

**Sheridan College Institute of Technology and Advanced Learning
Trafalgar Campus &
Davis Campus**

**2016 Solid Non-Hazardous Waste Audit
Ontario Regulation 102/94**

Prepared by

**Office for Sustainability
Sheridan College**



1. Introduction

In compliance with Ontario Regulation 102/94, this solid, non-hazardous waste audit was conducted for the Trafalgar campus of Sheridan College Institute of Technology and Advanced Learning on April 12, 2016. The audit was planned and carried out by the Office for Sustainability (OfS) with the support from Facilities Services.

Among the four campuses, including Trafalgar, Davis, Hazel McCallion (HMC), and Skills Training Centre (STC), Trafalgar is the largest one by footage (approx. 1,055,000 sq ft) and the second largest by student population. Davis campus is the second largest campus by footage and the largest campus by number of students. Each campus include functional areas such as classrooms, offices, hallways, washrooms, etc. The same waste disposal and recycling practice is implemented across all campuses. Zero Waste (ZW) stations have been installed with each providing a set of three bins, labelled as Organics, Mixed Recycling and Landfill, placed in hallways at high traffic areas, such as building entrances, stairwells, outside washrooms and classrooms. They are also available in office common areas. Waste from different areas of the campus is collected and stored in separate collection containers, and different types of waste are picked up regularly by the College's waste hauler Waste Management and sent to off-site locations for processing, recycling and disposal.

Each of the three campuses, Trafalgar, Davis and HMC, has a cafeteria and at least a café on site. STC does not have any food services on site but fast-food restaurants and a coffee shop are located beside the campus. The types of waste and recyclable items collected in all campuses were expected to be similar. The results of the waste audit at the Trafalgar campus have not only helped us understand and assess Trafalgar's status in waste generation and recycling, but also represented to a large extent the status of the Davis campus, and the other two campuses.

At the time of the 2016 audit, the Trafalgar and Davis campuses had implemented the following collection programs and/or events:

1. Mixed recycling (includes glass, metal, paper, plastic)
2. Organics
3. Waste to landfill
4. Bulk Old Corrugated Cardboard (OCC) recycling
5. Wood recycling (Trafalgar only)
6. Metal recycling
7. Shredded paper
8. E-waste campus program & E-waste community event (combined in this report)
9. Clothes reuse event

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

- Aluminum food or beverage cans
- Cardboard
- Fine paper
- Glass bottles, jars & food/beverage
- Newsprint

- Steel food & beverage cans
- Polyethylene terephthalate (PET)

In this report, “waste” is a general term used to refer to the material that no longer has value to the owner, whether it is an individual or the College.

At Sheridan, the coffee cup is collected through the Zero Waste “organic” stream or the Green bin in the Zero Waste station. All the Green bin materials including food waste and napkin & paper towel is sent to a waste to energy plant where the materials are converted to electricity and fertilizers through an anaerobic digestion process.

1.1 Purpose

This waste audit conducted for the Trafalgar campus was designed to achieve the following objectives:

- Calculate current diversion rates for recycled, organic and reused materials to determine the effectiveness of diversion programs.
- Identify opportunities for improvement and expansion to diversion programs.
- Develop a waste reduction work plan that identifies policies, practices and targets and goals for new and developing waste reduction programs.
- Complete and document the audit according to Ontario Regulation 102/94 under the Environmental Protection Act.

The body of this report presents the findings of the audit at the Trafalgar campus and the appendix include the Ministry of Environment Reports of a Waste Audit and Waste Reduction Workplan for both the Trafalgar and Davis campuses.

1.2 Scope

Ten areas at the Trafalgar campus were selected for their variety of functions. These areas include features such as hallways, offices, cafeteria, gym and special classrooms. The results of the waste audit conducted in these ten areas would well represent the waste generation for the whole Trafalgar campus.

The two Residence buildings at Trafalgar were not covered in the waste audit. The three-bin system (Organics, Mixed Recycling, Landfill) has been adopted in all the apartments to replace the two-bin system. Waste collection and storage bins were available at each building for Landfill and Mixed Recycling waste.

2. Waste Audit Results

2.1 Methodology

Prior to the April 12 audit, two planning meetings were held, one with the Facilities Operation Manager on the waste audit process and site set up, and the other with the Supervisor of the cleaning staff regarding the support for waste collection and disposal.

Two data sets were used to calculate the annual waste generation rates of specific waste materials at the Trafalgar campus. The first set was the 2015 annual weight information for the individual collection streams which was obtained from the service providers. The second data set was generated from the waste samples collected from a 24 hour accumulation of material in the Zero Waste (ZW) bins at the Trafalgar campus on April 11, 2016.

The 2015 information of the single-material streams listed below was provided by the service providers and it was not audited. It was assumed that there was not any contamination caused by other materials.

1. Bulk Old Corrugated Cardboard (OCC) Recycling
2. Wood Recycling (Trafalgar only)
3. Metal Recycling (Trafalgar only)
4. Shredded Paper
5. E-Waste Campus Program & E-Waste Day Event (combined in this report)
6. Clothes Reuse Event

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

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



These material streams were “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 2015 annual weight information by the three ZW streams provided by the service provider Waste Management. We then were able to determine contamination levels and identify specific materials that were being improperly placed in these “mixed” waste streams.

The waste audit team was made up of 7 people, including three Office for Sustainability staff members, two Co-op students and two Green Team staff volunteers. The audit was completed in nine hours on April 12.

The team was divided into two smaller groups to sort, weigh and record the waste generated over a 24-hour sample accumulation period. To understand the waste diversion at specific areas within the campus, the 10 areas of the Trafalgar campus below were selected for collecting waste samples:

- A Wing ground floor – main hallway
- A Wing 3rd floor – studios (special classrooms)

- B Wing ground floor – main hallway
- B Wing 2nd floor – office locations
- B Wing 3rd floor – hallway outside classrooms
- Cafeteria – patron seating area
- Cafeteria – behind the counter area
- C Wing ground floor – Learning Commons
- C Wing 2nd floor – FAAD special classrooms
- Athletic Centre – common areas (hallways, gym)

The day prior to the waste audit day, the cleaning staff collected the bags of waste from the waste bins in these areas to the Grounds Shed where the bags were audited. The bags from the 10 areas were identified for the three Zero Waste streams (Mixed Recycling, Organics and Landfill) by the bag colour. All the bags were marked with different colored tags. They were sorted by generation area and Zero Waste bin type (organics, recycling, landfill), and further sorted by specific waste category (Appendix I). Two digital weighing scales were used for all measurements with one of them providing readings to the nearest one thousandth decimal. All recyclable material and organic material removed from the waste were discarded in appropriate recycling containers to divert from landfills.

At the Trafalgar campus, a total of 98 kilograms of waste were collected and audited. The material breakdown data collected from the waste audit at the Trafalgar campus was used in conjunction with the 2015 annual waste generation data provided by Waste Management for Trafalgar.

The same calculation method was used for the Davis campus. This is because of the similarity of the Trafalgar and Davis campuses. They have similar campus sizes, similar functional areas (including hallways, offices, special classrooms, etc), and the same ZW bin program in place. As well, the community members, including students, faculty and staff show similar waste generation and disposal behaviour. Therefore, the 2016 Davis campus waste audit reported in the appendix is an amalgamation of 2015 weight-based information by stream for the Davis campus and the relative proportion by weight of the mixed waste ZW stream from the Trafalgar campus 2015 audit. Beyond the reporting of waste diversion at Davis 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 Trafalgar 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.

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

Annual Diversion Rate = (Total Organics + Total Recycled + Total Reused) / (Total Organics + Total Recycled + Total Reused + Total Landfilled) x 100%

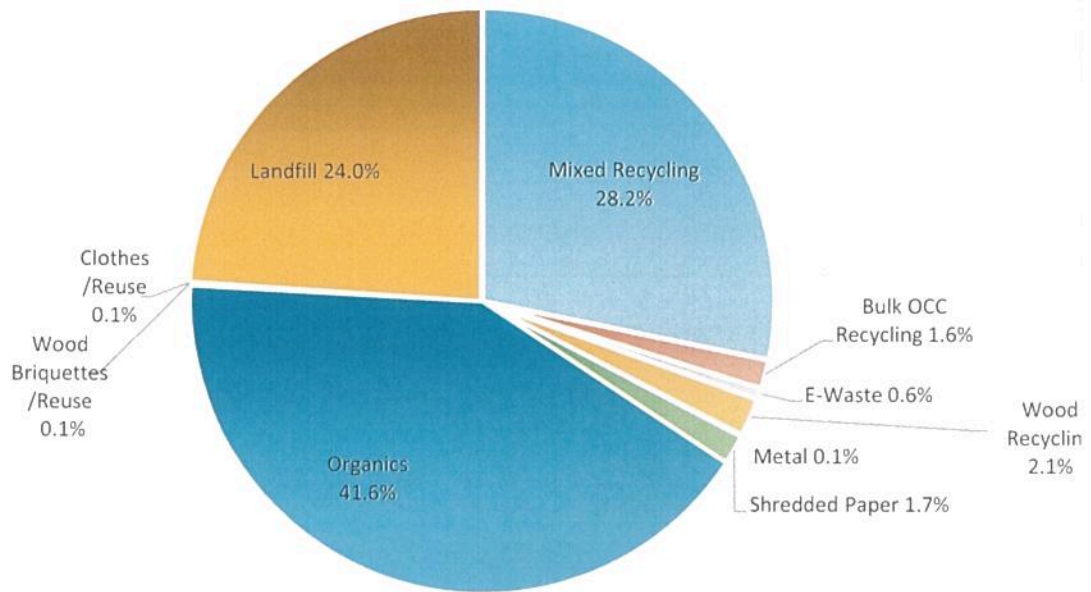
2.2 Results

Trafalgar Campus: Waste Generation & Diversion

Analysis of all the specific waste streams removed from the Trafalgar campus in 2016 reveals that the campus could potentially achieve a waste diversion rate of 76% through the existing diversion programs. The table below shows the weight of the specific waste streams being disposed at the campus in 2016 grouped by existing diversion, reuse and waste to landfill programs. This figure represents the Trafalgar campus's potential for waste diversion using existing programs and assumes a 100% capture rate for all programs.

Material Stream	Waste Generation (kg)	Waste Generation (%)
Mixed Recycling	203,285	28.2%
Bulk OCC Recycling	11,410	1.6%
E-Waste Recycling	4,447	0.6%
Wood Recycling	15,130	2.1%
Metal	770	0.1%
Shredded Paper	11,932	1.7%
Subtotal recycling	246,973	34.3%
Organics	299,609	41.6%
Subtotal organics	299,609	41.6%
Clothes/Reuse	595	0.1%
Wood Briquettes/Reuse	700	0.1%
Subtotal reuse	1,295	0.2%
Materials divertible	547,878	76.0%
Landfill	172,687	24.0%
Campus-Wide	720,565	100.0%

Trafalgar Campus - 2016 Material Generation

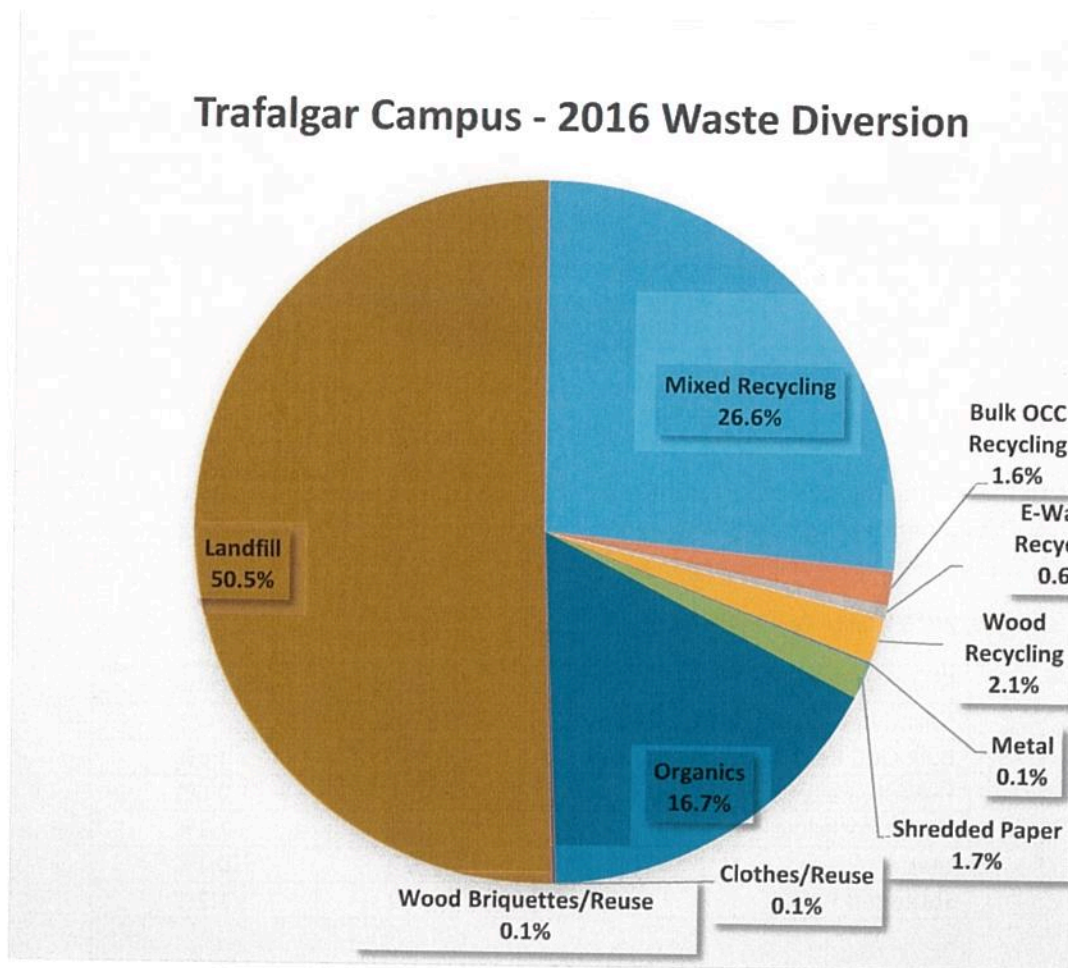


According to the waste diversion report from Waste Management, the diversion rate of the Trafalgar campus for 2015, i.e. the amount of Organics and Mixed Recycling waste diverted from landfills relative to the amount of all waste, was 48.2%. Below was diversion rate calculated for 2016.

Trafalgar Campus 2016 Waste Diversion

Material Stream	Diverted (kg/a)	Diverted %
Mixed Recycling	191,370	26.6%
Bulk OCC Recycling	11,410	1.6%
E-Waste Recycling	4,358	0.6%
Wood Recycling	15,130	2.1%
Metal	770	0.1%
Shredded Paper	11,932	1.7%
Subtotal for Mixed Recycling Waste	234,970	32.6%
Organics	120,340	16.7%
Subtotal for Organics waste	120,340	16.7%
Clothes/Reuse	595	0.1%
Wood Briquettes/Reuse	700	0.1%

Subtotal for Reuse	1,295	0.2%
Total Materials Diverted	356,605	49.5%
Landfill	363,960	50.5% (not diverted)
Total Material	720,565	100%

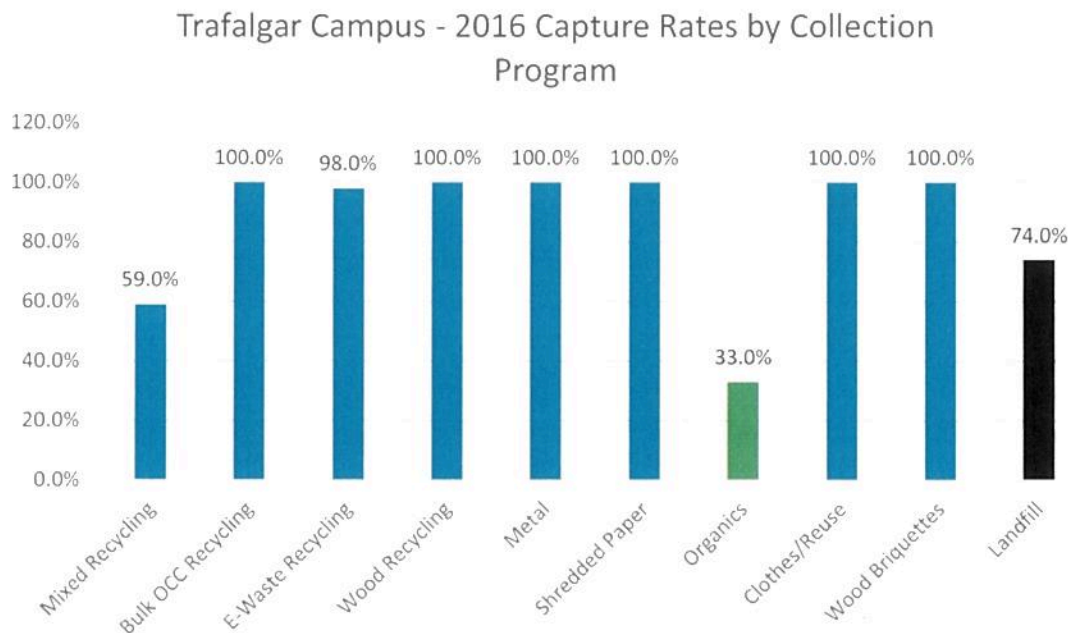


Trafalgar Campus: Capture Rates

Trafalgar campus diverted different materials from landfills. The graph below shows the capture rates by the individual collection 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 three 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 recycling 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)
- Wood briquettes: (Total weight of all wood briquettes captured by the total amount program) divided by (the total of all wood briquettes captured by wood briquette reuse program)
- Landfill waste: (Total weight of all landfill waste captured by the ZW Landfill stream exclusive of organics and mixed recycling materials) divided by (the total of all landfill waste captured in all three ZW streams)

The bulk OCC, wood, metal and a few other programs have a 100% capture rate; while the organics is at 33% and mixed recycling at 59%.



Trafalgar Campus: Top ten waste items by weight found in the waste bins

From analyzing the waste samples collected, the top ten waste items below represented 66.4% of all the waste generated on campus. The total amount of food waste (avoidable and post-consumer) represented 28% of all the waste generated on campus.

Specific Waste Category	Acceptable in WM Program	Annual (kg)	%	Rank
Avoidable food waste	Organics	109,460	15.2%	1
Post-consumer food waste	Organics	91,679	12.7%	2
Other: condiments, gum pack, etc	Landfill	50,826	7.1%	3
Plastic containers #1 to #7	Mixed Recycling	43,253	6.0%	4
Mixed fine paper	Mixed Recycling	41,197	5.7%	5
Liquid - food/beverage	Organics	36,324	5.0%	6
Napkins/towelling (food related)	Organics	34,158	4.7%	7
Plastic Bags	Landfill	25,355	3.5%	8
Glass food/beverage containers	Mixed Recycling	23,197	3.2%	9
Wax Paper	Landfill	23,098	3.2%	10

Trafalgar Campus: Mixed Recycling Composition

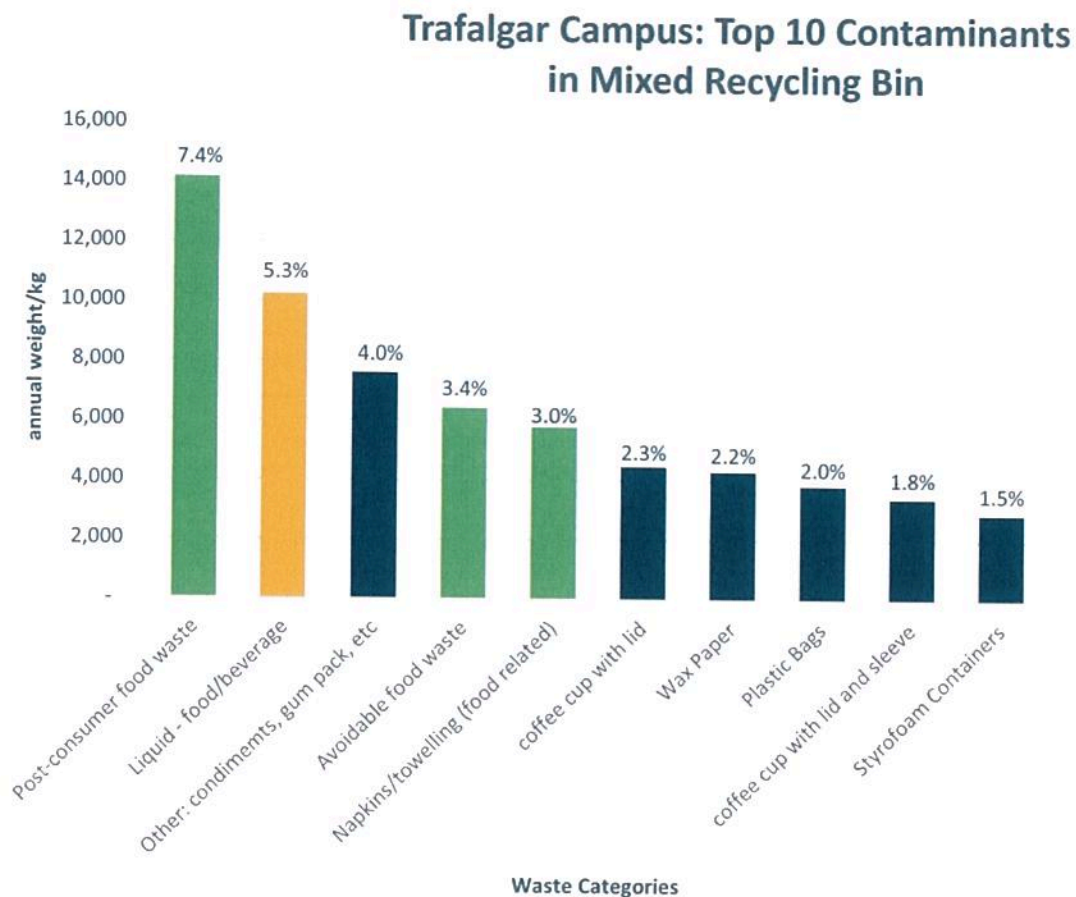
The top 10 most common waste items disposed in the ZW mixed recycling bin at Trafalgar are presented in the figure below.

Specific Waste Category	Acceptable in WM Program	Mixed Recycling Stream Annual (kg)	Composition %
Mixed fine paper	Mixed Recycling	26,754	14.0%
Glass food/beverage containers	Mixed Recycling	22,431	11.7%
Plastic containers #1 to #7	Mixed Recycling	16,904	8.8%

Post-consumer food waste	Organics	14,160	7.4%
#1 PET bottles	Mixed Recycling	10,281	5.4%
Liquid - food/beverage	Organics	10,230	5.3%
Magazines	Mixed Recycling	9,666	5.1%
Box Board, e.g. cereal box	Mixed Recycling	8,512	4.4%
Cardboard, e.g. office move	Mixed & OCC Recycling	7,625	4.0%
Other: condiments, gum pack, etc	Landfill	7,581	4.0%

Below are the table and graph showing the top 10 most common contaminants disposed in the ZW mixed recycling bin at Trafalgar.

Specific Waste Category	Acceptable in WM Program	Mixed Recycling Stream Annual (kg)	Composition %
Post-consumer food waste	Organics	14,160	7.4%
Liquid - food/beverage	Organics	10,230	5.3%
Other: condiments, gum pack, etc.	Landfill	7,581	4.0%
Avoidable food waste	Organics	6,414	3.4%
Napkins/towelling (food related)	Organics	5,774	3.0%
coffee cup with lid	Landfill	4,456	2.3%
Wax Paper	Landfill	4,291	2.2%
Plastic Bags	Landfill	3,816	2.0%
coffee cup with lid and sleeve	Landfill	3,397	1.8%
Styrofoam Containers	Landfill	2,884	1.5%



A graph showing the top 10 contaminants (Percentage by weight) in the Mixed Recycling waste bin at the Trafalgar campus

The waste categories are colour coded: green represents the waste categories that belong in the ZW Organic bin; black represents the categories that belong in the ZW landfill bin; and yellow stands for the waste category, liquid - food and beverage, which is acceptable in the Organic stream but is recommended to be disposed of through the sink drainage.

Trafalgar Campus: Organics Composition

The top 10 most common items disposed in the ZW Organics bin at Trafalgar are presented in the figure below.

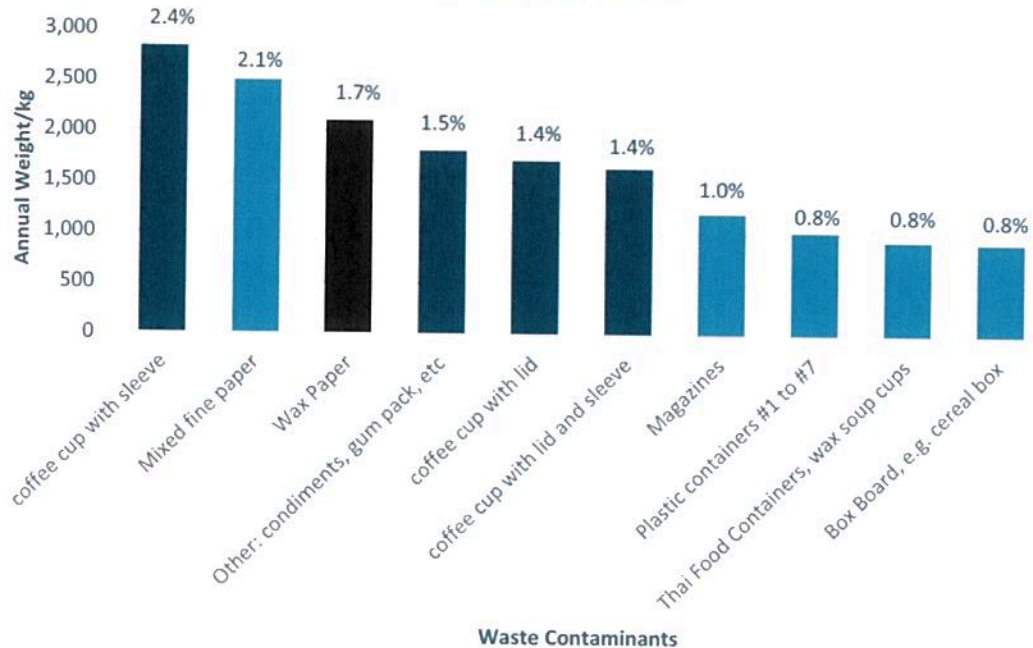
Specific Waste Category	Acceptable in WM Program	Organics Annual (kg)	Composition % by Weight
Post-consumer food waste	Organics	69,241	57.5%

Napkins/towelling (food related)	Organics	9,574	8.0%
Avoidable food waste	Organics	8,010	6.7%
Paper coffee cups	Organics	4,010	3.3%
Coffee grounds	Organics	3,340	2.8%
coffee cup with sleeve	Landfill	2,833	2.4%
Mixed fine paper	Mixed Recycling	2,497	2.1%
Wax Paper	Landfill	2,106	1.7%
Liquid - food/beverage	Organics	1,926	1.6%
Other: condiments, gum pack, etc	Landfill	1,815	1.5%

Below is the table and graph showing the top 10 most common contaminants disposed in the ZW Organics bin at Trafalgar.

Specific Waste Category	Acceptable in WM Program	Organics Annual (kg)	Composition %
coffee cup with sleeve	Landfill	2,833	2.4%
Mixed fine paper	Mixed Recycling	2,497	2.1%
Wax Paper	Landfill	2,106	1.7%
Other: condiments, gum pack, etc	Landfill	1,815	1.5%
coffee cup with lid	Landfill	1,718	1.4%
coffee cup with lid and sleeve	Landfill	1,648	1.4%
Magazines	Mixed Recycling	1,205	1.0%
Plastic containers #1 to #7	Mixed Recycling	1,022	0.8%
Thai Food Containers, wax soup cups	Landfill	936	0.8%
Box Board, e.g. cereal box	Mixed Recycling	920	0.8%

Trafalgar Campus: Top 10 Contaminants in ZW Organics Bin



Note: the total of coffee cup with sleeve, coffee cup with lid, and coffee cup with both the sleeve and lid amounts to 5.2% (by weight)

Trafalgar campus: Landfill Composition and Waste Contamination

The top 10 most common waste items disposed in the ZW Landfill bin at Trafalgar are presented in the table below. The specific waste categories are colour coded: green represents the waste categories that belong in the ZW Organic bin; and black represents the categories that belong in the ZW landfill bin.

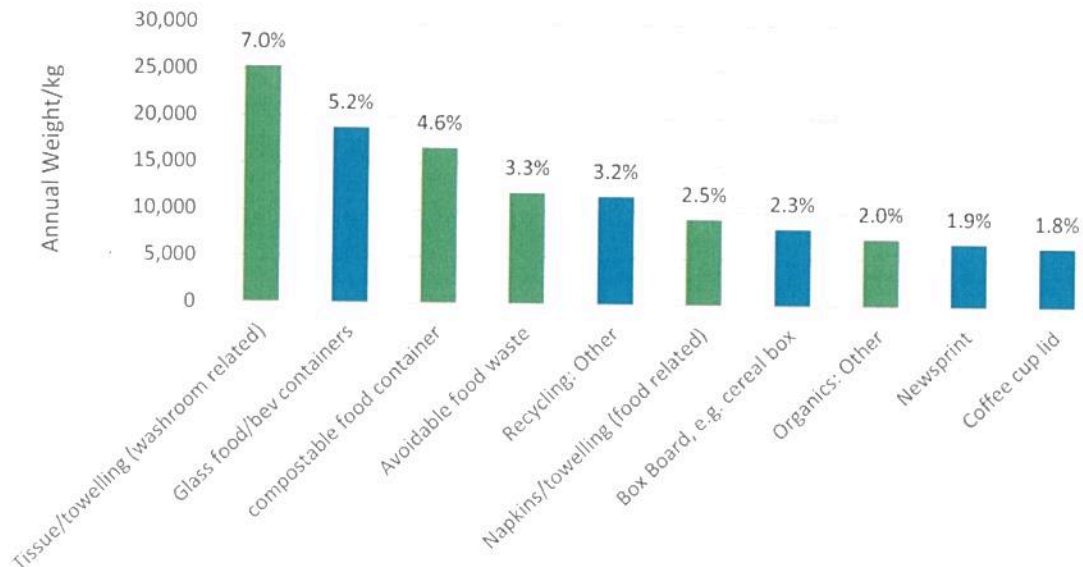
Specific Waste Category	Acceptable in WM Program	Landfill Annual (kg)	Composition % by Weight
Thai Food Containers, wax soup cups	Landfill	95,035	26.1%
Tapes	Landfill	41,431	11.4%
Tissue/towelling (washroom related)	Organics	25,327	7.0%
Pop Cup w Wax Coating	Landfill	24,168	6.6%
Plastic cutlery	Landfill	21,193	5.8%

Glass food/beverage containers	Mixed Recycling	18,810	5.2%
compostable food container	Organics	16,701	4.6%
Plastic Bags	Landfill	12,962	3.6%
Avoidable food waste	Organics	11,947	3.3%
Recycling: Other	Mixed Recycling	11,612	3.2%

Below are the table and graph showing the top 10 most common contaminants disposed in the ZW Landfill bin at Trafalgar.

Specific Waste Category	Acceptable in WM Program	Landfill Annual (kg)	Composition % by Weight
Tissue/towelling (washroom related)	Organics	25,327	7.0%
Glass food/beverage containers	Mixed Recycling	18,810	5.2%
compostable food container	Organics	16,701	4.6%
Avoidable food waste	Organics	11,947	3.3%
Recycling: Other	Mixed Recycling	11,612	3.2%
Napkins/towelling (food related)	Organics	9,235	2.5%
Box Board, e.g. cereal box	Mixed Recycling	8,279	2.3%
Other	Organics	7,264	2.0%
Newsprint	Mixed Recycling	6,810	1.9%
Coffee cup lid	Mixed Recycling	6,415	1.8%

Trafalgar Campus: Top 10 Contaminants in ZW Landfill Bin



Diversion Rates and Contamination of the Zero Waste Bins by Area

Wing/Building	Area	Diversion Rate	Contamination Rate in Mixed Recycling Bin	Contamination Rate in Organics Bin	Contamination Rate in Landfill Bin
A Wing	G/FI Hallways	61%	28%	41%	68%
	3/FI Studios	78%	41%	4%	73%
B Wing	G/FI Hallways	74%	37%	34%	75%
	2/FI Offices	79%	36%	9%	77%
	3/FI Hallways (o/s classrooms)	73%	30%	52%	89%
Cafeteria	Patron seating area	90%	65%	21%	69%
	Behind the counter	31%	35%	N/A	56%
C Wing	G/FI Learning Commons	79%	51%	33%	60%
	2/FI FAAD Classrooms	73%	0%	13%	45%
Athletic Centre	Common areas (hallways and gym)	79%	71%	N/A	73%

3 Main findings & Recommendations

3.1 Waste reduction

Among the different specific waste items produced on campus, avoidable food waste ranked at the top with a total amount of 109,480 kg (15.2%). This amount came from the food that was left unfinished and disposed. Efforts can be made to reduce this amount by increasing the awareness of the food waste problem and taking actions to address it.

Plastic bags ranked eighth on the list of the top 10 waste items and it accounted for 25,355 kg (3.5%). The use of plastic bags in Food Services outlets such as Subway Sandwiches can be reduced through training the employees to check with customers for the need.

Water bottles (#1 PET) were among the top 10 most common items found in the Mixed Recycling bin. An amount of 14,525 kg (2%) was produced and it could be reduced by further promoting the bottle-filling stations across campus. The Mission Zero volunteer team supported the water bottle campaign at the outreach booths in the fall of 2015.

Paper towel accounted for 8,499 kg (1.2%) of the total amount of waste produced. The College should continue its efforts in phasing out of the paper towel dispensers in the washrooms and replacing them with high efficiency hand-dryers.

3.2 Waste diversion

Based on the waste audit results, 76% of all the waste generated could be diverted from landfills. The rate of overall waste diversion was 49.5%. In other words, an additional 26.5% of waste could potentially be diverted from landfill. More organic materials could have been converted to electricity through an anaerobic digestion process at the Waste Management organic processing sites. More recyclable waste could also be recovered for recycling to make other products. There is no data on how surplus furniture is being diverted. It would be helpful to establish a procedure to track for diversion.

3.3 Organic Waste in the Zero Waste program

A total of 120.3 tons of waste materials were captured in the Zero Waste organics bin or the Green bin. This represented only 33% of the total organic materials generated on campus. In other words, two thirds of the organic waste were disposed in the other two streams.

Among the materials collected through the ZW Green bin, the four major types of waste items listed below accounted for 77.1% of all the waste collected in the Green bin:

post-consumer food waste - 69.2 tons or 57.5% of the total waste

napkin and towels (food related) - 9.6 tons or 8%
avoidable food waste - 8 tons or 6.7 %
coffee cups - 4 tons or 3.3% (non-compostable)

It should be noted that the paper coffee cup is acceptable in the campus' Zero Waste organic stream. The total amount of compostable waste generated on campus (coffee cups excluded) was 284.5 tons. With a capture rate of 33%, 93.9 tons of compostable waste could be collected through the organic stream.

Promotional messages should focus on waste reduction and correct waste sorting. Collaboration initiatives can be made with the Cafeteria to improve food quality and to encourage customers to order the right amount of food. Various ways of promotion can be used, for example, new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges.

3.4 Waste Contamination

Wrong types of waste items were found in all three Zero Waste streams across the campus. The most common contamination items in the ZW organic bins include the coffee cup with the sleeve (2.8 tons or 2.4%), mixed fine paper (2.5 tons or 2.1%), wax paper, condiments and gum packs. In particular, the coffee cup with the lid and the sleeve were in fact the key contaminants in all three bins. The problem can be reduced by encouraging more people to bring their own coffee mugs. This will also reduce the amount of liquid left in any waste bins. Another way to address the coffee cup sorting is to install a single stream bin located at busy areas around the Cafeteria and Tim Hortons.

Waste bin contamination was common in all five areas. Overall, the Landfill waste bins had the highest levels of contamination rates followed by the Mixed Recycling stream. Among the five areas being audited, the classrooms on the B wing 3rd floor had the highest contamination rates in the Organics stream (52%) and the Landfill stream (89%), and the Cafeteria patron seating area had the highest contamination rate in its Mixed Recycling stream (65%).

In the Mixed Recycling stream, the most common contaminants included post-consumer food waste (7.4%), liquid in food and beverage (5.3%), and others, e.g. condiments and gum packs (4%). For the Organics stream, the most common contaminants were: coffee cup with sleeve (2.4%), mixed fine paper (2.1%), and wax paper (1.7%). For the Landfill stream, the most common contaminants were: tissue and toweling (washroom related) (7%); glass food/beverage related (5.2%) and compostable food containers (4.6%).

The most common waste items found in both the ZW Mixed Recycling (Blue) bin and Landfill (black) bin were food waste (including post-consumer and avoidable), 20.5 tons or 10.7% in the Blue bin, and 95 tons of avoidable food waste or 26% in the Black bin. Liquid accounted for 10 tons or 5.3% of total weight in the ZW Blue bin and 24 tons or 6.6% of total weight in the ZW Black bin. Promotion and education programs should be designed to target at the most common contamination items mentioned in the three waste streams above.

Appendix I – Specific Waste Categories and Waste Audit Data (Trafalgar Campus)

		Recycling	Organics	Waste	Recycling	Organics	Waste	Recycling	Organics	Waste
Specific Waste Category	Acceptable in WM Program	Sample (kg)	Sample (kg)	Sample (kg)	Percent by Weight	Percent by Weight	Percent by Weight	Annual (kg)	Annual (kg)	Annual (kg)
Cardboard, e.g. office move	Mixed & OCC Recycling	1.203	0.033	0.070	4.0%	0.1%	0.2%	7624.88	105.77	836.26
Box Board, e.g. cereal box	Recycling	1.343	0.287	0.773	4.4%	0.8%	2.5%	8512.23	919.92	9234.74
Mixed fine paper	Recycling	4.221	0.779	1.000	14.0%	2.1%	3.3%	26753.64	2496.93	11946.63
Newsprint	Recycling	0.545	0.181	0.000	1.8%	0.5%	0.0%	3454.33	580.16	0.00
Magazines	Recycling	1.525	0.376	0.034	5.1%	1.0%	0.1%	9665.79	1205.19	406.19
brown bag	Recycling	0.723	0.245	0.539	2.4%	0.7%	1.8%	4582.54	785.30	6439.23
Milk/juice cartons	Recycling	0.665	0.011	0.153	2.2%	0.0%	0.5%	4214.92	35.26	1827.83
Aluminium food and beverage cans	Recycling	0.339	0.120	0.229	1.1%	0.3%	0.8%	2148.66	384.64	2735.78
Steel food and beverage cans	Recycling	0.157	0.020	0.301	0.5%	0.1%	1.0%	995.10	64.11	3595.94
Glass food/bev containers	Recycling	3.539	0.239	0.000	11.7%	0.6%	0.0%	22430.98	766.07	0.00
Coffee cup lid	Recycling	0.242	0.038	0.015	0.8%	0.1%	0.0%	1533.85	121.80	179.20
#1 PET bottles	Recycling	1.622	0.124	0.322	5.4%	0.3%	1.1%	10280.60	397.46	3846.81
Plastic containers #1 to #7	Recycling	2.667	0.319	2.120	8.8%	0.8%	7.0%	16904.04	1022.49	25326.85
Aluminium foil ("clean")	Recycling	0.016	0.000	0.293	0.1%	0.0%	1.0%	101.41	0.00	3500.36
Recycling: Other	Recycling	0.078	0.000	0.404	0.3%	0.0%	1.3%	494.38	0.00	4826.44
Avoidable food waste	Organics	1.012	2.499	7.955	3.4%	6.7%	26.1%	6414.28	8010.04	95035.43

Post-consumer food waste	Organics	2.234	21.602	0.693	7.4%	57.5%	2.3%	14159.59	69240.83	8279.01
Coffee grounds	Organics	0.000	1.042	0.000	0.0%	2.8%	0.0%	0.00	3339.92	0.00
Napkins/towelling (food related)	Organics	0.911	2.987	1.575	3.0%	8.0%	5.2%	5774.12	9574.22	18809.97
Tissue/towel ling (washroom related)	Organics	0.037	0.454	0.570	0.1%	1.2%	1.9%	234.51	1455.20	6809.58
Paper coffee cups	Organics	0.097	1.251	0.080	0.3%	3.3%	0.3%	614.81	4009.83	955.73
Paper plates	Organics	0.038	0.161	0.022	0.1%	0.4%	0.1%	240.85	516.05	262.83
compostable food container	Organics	0.380	0.055	0.186	1.3%	0.1%	0.6%	2408.53	176.29	2222.07
Liquid - food/beverage	Organics	1.614	0.601	2.023	5.3%	1.6%	6.6%	10229.89	1926.38	24168.03
Liquid - other (non food/beverage)	Organics	0.000	0.000	0.216	0.0%	0.0%	0.7%	0.00	0.00	2580.47
Other	Organics	0.000	0.007	0.179	0.0%	0.0%	0.6%	0.00	22.44	2138.45
Plastic Bags	Landfill	0.602	0.108	1.774	2.0%	0.3%	5.8%	3815.61	346.17	21193.32
Plastic Film	Landfill	0.193	0.163	1.085	0.6%	0.4%	3.6%	1223.28	522.46	12962.09
Wax Paper	Landfill	0.677	0.657	1.398	2.2%	1.7%	4.6%	4290.98	2105.88	16701.39
Styrofoam Containers	Landfill	0.455	0.111	0.215	1.5%	0.3%	0.7%	2883.89	355.79	2568.53
Pop Cup w Wax Coating	Landfill	0.144	0.122	0.537	0.5%	0.3%	1.8%	912.70	391.05	6415.34
Thai Food Containers, wax soup cups	Landfill	0.110	0.292	0.342	0.4%	0.8%	1.1%	697.20	935.95	4085.75
Plastic Cutlery	Landfill	0.144	0.109	0.130	0.5%	0.3%	0.4%	912.70	349.38	1553.06
straws, coffee stir sticks, chopsticks	Landfill	0.067	0.051	0.148	0.2%	0.1%	0.5%	424.66	163.47	1768.10

coffee cup with lid	Landfill	0.703	0.536	0.608	2.3%	1.4%	2.0%	4455.77	1718.04	7263.55
coffee cup with sleeve	Landfill	0.131	0.884	0.037	0.4%	2.4%	0.1%	830.31	2833.48	442.03
coffee cup with lid and sleeve	Landfill	0.536	0.514	0.972	1.8%	1.4%	3.2%	3397.29	1647.52	11612.12
Tissue/towel ling (cleaning related)	Landfill	0.000	0.000	0.000	0.0%	0.0%	0.0%	0.00	0.00	0.00
Tapes	Landfill	0.013	0.000	0.000	0.0%	0.0%	0.0%	82.40	0.00	0.00
Other: condiments, gum pack, etc	Landfill	1.196	0.566	3.468	4.0%	1.5%	11.4%	7580.52	1814.52	41430.91
Other, e.g. Ear plugs, wiring	E-waste	0.014	0.000	0.000	0.0%	0.0%	0.0%	88.74	0.00	0.00
Total		30.193	37.544	30.466	100.0%	100.0%	100.0%	91,370	120,340	363,960

Appendix II - Waste Generated Ranked by Weight

The following waste categories were generated on campus and are listed according to their weight with the heaviest one on the top and the lightest one at the bottom as below. "O" stands for organics waste, "R" stands for mixed recycling waste and "L" stands for landfill waste.

MATERIAL STREAM:	In all streams	
Specific Waste Category	Annual (kg)	%
Avoidable food waste (O)	109,460	15.2%
Post-consumer food waste (O)	91,679	12.7%
Other: condiments, gum pack, etc (L)	50,826	7.1%
Plastic containers #1 to #7 (R)	43,253	6.0%
Mixed fine paper (R)	41,197	5.7%
Liquid - food/beverage (O)	36,324	5.0%
Napkins/towelling (food related) (O)	34,158	4.7%
Plastic Bags (L)	25,355	3.5%
Glass food/beverage containers (R)	23,197	3.2%
Wax Paper (L)	23,098	3.2%
Cardboard, e.g. office move (L)	19,977	2.8%
Box Board, e.g. cereal box (R)	18,667	2.6%
coffee cup with lid and sleeve (L)	16,657	2.3%
Wood waste (R)	15,130	2.1%
Plastic Film (L)	14,708	2.0%
#1 PET bottles (R)	14,525	2.0%
coffee cup with lid (L)	13,437	1.9%
Shredded paper (R)	11,932	1.7%
brown bag (R)	11,807	1.6%
Magazines (R)	11,277	1.6%
Tissue/towelling (washroom related) (O)	8,499	1.2%
Pop Cup w Wax Coating (L)	7,719	1.1%
Milk/juice cartons (R)	6,078	0.8%
Styrofoam Containers (L)	5,808	0.8%
Thai Food Containers, wax soup cups (L)	5,719	0.8%

Paper coffee cups (O)	5,580	0.8%
Recycling: Other (R)	5,321	0.7%
Aluminium food and beverage cans (R)	5,269	0.7%
compostable food container (O)	4,807	0.7%
Steel food and beverage cans (R)	4,655	0.6%
E-waste program and event (R)	4,250	0.6%
coffee cup with sleeve (L)	4,106	0.6%
Newsprint (R)	4,034	0.6%
Aluminium foil (R)	3,602	0.5%
Coffee grounds (O)	3,340	0.5%
Plastic Cutlery (L)	2,815	0.4%
Liquid - other (non food/beverage) (O)	2,580	0.4%
straws, coffee stir sticks, chopsticks (L)	2,356	0.3%
Other organic items (O)	2,161	0.3%
Coffee cup lid (R)	1,835	0.3%
Paper plates (O)	1,020	0.1%
Metal (R)	770	0.1%
Wood briquettes (R)	700	0.1%
Textile (L)	595	0.1%
Batteries (R)	108	0.0%
Other, e.g. Ear plugs, wiring (L)	89	0.0%
Tapes (L)	82	0.0%
Tissue/towelling (cleaning related) (O)	-	0.0%
Total	720,565	100.0%

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

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 (Trafalgar)

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): Trafalgar Campus of Sheridan College, 1430 Trafalgar Road		
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 (Trafalgar)

Provide a brief overview of the entity(ties):
<p>The Trafalgar campus has twenty buildings with a total floor area of approximately 1,055,000 sq. ft. This includes classrooms, studios, offices, cafeteria, washrooms, hallways, athletics centre, residences, etc. There are 1,824 employees and 8,425 students.</p> <p>Eleven of the buildings in the main campus are multi-storied including both offices and classrooms/studios. Some of the office areas include kitchettes and some only have microwave ovens on counters.</p> <p>The cafeteria is located adjacent to B wing and has a full kitchen and a sit-down area for patrons. It provides food in disposable containers with single-use cutlery, for both sit-down and take-out meals. Food services outlets include Tim Hortons and Subway Sandwich. Three other coffee outlets are located in different areas.</p> <p>This waste audit was conducted in April 2016 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 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)
9. Clothes reuse event

III. How Waste is Produced and Decisions Affecting the Production of Waste (Trafalgar)

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 pick up 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 briquettes	Saw dust from Furniture Studio is compressed as briquettes and collected for reuse as fuels for home heating
Textile	Used clothes are produced by residents during their move out in April. They are collected via Diabetes Clothesline drop boxes as donations for charities.
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 (Trafalgar)

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 be 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
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 briquettes		Saw dust from Furniture Studio is compressed as briquettes and collected for reuse as fuels for home heating
Textile		Used clothes are produced by residents during their move out in April. They are collected via Diabetes Clothesline drop boxes as donations for charities.

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 – Trafalgar (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)	27,210						10,470			11,920		
Paper products (2012 grouping)	42,690						36,320			5,330		
Corrugated cardboard	68,020	19,977		0	0		68,000	19,141		20	836	
Box Board		18,667			0			9,432			9,235	
Mixed fine paper		41,197			0			29,251			11,947	
Newsprint		4,034			0			4,034			-	
Magazines		11,277			0			10,871			406	
brown bag		11,807			-			5,368			6,439	
Milk/juice cartons		6,078			0			4,250			1,828	
Aluminum food and beverage cans		5,269			0			2,533			2,736	
Steel food and beverage cans		4,655			0			1,059			3,596	
Glass food/beverage containers		23,197			0			23,197			-	

Coffee cup lid	1,835									0					1,656				179	
#1 PET bottles	14,525									0					10,678				3,847	
Plastic containers #1 to #7	43,253									0					17,927				25,327	
Aluminum foil ("clean")	3,602									0					101				3,500	
Recycling: Other	5,321									0					494				4,826	
Avoidable food waste	109,460									0					14,424				95,035	
Post-consumer food waste	32,150	91,679							0	0				0	83,400			32,150	8,279	
Coffee grounds	3,340									0					3,340				-	
Napkins/towelling (food related)	34,158									0					15,348				18,810	
Tissue/towelling (washroom related)	4,060	8,499							0	0				160	1,690			3,910	6,810	
Paper coffee cups	5,580									0					4,625			0	956	
Paper plates	1,020									0					757			0	263	
Compostable food container	4,807									0					2,585				2,222	
Liquid - food/beverage	36,324									0					12,156				24,168	
Liquid - other (non food/beverage)	2,580									0					-				2,580	
Organics - other	2,161									0					22				2,138	

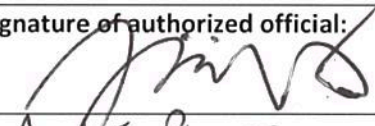
Plastic Bags	25,355					0			4,162			21,193	
Plastic Film	14,708					0			1,746			12,962	
Wax Paper	23,098					0			6,397			16,701	
Styrofoam Containers	5,808					0			3,240			2,569	
Pop cup with wax coating	7,719					0			1,304			6,415	
Thai Food Containers, wax soup cups	5,719					0			1,633			4,086	
Plastic Cutlery	2,815					0			1,262			1,553	
Straws, coffee stir sticks, chopsticks	2,356					0			588			1,768	
Coffee cup with lid	13,437					0			6,174			7,264	
Coffee cup with sleeve	4,106					0			3,664			442	
Coffee cup with lid and sleeve	16,657					0			5,045			11,612	
Tissue/towelling (cleaning related)	-					0			-			-	
Tapes	82					0			82			-	
Other: condiments, gum pack, etc.	50,826					0			9,395			41,431	
Other, e.g. Ear plugs, wiring	89					0			89			-	
Various e-waste items	4,250					0			4,250			-	

Batteries	108				0		108				0	
Wood waste	15,130				-		15,130				0	
Metal	770				-		770				0	
Shredded paper	11,932				-		11,932				0	
Wood briquettes	700				700		-				0	
Textile	595				595		-				0	
Other non-recyclable material	155,420				0		-			155,420	0	
Campus-wide total	329,550	720,565	391,015	0	1,295	1,295	355,310	240,360	208,750	363,960	155,210	
Percent change from base year (total C*100%/total A)			119%					209%			74%	
Diversion rate for current year (2016)	49.5%											

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

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

1.	<p>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>
	<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.	<p>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> <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>

<p>I hereby certify that the information provided in this Report of Waste Audit is complete and correct.</p>		
<p>Signature of authorized official:</p>  <p>André Plante</p>	<p>Title: Assoc. V-P Corporate Planning, Facilities, Sustainability</p>	<p>Date: 6 Sept 2017</p>

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

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 (Trafalgar)

<i>Name of Owner and/or Operator of Entity(ies) and Company Name:</i> Sheridan College Institute of Technology and Advanced Learning		
<i>Name of Contact Person:</i> Wai Chu Cheng	<i>Telephone #:</i> 905 845 9430	<i>Email address:</i> Waichu.cheng@sheridancollege.ca
<i>Street Address(es) of Entity(ies):</i> Trafalgar Campus of Sheridan College, 1430 Trafalgar Road		
<i>Municipality:</i> Oakville, ON Canada		
<i>Type of entity</i> Educational Institution		

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

II. Description of Entity (Trafalgar)

Provide a brief overview of the entity(ties):
<p>The Trafalgar campus has twenty buildings with a total floor area of approximately 1,055,000 sq. ft. This includes classrooms, studios, offices, cafeteria, washrooms, hallways, athletics centre, residences, etc. There are 1,824 employees and 8,425 students.</p> <p>This waste audit was conducted in April 2016 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 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. Organics3. Waste to landfill4. Bulk Old Corrugated Cardboard (OCC) recycling5. Wood recycling (Trafalgar only)6. Metal recycling7. Shredded paper8. E-Waste campus program & E-Waste day event (combined in this report)9. Clothes reuse event

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

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.
Wood briquettes	Furniture Studio will continue to give away materials to employees for reuse.
Textile	Little is disposed. Captured for donation/reuse in end of year residence clean out event.

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

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 (Trafalgar)

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 Employees regarding 3Rs program to occur in April” <u>OR</u> “3Rs Program currently in place.”
1. Enhancing organic recovery	Encouraging the emptying of food waste and napkins in the organics bin, and the disposal of the food packaging in the appropriate ZW recycling or ZW organics bin through education/signage. As well, increasing the awareness of the amount of food waste on campus and encouraging people to order the right amount of food. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. <u>Effectiveness:</u> Improve capture rate for organics by 40% Due date: 2016/2017
2. Enhancing mixed recycling recovery	Encouraging the proper disposal in mixed recycling with particular focus on capturing mixed fine paper, boxboard/cores, PET bottles and cardboard through more education/campus signage. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. <u>Effectiveness:</u> Improve capture rate for each mixed recyclable by 10% Due date: 2016/2017
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

	<p>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 the option of switching to 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.</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. Reducing liquid in Containers	<p>Encouraging the emptying of beverage containers prior to placement in mixed recycling through education/signage as well as promoting the benefits of bringing your own reusable coffee mugs and water bottles.</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 Employees, Customers, Guests and Visitors (Trafalgar)

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, new student 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 (Trafalgar)

	Estimate d 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)			Estimate d annual amount to be diverted (%)**
Waste Categories				Reduce	Reuse	Recycle	
Corrugated cardboard	19,977	19,141	Enhanced Mixed Recycling	0	0	836	100%
Box Board	18,667	9,432	Enhanced Mixed Recycling	0	0	943	56%
Mixed fine paper	41,197	29,251	Enhanced Mixed Recycling	0	0	2,925	78%
Newsprint	4,034	4,034	Enhanced Mixed Recycling	0	0	0	100%
Magazines	11,277	10,871	Enhanced Mixed Recycling	0	0	406	100%
brown bag	11,807	5,368	Enhanced Mixed Recycling	0	0	537	50%
Milk/juice cartons	6,078	4,250	Enhanced Mixed Recycling	0	0	425	77%
Aluminum food and beverage cans	5,269	2,533	Enhanced Mixed Recycling	0	0	253	53%

Steel food and beverage cans	4,655	1,059	Enhanced Mixed Recycling	0	0	106	25%
Glass food/beverage containers	23,197	23,197	Enhanced Mixed Recycling	0	0	-	100%
Coffee cup lid	1,835	1,656	Enhanced Mixed Recycling	0	0	179	100%
#1 PET bottles	14,525	10,678	Enhanced Mixed Recycling	0	0	1,068	81%
Plastic containers #1 to #7	43,253	17,927	Enhanced Mixed Recycling	0	0	1,793	46%
Aluminum foil ("clean")	3,602	101	Enhanced Mixed Recycling	0	0	10	3%
Recycling: Other	5,321	494	Enhanced Mixed Recycling	0	0	49	10%
Avoidable food waste	109,460	14,424	Enhanced Organic Recovery	0	0	5,770	18%
Post-consumer food waste	91,679	83,400	Enhanced Organic Recovery	0	0	8,279	100%
Coffee grounds	3,340	3,340	Enhanced Organic Recovery	0	0	-	100%
Napkins/towelling (food related)	34,158	15,348	Enhanced Organic Recovery	0	0	6,139	63%
Tissue/towelling (washroom related)	8,499	1,690	Enhanced Organic Recovery	0	0	676	28%
Paper coffee cups	5,580	4,625	Coffee Cup Management	0	0	956	100%

Paper plates	1,020	757	Enhanced Organic Recovery	0	0	303	100%
Compostable food container	4,807	2,585	Enhanced Organic Recovery	0	0	1,034	75%
Liquid - food/beverage	36,324	12,156	Reducing Liquid in Containers	0	0	3,647	44%
Liquid - other (non food/beverage)	2,580	-	Reducing Liquid in Containers	0	0	-	0%
Organics - other	2,161	22	Enhanced Organic Recovery	0	0	7	1%
Plastic Bags	25,355	4,162 ***					
Plastic Film	14,708	1,746 ***					
Wax Paper	23,098	6,397 ***					
Styrofoam Containers	5,808	3,240 ***					
Pop cup with wax coating	7,719	1,304 ***					
Thai Food Containers, wax soup cups	5,719	1,633 ***					
Plastic Cutlery	2,815	1,262 ***					
Straws, coffee stir sticks, chopsticks	2,356	588 ***					
Coffee cup with lid	13,437	6,174 ***					
Coffee cup with sleeve	4,106	3,664 ***	Coffee Cup Management				
Coffee cup with lid and sleeve	16,657	5,045 ***	Coffee Cup Management				
Tissue/towelling (cleaning related)	-	-					
Tapes	82	82 ***					

Other: condiments, gum pack, etc.	50,826	9,395 ***					
Other, e.g. Ear plugs, wiring	89	89 ***					100%
Various e-waste items	4,250	4,250					100%
Batteries	108	108					100%
Wood waste	15,130	15,130					100%
Metal	770	770					100%
Shredded paper	11,932	11,932					100%
Wood briquettes	700	700					100%
Textile	595	595					100%
Other non- recyclable material	-	-					
Facility-wide Total	720,565	356,605				36,341	55%

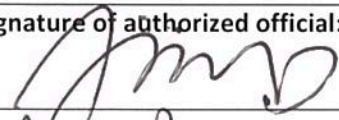
* Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

** 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 (DAVIS)

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 (Davis)

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): Davis Campus, 7899 McLaughlin Road, Brampton, Ontario L6Y 5H9		
Municipality: Brampton, ON Canada		
Type of entity Educational Institution		

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

II. Description of Entity (Davis)

Provide a brief overview of the entity(ies):
<p>Davis Campus is a college campus managed by Sheridan College in Brampton, Ontario. The campus has a total of four buildings covering 647,888 square feet. There are 12,486 students attending this campus with 1,099 staff.</p> <p>The cafeteria is located adjacent to B wing and has a full kitchen and a sit-down area in two levels for patrons. It provides food in disposable containers with single-use cutlery, for both sit-down and take-out meals. Food services outlets include Tim Hortons and Pizza Pizza. Two other coffee outlets are located in different areas.</p> <p>Because the Davis and Trafalgar 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 Trafalgar Campus was used in conjunction with the annual waste generation data provided by the service providers for Davis. In this way the 2016 Davis Campus waste audit reported here is an amalgamation of 2015 weight-based information by stream for the Davis campus and the relative proportion by weight of the mixed waste ZW stream from the Trafalgar Campus 2016 audit.</p> <p>At the time of the audit, the campus had fully implemented the following collection programs:</p>

1. Mixed recycling (includes glass, metal, paper, plastic)
2. Organics
3. Waste to landfill
4. Bulk Old Corrugated Cardboard (OCC) recycling
5. Metal recycling (data not available)
6. Shredded paper
7. E-Waste campus program & E-Waste day event (combined in this report)
8. Clothes reuse event

III. How Waste is Produced and Decisions Affecting the Production of Waste (Trafalgar)

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 briquettes	Saw dust from Furniture Studio is compressed as briquettes and collected for reuse as fuels for home heating
Textile	Used clothes are produced by residents during their move out in April. They are collected via Diabetes Clothesline drop boxes as donations for charities.
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 (Trafalgar)

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 be 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
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 briquettes		Saw dust from Furniture Studio is compressed as briquettes and collected for reuse as fuels for home heating
Textile		Used clothes are produced by residents during their move out in April. They are collected via Diabetes Clothesline drop boxes as donations for charities.

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 – Davis (2016)

Estimated amount of waste:												
Specific Waste Categories	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)	20,260						8,340			11,920		
Paper products (2012 grouping)	28,140						22,810			5,330		
Corrugated cardboard	21,970	15,586		0	0		20,400	15,206		1,570	380	
Box Board		6,903			0			2,702			4,200	
Mixed fine paper		13,633			0			8,200			5,434	
Newsprint		1,251			0			1,251			-	
Magazines		3,373			0			3,188			185	
brown bag		4,599			-			1,671			2,929	
Milk/juice cartons		1,857			0			1,025			831	
Aluminum food and beverage cans		2,040			0			796			1,244	
Steel food and beverage cans		1,919			0			284			1,636	

Glass food/beverage containers	5,887					0			5,887					-
Coffee cup lid	536					0			454				82	
#1 PET bottles	4,482					0			2,733				1,750	
Plastic containers #1 to #7	16,287					0			4,768				11,519	
Aluminum foil ("clean")	1,616					0			24				1,592	
Recycling: Other	2,312					0			117				2,195	
Avoidable food waste	50,707					0			7,482				43,225	
Post-consumer food waste	21,440	58,652			0	0	0		54,887	21,440			3,766	
Coffee grounds	2,486					0			2,486				-	
Napkins/towelling (food related)	17,049					0			8,494				8,555	
Tissue/towelling (washroom related)	1,710	4,236			0	0			1,139	1,710			3,097	
Paper coffee cups	3,565					0			3,130	0			435	
Paper plates	561					0			441	0			120	
Compostable food container	1,713					0			702				1,011	
Liquid - food/beverage	14,851					0			3,858				10,992	
Liquid - other (non food/beverage)	1,174					0			-				1,174	
Organics - other	989					0			17				973	

Plastic Bags	10,801						0		1,162				9,639	
Plastic Film	6,574						0		679				5,896	
Wax Paper	10,181						0		2,584				7,596	
Styrofoam Containers	2,117						0		948				1,168	
Pop cup with wax coating	3,425						0		507				2,918	
Thai Food Containers, wax soup cups	2,720						0		862				1,858	
Plastic Cutlery	1,183						0		476				706	
Straws, coffee stir sticks, chopsticks	1,027						0		222				804	
Coffee cup with lid	5,638						0		2,335				3,304	
Coffee cup with sleeve	2,507						0		2,306				201	
Coffee cup with lid and sleeve	7,313						0		2,031				5,282	
Tissue/towelling (cleaning related)	-						0		-				-	
Tapes	20						0		20				-	
Other: condiments, gum pack, etc.	21,991						0		3,147				18,844	
Other, e.g. Ear plugs, wiring	21						0		-				21	
Various e-waste items	1,738						0		1,738				-	
Batteries	-						0		-				-	

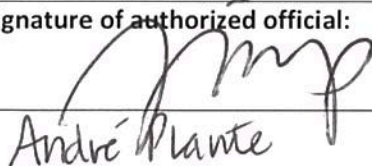
VI. Extent to Which Materials or Products Used Or Sold By the Entity Consist of Recycled or Reused Materials or Products (Davis)

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**

(DAVIS)

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 (Trafalgar)

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): Davis Campus, 7899 McLaughlin Road		
Municipality: Brampton, ON Canada		
Type of entity Educational Institution		

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

II. Description of Entity (Davis)

Provide a brief overview of the entity(ties):
<p>Davis Campus is a college campus managed by Sheridan College in Brampton, Ontario. The campus has a total of four buildings covering 647,888 square feet. There are 12,486 students attending this campus with 1,099 staff.</p> <p>The cafeteria is located adjacent to B wing and has a full kitchen and a sit-down area in two levels for patrons. It provides food in disposable containers with single-use cutlery, for both sit-down and take-out meals. Food services outlets include Tim Hortons and Pizza Pizza. Two other coffee outlets are located in different areas.</p> <p>Because the Davis and Trafalgar 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 Trafalgar Campus was used in conjunction with the annual waste generation data provided by the service providers for Davis. In this way the 2016 Davis Campus waste audit reported here is an amalgamation of 2015 weight-based information by stream for the Davis campus and the relative proportion by weight of the mixed waste ZW stream from the Trafalgar Campus 2016 audit.</p> <p>At the time of the audit, the campus had fully implemented the following collection programs:</p>

1. Mixed recycling (includes glass, metal, paper, plastic)
2. Organics
3. Waste to landfill
4. Bulk Old Corrugated Cardboard (OCC) recycling
5. Metal recycling (data not available)
6. Shredded paper
7. E-Waste campus program & E-Waste day event (combined in this report)
8. Clothes reuse event

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

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.
Metal	Most captured in metal recycling program.
Shredded paper	Most captured in shredded paper recycling program.
Wood	Most captured in wood recycling program.
Wood briquettes	Furniture Studio will continue to give away materials to employees for reuse.
Textile	Little is disposed. Captured for donation/reuse in end of year residence clean out event.

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

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 (Davis)

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 Employees regarding 3Rs program to occur in April” <u>OR</u> “3Rs Program currently in place.”
1. Enhancing organic recovery	Encouraging the emptying of food waste and napkins in the organics bin, and the disposal of the food packaging in the appropriate ZW recycling or ZW organics bin through education/signage. As well, increasing the awareness of the amount of food waste on campus and encouraging people to order the right amount of food. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. <u>Effectiveness:</u> Improve capture rate for organics by 40% Due date: 2016/2017
2. Enhancing mixed recycling recovery	Encouraging the proper disposal in mixed recycling with particular focus on capturing mixed fine paper, boxboard/cores, PET bottles and cardboard through more education/campus signage. For example, utilize new student packages, environmental and zero waste pledges, student run zero waste events and sorting challenges. <u>Effectiveness:</u> Improve capture rate for each mixed recyclable by 30% Due date: 2016/2017
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. <u>Effectiveness:</u> Improve capture rate of coffee cups in organics program by 30% Due date: 2016/2017 OR ii) Explore the option of switching to a system/supplier that accepts polycoat and non-polycoat coffee cups in whole/part with and without

	<p>lids/sleeves to streamline the diversion of these items through a single stream recycling program instead of organics program.</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. Reducing liquid in Containers	<p>Encouraging the emptying of beverage containers prior to placement in mixed recycling through education/signage as well as promoting the benefits of bringing your own reusable coffee mugs and water bottles.</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 Employees, Customers, Guests and Visitors (Davis)

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, new student 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 (Davis)

	Estimate d annual waste produce d (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	15,586	15,206	Enhanced Mixed Recycling	0	0	380	100%
Box Board	6,903	2,702	Enhanced Mixed Recycling	0	0	270	43%
Mixed fine paper	13,633	8,200	Enhanced Mixed Recycling	0	0	820	66%
Newsprint	1,251	1,251	Enhanced Mixed Recycling	0	0	0	100%
Magazines	3,373	3,188	Enhanced Mixed Recycling	0	0	185	100%
brown bag	4,599	1,671	Enhanced Mixed Recycling	0	0	167	40%

Milk/juice cartons	1,857	1,025	Enhanced Mixed Recycling	0	0	103	61%
Aluminum food and beverage cans	2,040	796	Enhanced Mixed Recycling	0	0	79.55	43%
Steel food and beverage cans	1,919	284	Enhanced Mixed Recycling	0	0	28.36	16%
Glass food/beverage containers	5,887	5,887	Enhanced Mixed Recycling	0	0	0	100%
Coffee cup lid	536	454	Enhanced Mixed Recycling	0	0	82	100%
#1 PET bottles	4,482	2,733	Enhanced Mixed Recycling	0	0	273.26	67%
Plastic containers #1 to #7	16,287	4,768	Enhanced Mixed Recycling	0	0	476.77	32%
Aluminum foil ("clean")	1,616	24	Enhanced Mixed Recycling	0	0	2.40	2%
Recycling: Other	2,312	117	Enhanced Mixed Recycling	0	0	11.72	6%
Avoidable food waste	50,707	7,482	Enhanced Organic Recovery	0	0	2,993	21%
Post-consumer food waste	58,652	54,887	Enhanced Organic Recovery	0	0	3,766	100%
Coffee grounds	2,486	2,486	Enhanced Organic Recovery	0	0	0	100%
Napkins/towelling (food related)	17,049	8,494	Enhanced Organic Recovery	0	0	3,398	70%
Tissue/towelling (washroom related)	4,236	1,139	Enhanced Organic Recovery	0	0	455	38%

Paper coffee cups	3,565	3,130	Coffee Cup Management	0	0	435	100%
Paper plates	561	441	Enhanced Organic Recovery	0	0	176	110%
Compostable food container	1,713	702	Enhanced Organic Recovery	0	0	281	57%
Liquid - food/beverage	14,851	3,858	Reducing Liquid in Containers	0	0	772	31%
Liquid - other (non food/beverage)	1,174	-	Reducing Liquid in Containers	0	0	0	0%
Organics - other	989	17	Enhanced Organic Recovery	0	0	6.68	2%
Plastic Bags	10,801	1,162 ***					
Plastic Film	6,574	679 ***					
Wax Paper	10,181	2,584 ***					
Styrofoam Containers	2,117	948 ***					
Pop cup with wax coating	3,425	507 ***					
Thai Food Containers, wax soup cups	2,720	862 ***					
Plastic Cutlery	1,183	476 ***					
Straws, coffee stir sticks, chopsticks	1,027	222 ***					
Coffee cup with lid	5,638	2,335 ***					
Coffee cup with sleeve	2,507	2,306 ***	Coffee Cup Management				
Coffee cup with lid and sleeve	7,313	2,031 ***	Coffee Cup Management				

Tissue/towelling (cleaning related)	-	-					
Tapes	20	20 ***					
Other: condiments, gum pack, etc	21,991	3,147 ***					
Other, e.g. Ear plugs, wiring	21	-					100%
Various e-waste items	1,738	1,738					100%
Batteries	-	-					100%
Wood waste	-	-					100%
Metal	-	-					100%
Shredded paper	11,818	11,818					100%
Wood briquettes	-	-					100%
Textile	101	101					100%
Other non-recyclable material	-	-					
Facility-wide Total	327,437	161,875				15,160	54%

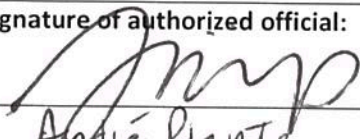
* Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

** 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