packaging	Little generated.
LDPE/HDPE Film - Products (non-packaging)	Little generated.
Maintenance Waste	Little generated.
Masking Tape	Little generated.
Office Waste	Little generated.

Polycoat Beverage Cups	Switch to recycling program which includes polycoat and non-polycoat coffee cups, lids and sleeves. Current program includes only non-polycoat coffee cups in organics and does not accept any cups with lids/sleeves.
Spiral Wound Containers	Little generated.
Tissue/Toweling (cleaning related)	Little generated.
Other Non-Recyclable Material	Little generated.

IV. Responsibility for Implementing the Waste Reduction Work Plan (STC)

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 #
Wai Chu Cheng	Promoting, developing and implementing the Zero Waste program, tracking and assessing of data and evaluating the program.	905-845-9430 x 5423
Herbert Sinnock	Devloping and evaluating the Zero Waste program.	905-875-4405
James Fletcher	Evaluating the Zero Waste program.	905-845-9430 x2156

V. Timetable for Implementing Waste Reduction Work Plan (STC)

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
Source Separation and 3Rs Program	Schedule for Completion
Example: Fine Paper 3Rs Program	"Desk side 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 place."
1. Enhancing organic recovery	Encouraging the emptying of food waste and napkins in the organics bin, then the disposal of the food packaging in the appropriate ZW recycling or ZW organics bin through education/signage. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. Effectiveness: Improve capture rate for organics by 20% Due date: 2015/2016
2. Enhancing mixed recycling recovery	Encouraging the proper disposal in mixed recycling with particular focus on capturing mixed fine paper, boxboard/cores, polypropylene, polystyrene, PET bottles and cardboard through more education/bigger signage. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. Effectiveness: Improve capture rate for each mixed recyclable by 20% Due date: 2015/2016
3. Coffee Cup Management	i) Encouraging removal of lids and sleeves from coffee cups prior to placement in ZW organics bin through education/signage. Coffee beverage cups are only suitable for the ZW organics program when the lids and sleeves are removed, otherwise they are waste to landfill. Effectiveness: Improve capture rate of coffee cups in organics program by 25% Due date: 2015/2016 OR ii) Explore a system/supplier that accepts polycoat and non-polycoat coffee cups in whole/part with and without lids/sleeves to streamline the diversion

	of these items through a single stream recycling program instead of organics program. 50% Effectiveness: Improve capture of coffee cups by 50%. Additionally capture 50% of non-polycoat beverage cups that presently go as waste to landfill. Due date: 2015/2016
4. Encouraging Emptying of Beverage Containers	Encouraging the emptying of beverage containers prior to placement in mixed recycling through a combination of education/signage and placement of emptying stations where practicable. Effectiveness: Reduce disposal of beverage liquids by 40% Due date: 2015/2016
5. Capturing & Reporting Material Weights for All Diversion Programs at the Campus	There may be additional diversion programs in place at the STC Campus but the weight-based data is not currently captured for reporting purposes. Sheridan should conduct an inventory of all diversion programs in place at each of the campuses and develop procedures to collect, monitor and report on these programs. Effectiveness: Effect on diversion rate likely significant but not quantifiable Due date: 2015/2016

VI. Communication to Staff, Customers, Guests and Visitors (STC)

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:
The Waste Reduction Plan will be posted on the Sheridan Sustainability website. Comprehensive strategies will be adopted in promoting the Zero Waste program, including the weekly e-newsletter Insider, Sustainability website, campus TV screens, campus newspaper, Sheridan social media and the Zero Waste promotion booths across all campuses. These media as well as promotional material and additional signage will be employed, where practicable, to promote the implementation of each of the individual waste reduction work plans.

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

	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2015) (kg)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Further Reduce, Reuse or Recycle Waste (kg)			Estimated Annual Amount to be Diverted ** (%)
				Reduce	Re-use	Recycle	
#1 PET - clear thermoform packaging	0	0	Enhancing Mixed Recycling	0	0	0	
#1 PET - other thermoform (coloured)	0	0	Enhancing Mixed Recycling	0	0	0	
#1 PET Bottles - excluding alcoholic beverage	2,982	501	Enhancing Mixed Recycling	0	0	496	33.4%
#2 HDPE Bottles and Jugs	1,921	40	Enhancing Mixed Recycling	0	0	376	21.7%
#2 Other HDPE Containers	0	0	Enhancing Mixed Recycling	0	0	0	

#5 Other PP Containers	2,237	525	Enhancing Mixed Recycling	0	0	342	38.8%
#6 PS - Non-expanded - all other	2,301	337	Enhancing Mixed Recycling	0	0	393	31.7%
#7 Other Plastics	0	0	Enhancing Mixed Recycling	0	0	0	
Aluminum Aerosol Containers	15	15	Enhancing Mixed Recycling	0	0	0	
Aluminum Foil & Foil Trays	63	26	Enhancing Mixed Recycling	0	0	8	52.3%
Aluminum Food & Other Beverage Cans	682	369	Enhancing Mixed Recycling	0	0	63	63.3%
Aseptic Containers - (excluding alcoholic beverages)	647	22	Enhancing Mixed Recycling	0	0	125	22.8%
Aseptic Containers - alcoholic beverages	0	0	Enhancing Mixed Recycling	0	0	0	
Boxboard / Cores	2,500	772	Enhancing Mixed Recycling	0	0	346	44.7%
Clear Alcoholic Beverage Glass	0	0	Enhancing Mixed Recycling	0	0	0	
Clear Glass Other Beverage and Food	526	526	Enhancing Mixed Recycling	0	0	0	100.0%
Coloured Glass Other Beverage and Food	0	0	Enhancing Mixed Recycling	0	0	0	
Gable Top Containers	1,204	41	Enhancing Mixed Recycling	0	0	233	22.7%

Kraft Paper	963	98	Enhancing Mixed Recycling	0	0	173	28.1%
Large HDPE & PP Pails & Lids	0	0	Enhancing Mixed Recycling	0	0	0	
Milk Bladder	0	0	Enhancing Mixed Recycling	0	0	0	
Mixed Fine Paper	8,802	6,222	Enhancing Mixed Recycling	0	0	516	76.5%
Molded Pulp/Fibre	762	50	Enhancing Mixed Recycling	0	0	142	25.2%
Newspaper - Other	0	0	Enhancing Mixed Recycling	0	0	0	
Newspaper – Dailys and Weeklys	1,653	333	Enhancing Mixed Recycling	0	0	264	36.1%
Other Metal	201	0	Enhancing Mixed Recycling	0	0	40	20.0%
Other Paper (paper plates)	600	258	Enhancing Mixed Recycling	0	0	68	54.5%
Rubber & Nitrile Gloves	0	0	Enhancing Mixed Recycling	0	0	0	
Steel Aerosol Cans	0	0	Enhancing Mixed Recycling	0	0	0	
Steel Food & Other Beverage Cans	14	14	Enhancing Mixed Recycling	0	0	0	100.0%
Textiles	0	0	Enhancing Mixed Recycling	0	0	0	
Corrugated Cardboard	6,684	6,674	Enhancing Mixed Recycling	0	0	2	99.9%
Batteries	0	0		0	0		
Computer Peripherals	263	0		0	0	0	0.0%
Mixed (E-waste collection program)	412	412		0	0	0	100.0%
Wood	0	0		0	0	0	

Avoidable Food Waste	27,414	150	Enhancing Organic Recovery	0	0	5,453	20.4%
Coffee Grinds	0	0	Enhancing Organic Recovery	0	0	0	
Coffee Polycoat Beverage Cups	1,487	655	Coffee Cup Management (Option ii: switch system)	0	0	416	72.0%
Liquids - food/beverage	1,934	834	Emptying Beverage Containers	0	0	440	65.9%
Napkins/Towelling (food related)	7,131	810	Enhancing Organic Recovery	0	0	1,264	29.1%
Post Consumer Food Waste	22,125	5,889	Enhancing Organic Recovery	0	0	3,247	41.3%
Tissue/Towelling (washroom related)	0	0	Enhancing Organic Recovery	0	0	0	
Clothes	0	0		0	0	0	
#6 PS - Expanded polystyrene	306	22***		0	0	0	
Coffee pods	2,790	121***		0	0	0	
Coffee Polycoat Beverage Cups w/ lids	3,282	834***	Coffee Cup Management (Option ii: switch system)	0	0	1,224	62.7%
Coffee Polycoat Beverage Cups w/ lids and sleeves	3,683	790***	Coffee Cup Management (Option ii: switch system)	0	0	1,446	60.7%
Coffee Polycoat Beverage Cups w/sleeves	524	318***	Coffee Cup Management (Option ii: switch system)	0	0	103	80.3%
Food packaging	6,599	323***		0	0	0	
Lab Waste	33	33***		0	0	0	

Laminated Paper Packaging	0	0		0	0	0	
LDPE/HDPE Film - Products (non-packaging)	1,126	96***		0	0	0	
Maintenance Waste	279	0		0	0	0	
Masking Tape	0	0		0	0	0	
Office Waste	87	16		0	0	0	
Polycoat Beverage Cups	824	184***	Coffee Cup Management (Option ii: switch system)	0	0	320	61.2%
Spiral Wound Containers	10	10***		0	0	0	
Tissue/Towel ing (cleaning related)	0	0		0	0	0	
Other Non-Recyclable Material	975	0		0	0	0	
FACILITY WIDE TOTALS	**116,042**	**28,322**		**0**	**0**	**17,500**	**39.49%**

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

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

*** Waste to Landfill material that is being diverted as a contaminant in ZW organics and/or mixed recycling

I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.		
Signature of authorized official:	Title: ASSOCIATE VICE PRESIDENT PLANNING, FACILITIES & SUSTAINABILITY	Date: June 16, 2015