

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):
<p>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 799 students attending this campus with 142 staff.</p> <p>This waste audit was conducted in April 2016 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 8 areas audited. Weight based generation information from 2015 for the waste and diversion programs were obtained from the service provider(s) and were used in the calculation of diversion rates.</p> <p>At the time of the audit, the campus had fully implemented the following collection programs:</p> <ol style="list-style-type: none">1. Mixed Recycling (co-mingle including glass, metal, paper, plastic)2. Organics3. Waste to Landfill4. Bulk old corrugated cardboard (OCC) Recycling5. Shredded paper for recycling

- 6. Metal recycling
- 7. Wood Recycling
- 8. 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.
Cardboard, e.g. office move	Generated in receiving area through delivery. Almost all captured in bulk recycling program.
Box Board, e.g. cereal box	Generated all over the campus as a packaging material for food products, office products and class material supplies.
Mixed fine paper	Paper products generated through campus activities. Most generated in printing and photocopying areas.
Newsprint	Available for sale at Campus. Most should be captured in the ZW mixed recycling.
Magazines	Available for pickup at Campus. Most should be captured in the ZW mixed recycling.
brown bag	Food packaging, beverage containers and organic is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Milk/juice cartons	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Aluminum food and 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
Steel food and 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
Glass food/beverage containers	Minimal amounts generated on campus.
Coffee cup lid	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	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
Plastic containers #1 to #7	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Aluminum foil	Minimal amounts generated on campus.
Recycling: Other	Minimal amounts generated on 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
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

Coffee grounds	Generated at coffee stations throughout the campus.
Napkins/towelling (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
Tissue/towelling (washroom 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
Paper coffee 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
Paper plates	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Compostable food container	Food packaging, beverage containers and organic waste is available for sale at Student Union's Food Services and is brought to campus by staff/faculty and students
Liquid - 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
Liquid - other (non food/beverage)	Minimal amounts generated on campus.
Organics - Other	Minimal amounts generated on campus.
Plastic Bags	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria (e.g. Subway Sandwich) and is brought to campus by staff/faculty and students
Plastic Film	Minimal amounts generated on campus.
Wax Paper	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Styrofoam Containers	Not available for sale on campus as not included in ZW recycling program. Likely brought in from off-site vendors by students/staff.
Pop Cup w Wax Coating	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Thai Food Containers, wax soup 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
Plastic Cutlery	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Straws, coffee stir sticks, chopsticks	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 cup with lid	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 cup with sleeve	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 cup with lid and sleeve	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Tapes	Minimal amounts generated on campus.
Other: condiments, gum pack, etc	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Other, e.g. Ear plugs, wiring	Minimal amounts generated on campus.
Various e-waste items	Obsolete e-waste items are collected from different offices on campus through an e-waste bin; annual e-waste days are held to collect household e-waste items.
Used batteries	Used household batteries are collected through a battery recycling bin
Metal	Used metal is collected through a single stream recycling bin
Shredded paper	Used confidential paper are shredded and collected through recycling bins available in different offices.
Wood waste	Wood waste is collected through a single stream recycling bin.
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).		
Categories of Waste	Waste to be Disposed	Reused or Recycled Waste
Example: Beverage	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.
Corrugated cardboard		Should be included in ZW Recycling Bin Program though some may end up in landfill
Box Board		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.
Newsprint		Should be included in ZW Recycling Bin Program though some may end up in landfill
Magazines		Should be included in ZW Recycling Bin Program though some may end up in landfill
Brown bag		Should be included in ZW Recycling Bin Program though some may end up in landfill
Milk/juice cartons		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum food and beverage cans		Should be included in ZW Recycling Bin Program though some may end up in landfill
Steel food and beverage cans		Should be included in ZW Recycling Bin Program though some may end up in landfill
Glass food/beverage containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
Coffee cup lid		Should be included in ZW Recycling Bin Program though some may end up in landfill

#1 PET bottles		Should be included in ZW Recycling Bin Program though some may end up in landfill
Plastic containers #1 to #7		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum foil		Should be included in ZW Recycling Bin Program though some may end up in landfill
Recycling: Other		Should be included in ZW Recycling Bin Program though some may end up in landfill
Avoidable food waste		Should be included in ZW Organics Bin Program though some may end up in landfill
Post-consumer food waste		Should be included in ZW Organics Bin Program though some may end up in landfill
Coffee grounds		Should be included in ZW Organics Bin Program though some may end up in landfill
Napkins/towelling (food related)		Should be included in ZW Organics Bin Program though some may end up in landfill
Tissue/towelling (washroom related)		Should be included in ZW Organics Bin Program though some may end up in landfill
Paper coffee cups		Should be included in ZW Organics Bin Program though some may end up in landfill
Paper plates		Should be included in ZW Organics Bin Program though some may end up in landfill
Compostable food container (certified)		Should be included in ZW Organics Bin Program though some may end up in landfill
Liquid - food/beverage		Should be included in ZW Organics Bin Program though some may end up in landfill. Or they can be emptied into hand sinks.
Liquid - other (non food/beverage)		Depending on the nature, may disposed of through a hazardous waste bin though some may end up in the Landfill bin.

Organics - Other		Should be included in ZW Organics Bin Program though some may end up in landfill.
Plastic Bags	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Plastic Film	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins.	
Wax Paper	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Styrofoam Containers	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Pop Cup w Wax Coating	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Thai Food Containers, wax soup cups	Should be included in ZW Landfill bin Program though some may end Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins up in one of the other 2 bins	
Plastic Cutlery	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Straws, coffee stir sticks, chopsticks	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Coffee cup with lid	The cup and the lid should be separated for different bins: the cup in the ZW Organics and the lid the Recycling Bins	
Coffee cup with sleeve	The cup and the lid should be separated for different bins: the cup in the ZW Organics and the lid the Recycling Bins	
Coffee cup with lid and sleeve	The cup, the lid and sleeve should be separated for different bins: the cup in the ZW Organics and the lid and sleeve in the Recycling Bins	

Tapes	Should be included in ZW Landfill bin Program.	
Other: condiments, gum pack, etc	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Other, e.g. Ear plugs, wiring	Should be captured by the e-waste collection bin in Shipping & Receiving	
Various e-waste items		Obsolete e-waste items are collected from different offices on campus through an e-waste bin; annual e-waste days are held to collect household e-waste items.
Used batteries		Used household batteries are collected through a battery recycling bin
Metal		Used metal is collected through a single stream recycling bin
Shredded paper		Used confidential paper are shredded and collected through recycling bins available in different offices.
Wood waste		Wood waste is collected through a single stream wood recycling bin.

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 (2016)

Specific Waste Categories	Estimated amount of waste:											
	Generated			Reused			Recycled			Disposed		
	"A" Base Year 2012 (kg)	"B" Current Year (kg)	"C" Change (B-A) (kg)	"A" Base Year 2012 (kg)	"B" Current Year (kg)	"C" Change (B-A) (kg)	"A" Base Year 2012 (kg)	"B" Current Year (kg)	"C" Change (B-A) (kg)	"A" Base Year 2012 (kg)	"B" Current Year (kg)	"C" Change (B-A) (kg)
Cans/bottles/plastics (2012 grouping)	27,230						24,060			3,170		
Paper products (2012 grouping)	3,410						2,000			1,410		
Corrugated cardboard	8,000	1,582		0	0		7,560	630		440	952	
Box Board		4,897			0			1,361			3,537	
Mixed fine paper		6,735			0			4,167			2,568	
Newsprint		985			0			985			-	
Magazines		744			0			744			-	
brown bag Milk/juice cartons		252			-			139			113	
		425			0			425			-	

Aluminum food and beverage cans	120						0			120							-	
Steel food and beverage cans							0			-							-	
Glass food/beverage containers	314						0			128							186	
Coffee cup lid	1,430						0			681							749	
#1 PET bottles	4,842						0			2,741							2,101	
Plastic containers #1 to #7	235						0			122							113	
Aluminum foil ("clean")	3,014						0			1,015							1,999	
Recycling: Other							0			-							-	
Avoidable food waste	3,374						0			2,344							1,031	
Post-consumer food waste	190	15,405	0				0			10,325	0				190		5,080	

WASTE AUDIT REPORT - SHERIDAN COLLEGE – STC & HMC CAMPUSES 2016

Plastic Bags	1,246					0			413			834	
Plastic Film	4,567					0			321			4,246	
Wax Paper	2,308					0			883			1,425	
Styrofoam Containers	12					0			12			-	
Pop cup with wax coating	1,122					0			317			805	
Thai Food Containers, wax soup cups	900					0			376			524	
Plastic Cutlery	277					0			40			237	
Straws, coffee stir sticks, chopsticks	178					0			60			118	
Coffee cup with lid	7,624					0			2,989			4,635	
Coffee cup with sleeve	96					0			-			96	
Coffee cup with lid and sleeve	393					0			134			259	

WASTE AUDIT REPORT - SHERIDAN COLLEGE – STC & HMC CAMPUSES 2016

Campus-wide total	57,910	108,010	50,100	0	0	0	0	0	33,620	63,620	30,000	24,290	44,390	20,100
Percent change from base year (total C*100%/total A)			87%								89%			83%
Diversion rate for current year (2016)	58.9%													

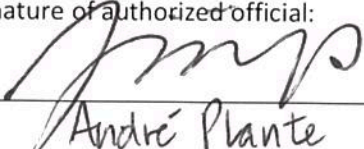
Note - specific waste categories marked in red are the ones employed during the 2012 waste audit.

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.
	<p>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)".</p> <p>In the Request of Proposal documents, the contractors are required to outline how they demonstrate sustainability in their project proposals.</p>
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.
	<p>* 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.</p> <p>It is in Sheridan College's long term plan.</p>

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

Signature of authorized official:	Title:	Date:
 André Plante	Assoc. V-P, Corporate Planning, Facilities, Sustainability	6 Sept 2017

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):
<p>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.</p> <p>This waste audit was conducted in April 2016 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 8 areas audited. Weight based generation information from 2015 for the waste and diversion programs were obtained from the service provider(s) and were used in the calculation of diversion rates.</p> <p>At the time of the audit, the campus had fully implemented the following collection programs:</p> <ol style="list-style-type: none"> 1. Mixed recycling (includes glass, metal, paper, plastic) 2. Organics 3. Waste to landfill 4. Bulk Old Corrugated Cardboard (OCC) recycling 5. Wood recycling 6. Metal recycling

7. Shredded paper
8. 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" <u>Reduce</u> : Staff will be encouraged to print on both sides of each sheet. <u>Reuse</u> : Discarded paper with print only on one side will be used for note pads/scrap. <u>Recycle</u> : 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.
Corrugated cardboard	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Box Board	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Mixed fine paper	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Newsprint	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Magazines	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Brown bag	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Milk/juice cartons	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum food and beverage cans	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Steel food and beverage cans	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Glass food/beverage containers	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Coffee cup lid	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.

#1 PET bottles	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage. As well, the bottle-refilling stations will be further promoted to encourage people to bring their own re-usable bottles.
Plastic containers #1 to #7	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum foil	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Recycling: Other	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Avoidable food waste	Employees/students will be encouraged to include material in the ZW organics bin through education/signage. As well, promotion will help increase the awareness of food waste that can be avoided.
Post-consumer food waste	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Coffee grounds	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Napkins/towelling (food related)	Employees/students will be encouraged to include material in the ZW organics bin through education/signage. As well, promotion will help increase a sense of resource conservation.
Tissue/towelling (washroom related)	Employees/students will be encouraged to include material in the ZW organics bin through education/signage. As well, promotion will help increase a sense of resource conservation.
Paper coffee cups	Employees/students will be encouraged to include material in the ZW organics bin through education/signage. As well, promotion will encourage people to bring their own coffee mugs.
Paper plates	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Compostable food container (certified)	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Liquid - food/beverage	Employees/students will be encouraged to empty the liquid from containers into sink drains.
Liquid - other (non food/beverage)	Employees/students will be encouraged to empty the liquid (non-hazardous) from containers into sink drains.
Organics - Other	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Plastic Bags	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Plastic Film	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Wax Paper	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.

Styrofoam Containers	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Pop Cup w Wax Coating	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Thai Food Containers, wax soup cups	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Plastic Cutlery	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Straws, coffee stir sticks, chopsticks	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Coffee cup with lid	Employees/students will be encouraged to separate the lid from the cup and put them into the correct ZW bins through education/signage. As well, promotion will encourage people to bring their own coffee mugs.
Coffee cup with sleeve	Employees/students will be encouraged to separate the sleeve from the cup and put them into the correct ZW bins through education/signage. As well, promotion will encourage people to bring their own coffee mugs.
Coffee cup with lid and sleeve	Employees/students will be encouraged to separate the lid and sleeve from the cup and put them into the correct ZW bins through education/signage. As well, promotion will encourage people to bring their own coffee mugs.
Tapes	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Other: condiments, gum pack, etc.	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Other, e.g. ear plugs, wiring	Employees/students will be encouraged to drop off material in the e-waste bin through education/signage.
Various e-waste items	Most captured in the e-waste recycling program.
Used batteries	Most captured in battery recycling program.
Metal	Most captured in metal recycling program.
Shredded paper	Most captured in shredded paper recycling program.
Wood	Most captured in wood recycling program.

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	Developing 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” <u>OR</u> “3Rs Program currently in place.”
1. Enhancing organic recovery	<p>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.</p> <p><u>Effectiveness:</u> Improve capture rate for organics by 40%</p> <p>Due date: 2016/2017</p>
2. Enhancing mixed recycling recovery	<p>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.</p> <p><u>Effectiveness:</u> Improve capture rate for each mixed recyclable by 10%</p> <p>Due date: 2016/2017</p>
3. Coffee Cup Management	<p>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.</p> <p><u>Effectiveness:</u> Improve capture rate of coffee cups in organics program by 40%</p> <p>Due date: 2016/2017</p> <p>OR</p>

	<p>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. 40%</p> <p><u>Effectiveness:</u> Improve capture of coffee cups by 40%. Additionally capture 40% of non-polycoat beverage cups that presently go as waste to landfill.</p> <p>Due date: 2016/2017</p>
4. Encouraging Emptying of Beverage Containers	<p>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.</p> <p><u>Effectiveness:</u> Reduce disposal of beverage liquids by 30%</p> <p>Due date: 2016/2017</p>
5. Capturing & Reporting Material Weights for All Diversion Programs at the Campus	<p>The weight-based data for surplus furniture are not currently captured for reporting purposes. Sheridan should set up a database including the waste diversion of surplus furniture and develop procedures to collect, monitor and report on the program.</p> <p><u>Effectiveness:</u> Effect on diversion rate likely significant but not quantifiable</p> <p>Due date: 2016/2017</p>

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 (2016) (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 (%)**
Waste Categories				Reduce	Reuse	Recycle	
Corrugated cardboard	1,582	630	Enhanced Mixed Recycling	0	0	63	44%
Box Board	4,897	1,361	Enhanced Mixed Recycling	0	0	136	31%
Mixed fine paper	6,735	4,167	Enhanced Mixed Recycling	0	0	417	68%
Newsprint	985	985	Enhanced Mixed Recycling	0	0	0	100%
Magazines	744	744	Enhanced Mixed Recycling	0	0	0	100%

brown bag	252	139	Enhanced Mixed Recycling	0	0	14	61%
Milk/juice cartons	425	425	Enhanced Mixed Recycling	0	0	0	100%
Aluminum food and beverage cans	120	120	Enhanced Mixed Recycling	0	0	0	100%
Steel food and beverage cans	-	-	Enhanced Mixed Recycling	0	0	-	-
Glass food/beverage containers	314	128	Enhanced Mixed Recycling	0	0	13	45%
Coffee cup lid	1,430	681	Enhanced Mixed Recycling	0	0	68	52%
#1 PET bottles	4,842	2,741	Enhanced Mixed Recycling	0	0	274	62%
Plastic containers #1 to #7	235	122	Enhanced Mixed Recycling	0	0	12	57%
Aluminum foil ("clean")	3,014	1,015	Enhanced Mixed Recycling	0	0	101	37%
Recycling: Other	-	-	Enhanced Mixed Recycling	0	0	0	-
Avoidable food waste	3,374	2,344	Enhanced Organic Recovery	0	0	937	97%

Post-consumer food waste	15,405	10,325	Enhanced Organic Recovery	0	0	4,130	94%
Coffee grounds	-	-	Enhanced Organic Recovery	0	0	0	-
Napkins/towelling (food related)	8,266	2,538	Enhanced Organic Recovery	0	0	1,015	43%
Tissue/towelling (washroom related)	1,371	1,371	Enhanced Organic Recovery	0	0	-	100%
Paper coffee cups	2,734	1,405	Coffee Cup Management	0	0	562	72%
Paper plates	25	25	Enhanced Organic Recovery	0	0	-	100%
Compostable food container	98	98	Enhanced Organic Recovery	0	0	-	100%
Liquid - food/beverage	7,100	3,778	Reducing Liquid in Containers	0	0	1,133	69%
Liquid - other (non food/beverage)	-	-	Reducing Liquid in Containers	0	0	-	
Organics - other	-	-	Enhanced Organic Recovery	0	0	-	
Plastic Bags	1,246	413					
Plastic Film	4,567	321					

Wax Paper	2,308	883					
Styrofoam Containers	12	12					
Pop cup with wax coating	1,122	317					
Thai Food Containers, wax soup cups	900	376					
Plastic Cutlery	277	40					
Straws, coffee stir sticks, chopsticks	178	60					
Coffee cup with lid	7,624	2,989					
Coffee cup with sleeve	96	-	Coffee Cup Management				
Coffee cup with lid and sleeve	393	134	Coffee Cup Management				
Tissue/towelling (cleaning related)	7	7					
Tapes	-	-					
Other: condiments, gum pack, etc	3,091	687					

Other, e.g. Ear plugs, wiring	-	-					100%
Various e-waste items	473	473					100%
Batteries	-	-					100%
Wood waste	8,020	8,020					100%
Metal	10,679	10,679					100%
Shredded paper	3,068	3,068					100%
Wood pallets	-	-					
Other non- recyclable material	-						
Facility-wide Total	108,010	63,620				8,876	67%

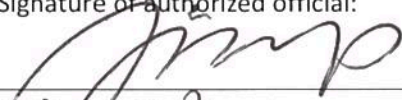
* Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

** 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:


André Plante

Title: Assoc. V-P, Corporate
Planning, Facilities,
Sustainability

Date:

6 Sept 2017

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): Hazel 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 3,523 students attending this campus with 311 employees. 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 2016 waste audit at STC Campus was used in conjunction with the annual waste generation data provided by the service providers for HMC. In this way the 2016 HMC Campus waste audit reported here is an amalgamation of 2015 weight-based information by stream for the HMC campus and the relative proportion by weight of the mixed waste ZW stream from the STC Campus 2016 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. Wood reuse/recycling program
6. E-Waste Campus Program & E-Waste Day Event (combined in this report)
7. Shredded paper for recycling

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.
Cardboard, e.g. office move	Generated in receiving area through delivery. Almost all captured in bulk recycling program.
Box Board, e.g. cereal box	Generated all over the campus as a packaging material for food products, office products and class material supplies.
Mixed fine paper	Paper products generated through campus activities. Most generated in printing and photocopying areas.
Newsprint	Available for sale at Campus. Most should be captured in the ZW mixed recycling.
Magazines	Available for pickup at Campus. Most should be captured in the ZW mixed recycling.
brown bag	Food packaging, beverage containers and organic is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Milk/juice cartons	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Aluminum food and 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
Steel food and 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
Glass food/beverage containers	Minimal amounts generated on campus.
Coffee cup lid	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	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
Plastic containers #1 to #7	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Aluminum foil	Minimal amounts generated on campus.
Recycling: Other	Minimal amounts generated on 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
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
Coffee grounds	Generated at coffee stations throughout the campus.
Napkins/towelling (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
Tissue/towelling (washroom 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
Paper coffee 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
Paper plates	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Compostable food container	Food packaging, beverage containers and organic waste is available for sale at Student Union's Food Services and is brought to campus by staff/faculty and students
Liquid - 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
Liquid - other (non food/beverage)	Minimal amounts generated on campus.
Organics - Other	Minimal amounts generated on campus.
Plastic Bags	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria (e.g. Subway Sandwich) and is brought to campus by staff/faculty and students
Plastic Film	Minimal amounts generated on campus.
Wax Paper	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Styrofoam Containers	Not available for sale on campus as not included in ZW recycling program. Likely brought in from off-site vendors by students/staff.
Pop Cup w Wax Coating	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Thai Food Containers, wax soup 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

Plastic Cutlery	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Straws, coffee stir sticks, chopsticks	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 cup with lid	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 cup with sleeve	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 cup with lid and sleeve	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Tapes	Minimal amounts generated on campus.
Other: condiments, gum pack, etc.	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Other, e.g. Ear plugs, wiring	Minimal amounts generated on campus.
Various e-waste items	Obsolete e-waste items are collected from different offices on campus through an e-waste bin; annual e-waste days are held to collect household e-waste items.
Used batteries	Used household batteries are collected through a battery recycling bin
Shredded paper	Used confidential paper are shredded and collected through recycling bins available in different offices.
Wood pallets	Wood pallets are used in large amount of furniture/computer equipment delivery and they are collected for donation to Habitat for Humanity.
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).		
Categories of Waste	Waste to be Disposed	Reused or Recycled Waste
Example: Beverage	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.
Corrugated cardboard		Should be included in ZW Recycling Bin Program though some may end up in landfill
Box Board		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.
Newsprint		Should be included in ZW Recycling Bin Program though some may end up in landfill
Magazines		Should be included in ZW Recycling Bin Program though some may end up in landfill
Brown bag		Should be included in ZW Recycling Bin Program though some may end up in landfill
Milk/juice cartons		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum food and beverage cans		Should be included in ZW Recycling Bin Program though some may end up in landfill
Steel food and beverage cans		Should be included in ZW Recycling Bin Program though some may end up in landfill
Glass food/beverage containers		Should be included in ZW Recycling Bin Program though some may end up in landfill
Coffee cup lid		Should be included in ZW Recycling Bin Program though some may end up in landfill

#1 PET bottles		Should be included in ZW Recycling Bin Program though some may end up in landfill
Plastic containers #1 to #7		Should be included in ZW Recycling Bin Program though some may end up in landfill
Aluminum foil		Should be included in ZW Recycling Bin Program though some may end up in landfill
Recycling: Other		Should be included in ZW Recycling Bin Program though some may end up in landfill
Avoidable food waste		Should be included in ZW Organics Bin Program though some may end up in landfill
Post-consumer food waste		Should be included in ZW Organics Bin Program though some may end up in landfill
Coffee grounds		Should be included in ZW Organics Bin Program though some may end up in landfill
Napkins/towelling (food related)		Should be included in ZW Organics Bin Program though some may end up in landfill
Tissue/towelling (washroom related)		Should be included in ZW Organics Bin Program though some may end up in landfill
Paper coffee cups		Should be included in ZW Organics Bin Program though some may end up in landfill
Paper plates		Should be included in ZW Organics Bin Program though some may end up in landfill
Compostable food container (certified)		Should be included in ZW Organics Bin Program though some may end up in landfill
Liquid - food/beverage		Should be included in ZW Organics Bin Program though some may end up in landfill. Or they can be emptied into hand sinks.
Liquid - other (non food/beverage)		Depending on the nature, may disposed of through a hazardous waste bin though some may end up in the Landfill bin.

Organics - Other		Should be included in ZW Organics Bin Program though some may end up in landfill.
Plastic Bags	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Plastic Film	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins.	
Wax Paper	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Styrofoam Containers	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Pop Cup w Wax Coating	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Thai Food Containers, wax soup cups	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Plastic Cutlery	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Straws, coffee stir sticks, chopsticks	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Coffee cup with lid	The cup and the lid should be separated for different bins: the cup in the ZW Organics and the lid the Recycling Bins	
Coffee cup with sleeve	The cup and the lid should be separated for different bins: the cup in the ZW Organics and the lid the Recycling Bins	
Coffee cup with lid and sleeve	The cup, the lid and sleeve should be separated for different bins: the cup in the ZW Organics and the lid and sleeve in the Recycling Bins	

Tapes	Should be included in ZW Landfill bin Program.	
Other: condiments, gum pack, etc.	Should be included in ZW Landfill bin Program though some may end up in one of the other 2 bins	
Other, e.g. Ear plugs, wiring	Should be captured by the e-waste collection bin in Shipping & Receiving	
Various e-waste items		Obsolete e-waste items are collected from different offices on campus through an e-waste bin; annual e-waste days are held to collect household e-waste items.
Used batteries		Used household batteries are collected through a battery recycling bin
Shredded paper		Used confidential paper are shredded and collected through recycling bins available in different offices.
Wood pallets		Wood pallets for goods delivery are collected for donating to charities or others who will reuse them.

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 (2016)

	Estimated amount of waste:											
	Generated			Reused			Recycled			Disposed		
	"A" Base Year 2012 (kg)	"B" Current Year (kg)	"C" Change (B-A) (kg)	"A" Base Year 2012 (kg)	"B" Current Year (kg)	"C" Change (B-A) (kg)	"A" Base Year 2012 (kg)	"B" Current Year (kg)	"C" Change (B-A) (kg)	"A" Base Year 2012 (kg)	"B" Current Year (kg)	"C" Change (B-A) (kg)
Specific Waste Categories												
Cans/bottles/plastics (2012 grouping)	7,680						6,710			970		
Paper products (2012 grouping)	10,150						10,070			80		
Corrugated cardboard	4,680	3,025		0	0		4,680	2,289		10	736	
Box Board		4,132			0			1,396			2,736	
Mixed fine paper		7,023			0			5,037			1,987	
Newsprint		1,265			0			1,265			-	
Magazines		955			0			955			-	
brown bag		217			-			130			87	

Coffee cup with lid and sleeve	298						0			97			200	
Tissue/towelling (cleaning related)	5						0			5			-	
Tapes	-						0			-			-	
Other: condiments, gum pack, etc.	2,434						0			574			1,860	
Other, e.g. Ear plugs, wiring	-						0			-			-	
Various e-waste items	437						0			437				
Batteries							0							
Wood waste							0							
Metal							0							
Shredded paper	3,977						0			3,977				
Wood pallets	500						500			-				
Textile							0							

Other non-recyclable material	16,730	-	0	0	0	0	0	0	-	16,730			
Campus-wide total	40,050	80,314	40,264	0	500	500	21,460	45,474	24,014	18,600	34,340	15,740	
Percent change from base year (total C*100%/total A)			101%						112%			85%	
Diversion rate for current year (2016)	57.2%												

Note - specific waste categories marked in red are the ones employed during the 2012 waste 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.
	<p>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)".</p> <p>In the Request of Proposal documents, the contractors are required to outline how they demonstrate sustainability in their project proposals.</p>
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.
	<p>* 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.</p> <p>It is in Sheridan College's long term plan.</p>

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

Signature of authorized official:


André Plante

Title: Assoc. V.P. Corporate
Planning, Facilities,
Sustainability

Date:

6 Sept 2017

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)

<p>Provide a brief overview of the entity(ties):</p> <p>Hazel 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.</p> <p>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 2016 waste audit at STC Campus was used in conjunction with the annual waste generation data provided by the service providers for HMC. In this way the 2016 HMC Campus waste audit reported here is an amalgamation of 2015 weight-based information by stream for the HMC campus and the relative proportion by weight of the mixed waste ZW stream from the STC Campus 2016 audit.</p> <p>At the time of the audit, the campus had fully implemented the following collection programs:</p> <ol style="list-style-type: none"> 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 Reuse/cycling program
- 6. E-Waste Campus Program & E-Waste Day Event (combined in this report)
- 7. Shredded paper for recycling

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)	<p>"Fine Paper 3Rs Program"</p> <p><u>Reduce</u>: Staff will be encouraged to print on both sides of each sheet.</p> <p><u>Reuse</u>: Discarded paper with print only on one side will be used for note pads/scrap.</p> <p><u>Recycle</u>: Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Staff will empty receptacles into centralized containers. Custodial staff will empty centralized containers into bulk container at loading dock for collection by recycling company.</p>
Corrugated cardboard	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Box Board	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Mixed fine paper	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Newsprint	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Magazines	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Brown bag	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Milk/juice cartons	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum food and beverage cans	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Steel food and beverage cans	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Glass food/beverage containers	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Coffee cup lid	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.

#1 PET bottles	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage. As well, the bottle-refilling stations will be further promoted to encourage people to bring their own re-usable bottles.
Plastic containers #1 to #7	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum foil	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Recycling: Other	Employees/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Avoidable food waste	Employees/students will be encouraged to include material in the ZW organics bin through education/signage. As well, promotion will help increase the awareness of food waste that can be avoided.
Post-consumer food waste	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Coffee grounds	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Napkins/towelling (food related)	Employees/students will be encouraged to include material in the ZW organics bin through education/signage. As well, promotion will help increase a sense of resource conservation.
Tissue/towelling (washroom related)	Employees/students will be encouraged to include material in the ZW organics bin through education/signage. As well, promotion will help increase a sense of resource conservation.
Paper coffee cups	Employees/students will be encouraged to include material in the ZW organics bin through education/signage. As well, promotion will encourage people to bring their own coffee mugs.
Paper plates	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Compostable food container (certified)	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Liquid - food/beverage	Employees/students will be encouraged to empty the liquid from containers into sink drains.
Liquid - other (non food/beverage)	Employees/students will be encouraged to empty the liquid (non-hazardous) from containers into sink drains.
Organics - Other	Employees/students will be encouraged to include material in the ZW organics bin through education/signage.
Plastic Bags	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Plastic Film	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Wax Paper	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.

Styrofoam Containers	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Pop Cup w Wax Coating	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Thai Food Containers, wax soup cups	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Plastic Cutlery	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Straws, coffee stir sticks, chopsticks	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Coffee cup with lid	Employees/students will be encouraged to separate the lid from the cup and put them into the correct ZW bins through education/signage. As well, promotion will encourage people to bring their own coffee mugs.
Coffee cup with sleeve	Employees/students will be encouraged to separate the sleeve from the cup and put them into the correct ZW bins through education/signage. As well, promotion will encourage people to bring their own coffee mugs.
Coffee cup with lid and sleeve	Employees/students will be encouraged to separate the lid and sleeve from the cup and put them into the correct ZW bins through education/signage. As well, promotion will encourage people to bring their own coffee mugs.
Tapes	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Other: condiments, gum pack, etc.	Employees/students will be encouraged to include material in the ZW landfill bin through education/signage.
Other, e.g. ear plugs, wiring	Employees/students will be encouraged to drop off material in the e-waste bin through education/signage.
Various e-waste items	Most captured in the e-waste recycling program.
Used batteries	Most captured in battery recycling program.
Shredded paper	Most captured in shredded paper recycling program.
Wood waste	Most captured in wood reuse/recycling program.

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	Developing 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” <u>OR</u> “3Rs Program currently in place.”
1. Enhancing organic recovery	<p>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.</p> <p><u>Effectiveness:</u> Improve capture rate for organics by 40%</p> <p>Due date: 2016/2017</p>
2. Enhancing mixed recycling recovery	<p>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.</p> <p><u>Effectiveness:</u> Improve capture rate for each mixed recyclable by 10%</p> <p>Due date: 2016/2017</p>
3. Coffee Cup Management	<p>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.</p> <p><u>Effectiveness:</u> Improve capture rate of coffee cups in organics program by 40%</p> <p>Due date: 2016/2017</p> <p>OR</p>

	<p>ii) Explore a system/supplier that accepts 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. 40%</p> <p><u>Effectiveness:</u> Improve capture of coffee cups by 40%. Additionally capture 40% of non-polycoat beverage cups that presently go as waste to landfill.</p> <p>Due date: 2016/2017</p>
4. Encouraging Emptying of Beverage Containers	<p>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.</p> <p><u>Effectiveness:</u> Reduce disposal of beverage liquids by 30%</p> <p>Due date: 2016/2017</p>
5. Capturing & Reporting Material Weights for All Diversion Programs at the Campus	<p>The weight-based data for surplus furniture are not currently captured for reporting purposes. Sheridan should set up a database including the waste diversion of surplus furniture and develop procedures to collect, monitor and report on the program.</p> <p>Effectiveness: Effect on diversion rate likely significant but not quantifiable.</p> <p>Due date: 2016/2017</p>

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)

Waste Categories	Estimated annual waste produced (kg)*	Annual amount currently diverted (2016) (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	Reuse	Recycle	
Corrugated cardboard	3,025	2,289	Enhanced Mixed Recycling	0	0	229	83%
Box Board	4,132	1,396	Enhanced Mixed Recycling	0	0	140	37%
Mixed fine paper	7,023	5,037	Enhanced Mixed Recycling	0	0	504	79%
Newsprint	1,265	1,265	Enhanced Mixed Recycling	0	0	0	100%
Magazines	955	955	Enhanced Mixed Recycling	0	0	0	100%

brown bag	217	130	Enhanced Mixed Recycling	0	0	13	66%
Milk/juice cartons	524	524	Enhanced Mixed Recycling	0	0	0	100%
Aluminum food and beverage cans	154	154	Enhanced Mixed Recycling	0	0	0	100%
Steel food and beverage cans	-	-	Enhanced Mixed Recycling	0	0	-	-
Glass food/beverage containers	303	159	Enhanced Mixed Recycling	0	0	16	58%
Coffee cup lid	1,403	824	Enhanced Mixed Recycling	0	0	82	65%
#1 PET bottles	4,478	2,853	Enhanced Mixed Recycling	0	0	285	70%
Plastic containers #1 to #7	205	117	Enhanced Mixed Recycling	0	0	12	63%
Aluminum foil ("clean")	2,583	1,036	Enhanced Mixed Recycling	0	0	104	44%
Recycling: Other	-	-	Enhanced Mixed Recycling	0	0	0	-
Avoidable food waste	3,024	2,227	Enhanced Organic Recovery	0	0	891	100%

Post-consumer food waste	11,452	7,522	Enhanced Organic Recovery	0	0	3,009	92%
Coffee grounds	-	-	Enhanced Organic Recovery	0	0	0	-
Napkins/towelling (food related)	6,787	2,356	Enhanced Organic Recovery	0	0	943	49%
Tissue/towelling (washroom related)	993	993	Enhanced Organic Recovery	0	0	-	100%
Paper coffee cups	2,046	1,018	Coffee Cup Management	0	0	407	70%
Paper plates	32	32	Enhanced Organic Recovery	0	0	-	100%
Compostable food container	126	126	Enhanced Organic Recovery	0	0	-	100%
Liquid - food/beverage	6,648	4,077	Reducing Liquid in Containers	0	0	1,223	80%
Liquid - other (non food/beverage)	-	-	Reducing Liquid in Containers	0	0	-	
Organics - other	-	-	Enhanced Organic Recovery	0	0	-	
Plastic Bags	1,090	445					

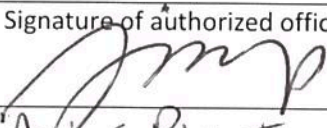
Plastic Film	3,613	328					
Wax Paper	1,944	841					
Styrofoam Containers	15	15					
Pop cup with wax coating	879	256					
Thai Food Containers, wax soup cups	809	404					
Plastic Cutlery	225	42					
Straws, coffee stir sticks, chopsticks	148	57					
Coffee cup with lid	6,490	2,905					
Coffee cup with sleeve	74	-	Coffee Cup Management				
Coffee cup with lid and sleeve	298	97	Coffee Cup Management				
Tissue/towelling (cleaning related)	5	5					
Tapes	-	-					
Other: condiments, gum pack, etc.	2,434	574					

Other, e.g. Ear plugs, wiring	-	-					100%
Various e-waste items	437	437					100%
Batteries							
Wood waste							
Metal							
Shredded paper	3,977	3,977					100%
Wood pallets	500	500					100%
Textile							
Other non-recyclable material	-	-					
Facility-wide Total	80,314	45,974				7,856	67%

* 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:  André Plante	Title: <i>Assoc. V-P Corporate Planning, Facilities Sustainability</i>	Date: <i>6 Sept 2017</i>