

MECP WASTE FORM: REPORT OF A WASTE AUDIT (HMC)

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

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

For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94" (revised July 2008).

I. General Information (HMC)

Name of Owner and/or Operator of Entity(ies) and Company Name: Sheridan College Institute of Technology and Advanced Learning		
Name of Contact Person: Caroline Holmes	Telephone #:	Email address: Caroline.holmes@sheridancollege.ca
Street Address(es) of Entity(ies): HMC Campus of Sheridan College		
Municipality: Mississauga, ON Canada		
Type of entity Educational Institution		

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

II. Description of Entity (HMC)

Provide a brief overview of the entity(ties):
<p>This 2022 waste audit was prepared for the HMC Campus of Sheridan College in August 2023. The campus has three buildings (A, B & C) however building C, which opened in 2022 was excluded from this audit as there is no prior data available for this building. Building C will be included in the 2023 Waste Audit. The two buildings audited in 2022 each comprised of four floors totaling more than 300,000 square feet.</p> <p>This waste audit was compiled using service data from the campus for the 2022 calendar year.</p> <p>In 2019 the Zero Waste (ZW) streams (which include mixed recycling, organics and waste-to-landfill) were audited for the purpose of identifying current diversion rates by specific waste category. A 24-hour sample of organics, mixed recycling and waste-to-landfill was sorted and weighed in each of the 8 areas audited. The specific waste material generated and disposed at this campus in the ZW program during 2022 was assumed to be unchanged from the material collected and disposed in 2019 at this same campus. The campus has the same receptacles for ZW collection and there have been no significant changes to materials generation that would impact the composition of the ZW waste streams.</p> <p>During the calendar year of 2022, the campus had fully implemented a significant number of reduction and diversion programs but, due to operational and service disruptions associated with COVID and staff changes, service data for several programs was not available for inclusion in this 2022 waste audit.</p> <p>Fully Implemented and Quantified Programs:</p> <ol style="list-style-type: none">1. ZW Mixed Recycling (includes glass, metal, paper, plastic)2. ZW Organics3. ZW Waste-to-landfill4. Battery Recycling5. Confidential Paper Shred Recycling

6. Corrugated Cardboard Recycling
7. E-Waste Recycling
8. Wood Recycling
9. Mission Zero Freeuse Pop-Up Shops: Textile/Clothing, Office Item, Household Item Reuse
10. Repair Café: Household Item Reuse (no Events held in 2022)

Fully Implemented Programs but not Quantified in 2022 Report

1. Bottle Refill Station: PET Bottle Reduction
2. HHW Recycling
3. Metal Recycling
4. Dropbox Donation: Textile/Clothing Reuse
5. PPE Collection
6. Writing Instrument Recycling: Office Supplies Recycling
7. Hygiene Waste Energy-from-Waste (EFW)

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

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.

Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
#1 PET - clear thermoform packaging	Minimal amounts generated. Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
#1 PET - other thermoform (coloured)	Minimal amounts generated. Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
#1 PET Bottles - excluding alcoholic beverage	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. ZW water bottle refill stations installed to reduce PET water bottle generation/disposal. Since COVID there has been a reduction in food services across the campus.
#2 HDPE Bottles and Jugs	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
#2 Other HDPE Containers	Minimal amounts generated on campus
#5 Other PP Containers	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
#6 PS - Expanded polystyrene	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
#6 PS - Non-expanded - all other	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
#7 Other Plastics	Minimal amounts generated on campus
Aluminum beverage - alcohol	Alcohol is not offered for sale on Campus. Minimal amounts generated on campus.
Aluminum Foil & Foil Trays	Food packaging is generated on campus in the Cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
Aluminum Food & Other Beverage Cans	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.

Aseptic Containers - (excluding alcoholic beverages)	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
Batteries	Minimal amounts generated in campus. Well captured in battery recycling program.
Boxboard / Cores	Generated all over the campus as a packaging material for food products, office products and class material supplies.
Clear Glass Other Beverage and Food	Minimal amounts generated on campus
Clothing/Textiles	Articles of clothing (lost and/or intentionally disposed) are generated on campus. Some of these items will be captured in the Mission Zero Freeuse Pop-Up Shop re-use program. In addition, staff and students are encouraged to bring clothing and household items from home for capture in the Mission Zero Freeuse Pop-Up Shop reuse program.
Coffee Grinds	Generated at coffee stations and well captured by organics program.
Coffee pods	Minimal amounts generated on campus
Confidential Paper - Paper Shred	Generated across campus in offices and captured for shredding and recycling.
Corrugated Cardboard - Bulk	Generated in receiving area through delivery. Almost all captured in bulk recycling program though service weights are not currently available.
Corrugated Cardboard - Loose	Generated across campus. Well captured in recycling programs.
Diapers	Small quantities generated on campus and disposed as waste.
Electronics	Generated throughout campus and well captured in the E-waste recycling program.
Feminine Hygiene Products	Generated across campus in washrooms. Material collected for diversion from landfill (incineration) though service weights are not currently available.
Food packaging	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
Furniture & Bulky Items	Not generated and/or disposition of this material is not tracked or quantified at this Campus.
Gable Top Containers	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
Glass - Clear Other Beverage and Food	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
Glass - Clear Alcoholic Beverage	Alcohol is not available for sale on campus. Alcoholic beverage containers brought to campus by students, visitors and others.
Kraft Paper	Paper products generated through campus activities. Most generated in printing and photocopying areas. College has

	reduced paper generation through double-sided printing/copying though this is not quantified.
Laminated Paper Packaging	Minimal amounts generated on campus
Large HDPE & PP Pails & Lids	Minimal amounts generated on campus.
LDPE/HDPE Film - Products (non-packaging)	Generated and disposed as waste and contaminating recycling on campus.
Liquids - food/beverage	Beverages are available for sale at Campus cafeteria and are brought to campus by staff/faculty and students. Some staff/students/visitors improperly dispose of unemptied beverage containers in ZW Recycling and ZW Waste to Landfill. Beverage containers must be emptied prior to disposal in ZW recycling.
Maintenance Waste	Minimal amounts generated on campus.
Metal - Bulk	Generated in receiving and maintenance areas. Captured by bulk metal recycling program though the 2022 program weight was not available for inclusion in this report.
Mixed Fine Paper	Paper products generated through campus activities. Most generated in printing and photocopying areas. College has reduced paper generation through double-sided printing/copying though this is not quantified.
Molded Pulp/Fibre	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
Napkins/Toweling (food related)	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students
Newspaper – Dailys and Weeklys	Minimal amounts generated on campus.
Office Supplies	Generated in offices and classrooms around campus. Disposed as waste though some captured in the Mission Zero Freeuse Pop-Up Shop reuse program. Used writing instruments also collected for a recycling program though this diversion program has not been quantified for inclusion in this report.
Other Metal	Minimal amounts generated on campus and suitable for inclusion in ZW recycling program.
Other Non-Recyclable Material	Minimal amounts generated on campus.
Other Paper	Minimal amounts generated on campus
Paper Straws	Minimal amounts generated on campus. Should be included in ZW organics program.
Parchment Paper	Generated in kitchen areas of campus and is not suitable for recycling. Some found in recycling is contributing to contaminated loads.
Polycoat Beverage Cups - suitable for ZW Organics	Due to service changes since the baseline audit, no polycoat beverage cups were acceptable for inclusion in the ZW Organics program on campus.
Polycoat Beverage Cups – excluded from ZW Organics	Beverages served in polycoat cups (hot and cold) are available for sale at Campus cafeteria and are brought to campus by

	staff/faculty and students. Since COVID there has been a reduction in food services across the campus
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. Since COVID there has been a reduction in food services across the campus.
Rubber & Nitrile Gloves	Generated in cafeterias across campus. This is waste and not suitable for recycling.
Spiral Wound Containers	Minimal amounts generated on campus.
Steel Food & Other Beverage Cans	Food packaging, beverage containers and organic waste is available for sale at Campus cafeteria and is brought to campus by staff/faculty and students. Since COVID there has been a reduction in food services across the campus.
Straws/Plastic Cutlery	Generated in cafeterias across campus. Suitable for inclusion in the ZW recycling program. Program to comply with Federal single-use plastic regulation is being rolled out.
Tissue/Toweling (cleaning related)	Minimal amounts generated on campus.
Tissue/Toweling (washroom related)	Generated and disposed as waste in Residence. Have been removed from most washrooms though some were re-installed during COVID. Should be disposed in ZW organics program.
Wood	Generated in receiving area through delivery. Captured in bulk recycling program.
Wood Dust	Not generated on campus.
New 2022 Books	Minimal amounts disposed in 2022 at this campus though this is an acceptable material for inclusion in the Mission Zero Freeuse Pop-Up Shop initiative for share/reuse. Staff and students are also encouraged to bring books from home for reuse through the Mission Zero Freeuse Pop-Up Shop program.
New 2022 Small Household Items	Minimal amounts of small household items generated by students around campus, particularly in residences (e.g., décor items, kitchenware, desk supplies). Most are shared or reused through the Mission Zero Freeuse Pop-Up Shop initiative rather than disposed as waste to landfill. Staff and students are also encouraged to bring small household items from home for reuse through the Mission Zero Freeuse Pop-Up Shop program.
Note: When completing this form, write "n/a" in the columns where the entity will not produce any waste for a category of waste.	

IV. Management of Waste (HMC)

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).		
Category	Waste to be Disposed	Reused or Recycled Waste
#1 PET - clear thermoform packaging		Should be included in ZW Recycling Bin Program though some may end up in landfill.
#1 PET - other thermoform (coloured)		Should be included in ZW Recycling Bin Program though some may end up in landfill.
#1 PET Bottles - excluding alcoholic beverage		Should be included in ZW Recycling Bin Program though some may end up in landfill. Reduction in PET water bottles through installation of reusable water bottle filling stations.
#2 HDPE Bottles and Jugs		Should be included in ZW Recycling Bin Program though some may end up in landfill.
#2 Other HDPE Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill.
#5 Other PP Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill.
#6 PS - Expanded polystyrene	Generated across campus. No diversion program currently available.	
#6 PS - Non-expanded - all other		Should be included in ZW Recycling Bin Program though some may end up in landfill.
#7 Other Plastics		Should be included in ZW Recycling Bin Program though some may end up in landfill.
Aluminum beverage - alcohol		Alcohol is not available for sale on campus. Alcoholic beverage containers brought to campus by students, visitors and others. Should be included in ZW Recycling Bin Program though some may end up in landfill.
Aluminum Foil & Foil Trays		Should be included in ZW Recycling Bin Program though some may end up in landfill.
Aluminum Food & Other Beverage Cans		Should be included in ZW Recycling Bin Program though some may end up in landfill.

Aseptic Containers - (excluding alcoholic beverages)		Should be included in ZW Recycling Bin Program though some may end up in landfill.
Batteries		Should be included in Battery Recycling or captured during E-Recycling Events.
Boxboard / Cores		Should be included in ZW Recycling Bin Program though some may end up in landfill.
Clear Glass Other Beverage and Food		Should be included in ZW Recycling Bin Program though some may end up in landfill.
Clothing/Textiles		Effectively reused through Mission Zero Freeuse Pop Up shops and Donation Bins.
Coffee Grinds		Effectively captured in ZW Organics Bin Program.
Coffee pods	Minimal amounts generated.	
Confidential Paper - Paper Shred		Well captured in paper shred recycling.
Corrugated Cardboard - Bulk		Well captured in OCC bulk recycling program.
Corrugated Cardboard - Loose		Should be included in ZW Recycling Bins throughout the campus, though some may end up in landfill.
Diapers	Small quantities generated on campus and disposed as waste.	
Electronics		Well captured in E-Recycling program.
Feminine Hygiene Products	Generated across campus in washrooms. Material collected for diversion from landfill. Material is sent to Energy-from-Waste facility. Service weights not available for inclusion in this report.	
Food packaging	Generated across campus (with the exception of Animal Care) and no diversion program currently available.	
Furniture & Bulky Items		Assessed and, whenever possible, given to charity for donation/reuse. No quantified donation/reuse or disposal for 2022 was available for inclusion in this report.
Gable Top Containers		Should be included in ZW Recycling Bin Program though some may end up in landfill.

Glass - Clear Other Beverage and Food		Should be included in ZW Recycling Bin Program though some may end up in landfill.
Glass - Clear Alcoholic Beverage		Alcohol is not available for sale on campus. Alcoholic beverage containers brought to campus by students, visitors and others. Should be included in ZW Recycling Bin Program though some may end up in landfill.
Kraft Paper		Should be included in ZW Recycling Bin Program though some may end up in landfill.
Laminated Paper Packaging	Little generated and no diversion program currently available.	
Large HDPE & PP Pails & Lids		Little generated and should be included in ZW Recycling Bin Program.
LDPE/HDPE Film - Products (non-packaging)	Little generated and no diversion program currently available.	
Liquids - food/beverage		Should be eliminated from disposal through emptying of beverage containers (consumption or drainage) prior to disposing container in ZW Recycling
Maintenance Waste	No diversion program currently available.	
Metal - Bulk		Generated in receiving and maintenance areas. Well captured by bulk metal recycling program though service weights for 2022 were not available for inclusion in this report.
Mixed Fine Paper		Generation reduced through double-sided printing and copying. Should be included in ZW Recycling Bin Program though some may end up in landfill.
Molded Pulp/Fibre		Should be included in ZW Organics or Recycling Bin Program though some may end up in landfill.
Napkins/Toweling (food related)		Should be included in ZW Organics Bin Program though much ends up in landfill.
Newspaper – Dailys and Weeklys		On-line news services has reduced newspaper generation to near zero at this campus. Material suitable for ZW Recycling.

Office Supplies	Some materials at end-of-life not suitable for reuse/donation or recycling will be disposed in ZW landfill bins.	Writing instrument recycling program and Mission Zero Freeuse Pop-Up Shops effectively reducing disposal through reuse and recycling.
Other Metal		Little generated and should be included in ZW Recycling Bin Program though some may end up in landfill.
Other Non-Recyclable Material	Little generated and no diversion program currently available.	
Other Paper		Little generated and should be included in ZW Recycling Bin Program.
Paper Straws		Little generated and should be included in ZW Organics Bin Program.
Parchment Paper	No diversion program currently available.	
Polycoat Beverage Cups - suitable for ZW Organics		No polycoat cups are currently accepted for ZW Organics disposal. Polycoat beverage cups are waste.
Polycoat Beverage Cups – excluded from ZW Organics	Polycoat beverage cups are waste for which there is currently no available diversion program.	
Post Consumer Food Waste		Should be included in ZW Organics Bin Program though much ends up in landfill or contaminating recycling.
Rubber & Nitrile Gloves	No diversion program currently available for this waste.	
Spiral Wound Containers	Little generated and no diversion program currently available.	
Steel Food & Other Beverage Cans		Should be included in ZW Recycling Bin Program though some may end up in landfill.
Straws/Plastic Cutlery		Should be included in ZW Recycling Bin Program though some may end up in landfill. New program to comply with Federal single-use plastics will likely result in at source reduction.
Tissue/Toweling (cleaning related)	Little generated. Should be included in waste-to-landfill.	
Tissue/Toweling (washroom related)		Little generated on campus. Should be included in ZW organics program.
Wood		Is captured by wood recycling program in deliveries though some is misdirected and disposed as waste.

Wood Dust		None generated at this campus.
New 2022 Books		Should be reused through sharing programs including the Mission Zero Freeuse Pop-Up Shops.
New 2022 Small Household Items		Should be reused through sharing programs including the Mission Zero Freeuse Po-Up Shops.

V. Estimated Quantity of Waste Produced Annually – HMC

Categories of Waste	Estimated Amount of Waste Produced (kgs)											
	Generated			Reused			Recycled			Disposed		
	"A" Base Year 2018 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2018(kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2018 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year 2018 (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)
#1 PET - clear thermoform packaging	74	40	-34	0	0	0	14	3	-11	60	37	-23
#1 PET - other thermoform (coloured)	16	6	-10	0	0	0	8	2	-6	7	5	-2
#1 PET Bottles - excluding alcoholic beverage	1,751	552	-1,199	0	0	0	1,322	289	-1,033	429	263	-166
#2 HDPE Bottles and Jugs	392	133	-259	0	0	0	275	61	-214	117	72	-45
#2 Other HDPE Containers	0	0	0	0	0	0	0	0	0	0	0	0
#5 Other PP Containers	2,991	1,251	-1,740	0	0	0	1,442	300	-1,142	1549	951	-598
#6 PS - Expanded polystyrene	218	46	-172	0	0	0	193	31	-162	26	16	-10
#6 PS - Non-expanded - all other	1,277	323	-954	0	0	0	1,166	255	-911	111	68	-43
#7 Other Plastics	0	0	0	0	0	0	0	0	0	0	0	0
Aluminum beverage - alcohol	19	12	-7	0	0	0	0	0	0	19	12	-7
Aluminum Foil & Foil Trays	76	20	-56	0	0	0	60	10	-50	16	10	-6
Aluminum Food & Other Beverage Cans	264	59	-205	0	0	0	255	54	-201	9	5	-4

Aseptic Containers - (excluding alcoholic beverages)	283	89	-194	0	0	0	213	46	-167	70	43	-27
Batteries	0	22	22	0	0	0	0	22	22	0	0	0
Boxboard / Cores	2,713	1,035	-1,678	0	0	0	1,568	332	-1,236	1145	703	-442
Clear Glass Other Beverage and Food	0	0	0	0	0	0	0	0	0	0	0	0
Clothing/Textiles	0	60	60		60	60	0	0	0	0	0	0
Coffee Grinds	2,451	324	-2,127	0	0	0	2,451	324	-2,127	0	0	0
Coffee pods	0	0	0	0	0	0	0	0	0	0	0	0
Confidential Paper - Paper Shred	5,897	4,876	-1,021	0	0	0	5,897	4,876	-1,021	0	0	0
Corrugated Cardboard - Bulk	1,224	0	-1,224	0	0	0	1,224	0	-1,224	0	0	0
Corrugated Cardboard - Loose	520	2,325	1,805	0	0	0	520	2,325	1,805	0	0	0
Diapers	0	0	0	0	0	0	0	0	0	0	0	0
Electronics	321	1,895	1,574	250	0	-250	71	1,895	1,824	0	0	0
Feminine Hygiene Products	1,184	0	-1,184	0	0	0	0	0	0	1184	0	-1,184
Food packaging	3,466	1,601	-1,865	0	0	0	1,303	273	-1,030	2163	1,328	-835
Furniture & Bulky Items	728	0	-728	728	0	-728	0	0	0	0	0	0
Gable Top Containers	393	142	-251	0	0	0	251	54	-197	142	87	-55
Glass - Clear Other Beverage and Food	374	83	-291	0	0	0	374	83	-291	0	0	0
Glass - Clear Alcoholic Beverage	0	0	0	0	0	0	0	0	0	0	0	0
Kraft Paper	1,673	769	-904	0	0	0	636	133	-503	1037	637	-400

Laminated Paper Packaging	0	0	0	0	0	0	0	0	0	0	0	0
Large HDPE & PP Pails & Lids	319	70	-249	0	0	0	319	70	-249	0	0	0
LDPE/HDPE Film - Products (non-packaging)	1,483	742	-741	0	0	0	426	93	-333	1057	649	-408
Liquids - food/beverage	6,621	3,540	-3,081	0	0	0	1,335	295	-1,040	5286	3,245	-2,041
Maintenance Waste	1,165	622	-543	0	0	0	238	52	-186	927	569	-358
Metal - Bulk	3,130	0	-3,130	0	0	0	3,130	0	-3,130	0	0	0
Mixed Fine Paper	6,783	1,821	-4,962	0	0	0	5,937	1,302	-4,635	846	519	-327
Molded Pulp/Fibre	542	172	-370	0	0	0	382	74	-308	160	98	-62
Napkins/Toweling (food related)	3,608	1,778	-1,830	0	0	0	1,017	188	-829	2592	1,591	-1,001
Newspaper – Dailys and Weeklys	0	0	0	0	0	0	0	0	0	0	0	0
Office Waste	6,839	3,744	-3,095	0	2	2	1,160	256	-904	5679	3,486	-2,193
Other Metal	0	0	0	0	0	0	0	0	0	0	0	0
Other Non-Recyclable Material	0	0	0	0	0	0	0	0	0	0	0	0
Other Paper	0	0	0	0	0	0	0	0	0	0	0	0
Paper Straws	0	0	0	0	0	0	0	0	0	0	0	0
Parchment Paper	763	418	-345	0	0	0	127	28	-99	635	390	-245
Polycoat Beverage Cups - suitable for green bin	5	1	-4	0	0	0	5	1	-4	0	0	0
Polycoat Beverage Cups - at risk of exclusion	6,444	2,433	-4,011	0	0	0	3,501	627	-2,874	2943	1,806	-1,137

Post Consumer Food Waste	41,156	8,718	-32,438	0	0	0	34,712	4,763	-29,949	6444	3,956	-2,488
Rubber & Nitrile Gloves	1,177	707	-470	0	0	0	38	8	-30	1139	699	-440
Spiral Wound Containers	0	0	0	0	0	0	0	0	0	0	0	0
Steel Food & Other Beverage Cans	509	112	-397	0	0	0	509	112	-397	0	0	0
Straws/Plastic Cutlery	851	474	-377	0	0	0	119	25	-94	732	449	-283
Tissue/Toweling (cleaning related)	0	0	0	0	0	0	0	0	0	0	0	0
Tissue/Toweling (washroom related)	0	0	0	0	0	0	0	0	0	0	0	0
Wood	0	0	0	0	0	0	0	0	0	0	0	0
Wood Dust	0	0	0	0	0	0	0	0	0	0	0	0
Books (new category)	0	1	1	0	0	0	0	1	1	0	0	0
Small Household Items (new category)	0	0	0	0	0	0	0	0	0	0	0	0
Total	109,700	41,016	-68,684	978	62	-916	72,198	19,262	-52,936	36,524	21,692	-14,832
Percent Change (total C ÷ total A x 100) from Base Year:	-62.61%			-93.66%			-73.32%			-40.61%		
2022 Current year Diversion Rate:	47.11%											
<p>Note: When completing this form, write “n/a” in the “Estimated Amount of Waste Produced” column where the entity will not produce any waste for a category of waste.</p> <ul style="list-style-type: none"> Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste reduction program. 												

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

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

1.	Do you have a management policy in place that promotes the purchasing and/or use of materials or products that consist of recycled and/or reused materials or products? If yes, please describe.
	<p>Sheridan’s Sustainability Policy outlines one of its principles that is based on a model called The Natural Step as follows: “We must eliminate our contributions to the systematic physical degradation of nature and natural processes (e.g. overharvesting forests, destroying habitat and overfishing)”.</p> <p>In the Request of Proposal documents, the contractors are required to outline how they demonstrate sustainability in their project proposals.</p>
2.	<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>
	It is in Sheridan College’s long-term plan.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.		
Signature of authorized official: <i>Herbert Simock</i>	Title: Director - Sustainability	Date: September 19, 2023

MECP WASTE FORM: REPORT OF A WASTE REDUCTION WORK PLAN (HMC)

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

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

I. General Information (HMC)

Name of Owner and/or Operator of Entity(ies) and Company Name: Sheridan College Institute of Technology and Advanced Learning		
Name of Contact Person: Caroline Holmes	Telephone #:	Email address: Caroline.holmes@sheridancollege.ca
Street Address(es) of Entity(ies): HMC Campus of Sheridan College		
Municipality: Mississauga, ON Canada		
Type of entity Educational Institution		

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

II. Description of Entity (HMC)

Provide a brief overview of the entity(ties):
<p>This 2022 waste reduction workplan was prepared for the HMC Campus of Sheridan College in August 2023. The campus has three buildings (A, B & C) however building C, which opened in 2022 was excluded from this audit as there is no prior data available for this building. Building C will be included in the 2023 Waste Audit. The two buildings audited in 2022 each comprised of four floors totaling more than 300,000 square feet.</p> <p>This waste reduction workplan and waste audit was compiled using service data from the campus for the 2022 calendar year.</p> <p>In 2019 the Zero Waste (ZW) streams (which include mixed recycling, organics and waste-to-landfill) were audited for the purpose of identifying current diversion rates by specific waste category. A 24-hour sample of organics, mixed recycling and waste-to-landfill was sorted and weighed in each of the 8 areas audited. The specific waste material generated and disposed at this campus in the ZW program during 2022 was assumed to be unchanged from the material collected and disposed in 2019 at this same campus. The campus has the same receptacles for ZW collection and there have been no significant changes to materials generation that would impact the composition of the ZW waste streams.</p> <p>During the calendar year of 2022, the campus had fully implemented a significant number of reduction and diversion programs but, due to operational and service disruptions associated with COVID and staff changes, service data for several programs was not available for inclusion in this 2022 waste audit.</p> <p>Fully Implemented and Quantified Programs:</p> <ol style="list-style-type: none">1. ZW Mixed Recycling (includes glass, metal, paper, plastic)2. ZW Organics3. ZW Waste-to-landfill4. Battery Recycling

5. Confidential Paper Shred Recycling
6. Corrugated Cardboard Recycling
7. E-Waste Recycling
8. Wood Recycling
9. Mission Zero Freeuse Pop-Up Shops: Textile/Clothing, Office Item, Household Item Reuse
10. Repair Café: Household Item Reuse (no events held in 2022)

Fully Implemented Programs but not Quantified in 2022 Report

1. Bottle Refill Station: PET Bottle Reduction
2. HHW Recycling
3. Metal Recycling
4. Dropbox Donation: Textile/Clothing Reuse
5. PPE Collection
6. Writing Instrument Recycling: Office Supplies Recycling
7. Hygiene Waste Energy-from-Waste (EFW)

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

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.	
#1 PET - clear thermoform packaging	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#1 PET - other thermoform (coloured)	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#1 PET Bottles - excluding alcoholic beverage	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#2 HDPE Bottles and Jugs	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#2 Other HDPE Containers	Little generated.
#5 Other PP Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#6 PS - Expanded polystyrene	Staff/students will be encouraged to include material in the ZW waste-to-landfill bin through education/signage.
#6 PS - Non-expanded - all other	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
#7 Other Plastics	Little generated.
Aluminum beverage - alcohol	Little generated. Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum Foil & Foil Trays	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aluminum Food & Other Beverage Cans	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Aseptic Containers - (excluding alcoholic beverages)	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Batteries	Most captured through E-recycling programs.
Boxboard / Cores	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Clear Glass Other Beverage and Food	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Clothing/Textiles	Mission Zero Freeuse Pop-Up Shops will encourage the sharing/reuse of clothing/textiles.
Coffee Grinds	Little generated.
Coffee pods	Little generated. Should be disposed in ZW waste-to-landfill.
Confidential Paper - Paper Shred	Well captured in recycling program. No action required.
Corrugated Cardboard - Bulk	Well captured in recycling program. No action required.
Corrugated Cardboard - Loose	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.

Diapers	Little generated.
Electronics	Well captured through E-recycling.
Feminine Hygiene Products	Accurately quantify hygiene waste generation/disposal. Research diversion options that are higher use than incineration.
Food packaging	This waste has no diversion program currently available. Encourage reduction in food packaging wherever possible.
Furniture & Bulky Items	Accurately quantify furniture & bulky item generation/disposal. Research reuse/donation options wherever possible.
Gable Top Containers	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Glass - Clear Other Beverage and Food	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Glass - Clear Alcoholic Beverage	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Kraft Paper	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Laminated Paper Packaging	Little generated.
Large HDPE & PP Pails & Lids	Little generated. Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
LDPE/HDPE Film - Products (non-packaging)	Staff/students will be encouraged to include material in the ZW waste-to-landfill bin through education/signage.
Liquids - food/beverage	Staff/students will be encouraged to empty then recycle containers education/signage.
Maintenance Waste	This waste has no diversion program currently available.
Metal - Bulk	Most captured through bulk metal recycling program though material weights were not available for inclusion in this 2022 report.
Mixed Fine Paper	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Molded Pulp/Fibre	Staff/students will be encouraged to include material in the ZW organics or mixed recycling bin through education/signage.
Napkins/Toweling (food related)	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Newspaper – Dailys and Weeklys	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Office Supplies	Little disposed and significant amounts is captured for reuse through Mission Zero Freeuse Pop-Up shops.
Other Metal	Little generated. Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Other Non-Recyclable Material	Little generated.
Other Paper	Little generated. Suitable for ZW mixed recycling.
Paper Straws	Little generated. Suitable for ZW organics recovery.
Parchment Paper	Staff/students will be encouraged to include material in the ZW waste-to-landfill bin through education/signage.
Polycoat Beverage Cups - suitable for ZW Organics	No polycoat cups are currently accepted for ZW Organics disposal. Polycoat beverage cups are waste.

Polycoat Beverage Cups – excluded from ZW Organics	Polycoat beverage cups are waste for which there is currently no available diversion program.
Post Consumer Food Waste	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Rubber & Nitrile Gloves	Rubber and nitrile gloves are waste for which there is currently no available diversion program.
Spiral Wound Containers	Little generated.
Steel Food & Other Beverage Cans	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage.
Straws/Plastic Cutlery	Staff/students will be encouraged to include material in the ZW mixed recycling bin through education/signage. Material will soon be eliminated in accordance with the Federal single-use plastics regulation. The substituted material type will be suitable for the ZW organics program. This change must be clearly communicated through education and signage across the Campus.
Tissue/Toweling (cleaning related)	Little generated.
Tissue/Toweling (washroom related)	Staff/students will be encouraged to include material in the ZW organics bin through education/signage.
Wood	Most captured through wood recycling program though some being disposed in landfill.
Wood Dust	None generated at this campus.
New 2022 Books	Little generated for disposal at this campus though suitable for reuse through Mission Zero Freeuse Pop-Up Shops.
New 2022 Small Household Items	Little generated for disposal at this campus though suitable for reuse through Mission Zero Freeuse Pop-Up Shops.

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

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity(ies). If more than one person is responsible for implementation, identify each person who is responsible and indicate the part of the Waste Reduction Work Plan that each person is responsible for implementing.		
Name of Person	Responsibility	Telephone #/Email
Dave Clark	Promoting, developing and implementing the Zero Waste program, tracking and assessing of data and evaluating the program.	dave.clark1@sheridancollege.ca
Caroline Holmes	Developing and evaluating the Zero Waste program	Caroline.holmes@sheridancollege.ca
Herb Sinnock	Developing and evaluating the Zero Waste program	Herbert.sinnock@sheridancollege.ca

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

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
Source Separation and 3Rs Program	Schedule for Completion
1. Capturing & Reporting Material Weights for All Diversion Programs at the Campus	<p>Capturing & Reporting Material Weights for All Diversion Programs at the Campus: Sheridan has made significant progress in reporting material diversion streams since 2015 however there are diversion programs in place at the HMC Campus but the weight-based data is not currently captured accurately for reporting purposes (e.g. metal recycling). Sheridan should continue to conduct an inventory of all diversion programs, with particular focus on reduction and reuse programs, and should ensure there are procedures in place to collect, monitor and report on these programs.</p> <p>Anticipated reduction in waste-to-landfill: Effect on diversion rate significant but not quantifiable.</p> <p>Due date: December 31, 2023</p> <p>NOTE: COVID impacted the diversion programs across the campus and interrupted service material tracking systems making some diversion program service weights, such as scrap metal, unavailable for inclusion in this audit.</p>
2. Launch a "Take the Time to Sort" Campaign to Improve Capture Rates and Reduce Contamination in ZW Program	<p>Launching a "Take the Time to Sort" campaign: Educate students to take the time to sort materials. Note that ZW recycling and organics loads were not so contaminated as to become waste in 2022 unlike at Davis and Trafalgar campus so the focus at HMC is to get the recycling and organics out of the ZW waste to landfill receptacles.</p> <p>The program components to improve sorting should highlight the following:</p> <ul style="list-style-type: none"> • Encourage the emptying of food waste and napkins in the organics bin, then the disposal of the food packaging in the appropriate ZW mixed recycling or ZW waste-to-landfill bin • Emptying of beverage containers prior to placement in ZW mixed recycling <p>Assume 10% improvement in organics and recycling capture rates resulting in a further recovery of 906 kg/year. Assume 10% reduction in liquids being disposed in un-empty beverage containers for a further 354 kg/year reduction.</p> <p>Anticipated reduction in waste-to-landfill: 2,280 kg/year</p> <p>Due date: December 31, 2023</p> <p><i>NOTE: The ZW Diversion rate dropped from 64.0% to 32.1% from 2018 largely through a drop in diverted organics which in turn is likely a result of a significant reduction in organics generation on the campus due to the impacts of COVID on food services and student, staff & visitor behaviours.</i></p>

<p>3. Promote Mission Zero Freeuse Pop-Up Shops</p>	<p>Promote Mission Zero Freeuse Pop-Up Shops: Increase the uptake in the reuse of small household items, office supplies and textiles/clothing. Assume 10% increase in participation (by weight of material collected).</p> <p>Anticipated reduction in waste-to-landfill: 351 kg/year</p> <p>Due date: December 31, 2023</p>
<p>4. Eliminate Single-Use Plastics including Straws and Cutlery</p>	<p>Single-Use Plastic Strategy: In accordance with the Federal regulations impacting single-use plastics, plastic straws and plastic cutlery will no longer be generated at Sheridan College campuses. Assume 100% of these items are compostable and acceptable in the ZW organics program. Also assume capture rate for this material in the ZW program will likely remain unchanged for the first year.</p> <p>Recommendation: there should be a significant educational component (visual at ZW stations and in posters, newsletters, etc) to alert staff and students to this change as it is a 100% recyclable stream that, if all material is captured, could reduce waste to landfill by upwards of 600 kg/year.</p> <p>Anticipated reduction in waste-to-landfill: minimal in 2023</p>
<p>5. Monitor Disposal of Washroom Paper Toweling</p>	<p>Washroom Paper Towel Reduction & Recovery Monitoring: Analyze washroom paper towel disposal in the 2023 waste audit at all campuses to determine what strategies might need to be taken. Since the data employed in this 2022 audit was from a material sort pre-COVID it is preliminary to create a workplan for this material at this time.</p>

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

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

The Waste Reduction Plan will be posted on the Sheridan Sustainability website. Comprehensive strategies will be adopted in promoting the Zero Waste program, including communication through channels such as the weekly e-newsletter Insider, Sustainability website, campus TV screens, campus newspaper, Sheridan social media and the Zero Waste promotion booths across all campuses. These media as well as promotional material and additional signage will be employed, where practicable, to promote the implementation of each of the individual waste reduction work plans.

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

	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2022) (kg)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Further Reduce, Reuse or Recycle Waste (kg)			Estimated Annual Amount to be Diverted ** (%)
				Reduce	Re-use	Recycle	
#1 PET - clear thermoform packaging	40	3	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			4	17.06%
#1 PET - other thermoform (coloured)	6	2	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			0	36.37%
#1 PET Bottles - excluding alcoholic beverage	552	289	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			26	57.07%
#2 HDPE Bottles and Jugs	133	61	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			7	51.30%
#2 Other HDPE Containers	0	0					
#5 Other PP Containers	1,251	300	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			95	31.61%
#6 PS - Expanded polystyrene	46	31	Reduce contamination caused by placing this waste in recycling.				
#6 PS - Non-expanded - all other	323	255	Enhance capture rate for specific recyclables in ZW mixed recycling			7	80.98%

			across the Campus through education and signage.				
#7 Other Plastics	0	0					
Aluminum beverage - alcohol	12	0	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			1	10.00%
Aluminum Foil & Foil Trays	20	10	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			1	55.43%
Aluminum Food & Other Beverage Cans	59	54	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			1	92.02%
Aseptic Containers - (excluding alcoholic beverages)	89	46	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			4	56.53%
Batteries	22	22					100.00%
Boxboard / Cores	1,035	332	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			70	38.87%
Clear Glass Other Beverage and Food	0	0					
Clothing/Textiles	60	60					100.00%
Coffee Grinds	324	324					100.00%
Coffee pods	0	0					
Confidential Paper - Paper Shred	4,876	4,876					100.00%

Corrugated Cardboard - Bulk	0	0					
Corrugated Cardboard - Loose	2,325	2,325					100.00%
Diapers	0	0					
Electronics	1,895	1,895					100.00%
Feminine Hygiene Products	0	0	Capture and report the service weights for this material diversion stream for inclusion. Reduce contamination of recycling by improper disposal of this waste in recycling.				
Food packaging	1,601	273	Reduce contamination caused by placing this waste in recycling.				
Furniture & Bulky Items	0	0	Capture and report the service weights for furniture and bulky item disposal and diversion programs at the campus.				
Gable Top Containers	142	54	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			9	44.45%
Glass - Clear Other Beverage and Food	83	83					100.00%
Glass - Clear Alcoholic Beverage	0	0					
Kraft Paper	769	133	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			64	25.53%
Laminated Paper Packaging	0	0					

Large HDPE & PP Pails & Lids	70	70					100.00%
LDPE/HDPE Film - Products (non-packaging)	742	93	Reduce contamination caused by placing this waste in recycling.				
Liquids - food/beverage	3,540	295	Promote the emptying of beverage containers prior to placement in ZW mixed recycling (additional recovery included in "Reduce Contaminated Loads" at end of table)	354			
Maintenance Waste	622	52	Reduce contamination caused by placing this waste in recycling.				
Metal - Bulk	0	0	Capture and report the service weights for scrap metal for inclusion.				
Mixed Fine Paper	1,821	1,302	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			52	74.35%
Molded Pulp/Fibre	172	74	Enhance capture rate for specific recyclables in ZW mixed recycling across the Campus through education and signage.			10	48.76%
Napkins/Towel (food related)	1,778	188	Enhance capture rate for this specific organic waste ZW receptacles across the Campus through education and signage.			159	19.49%
Newspaper – Dailys and Weeklys	0	0					
Office Supplies	3,744	258	Improving Capture Rates for Office Supplies through promotion of MZ Freeuse Pop Up Shops		349		16.19%

Other Metal	0	0					
Other Non-Recyclable Material (Laundry)	0	0					
Other Paper (paper plates)	0	0					
Paper Straws	0	0					
Parchment Paper	418	28	Reduce contamination caused by placing this waste in recycling.				
Polycoat Beverage Cups - suitable ZW organics	1	1	Reduce contamination caused by placing this waste in recycling.				
Polycoat Beverage Cups – excluded from ZW organics	2,433	627	Reduce contamination caused by placing this waste in recycling.				
Post Consumer Food Waste	8,718	4,763	Enhancing capture rate for organics throughout the Campus.			396	59.17%
Rubber & Nitrile Gloves	707	8	Reduce contamination caused by placing this waste in recycling.				
Spiral Wound Containers	0	0					
Steel Food & Other Beverage Cans	112	112					100.00%
Straws/Plastic Cutlery	474	25	Material will be eliminated in accordance with Federal single-use plastics regulation. Likely replaced by compostable alternatives suitable for ZW Organics. Assume 10% increase in capture rate in organics program over 2022 with potential for			2	5.72%

			significant increases in the years to come.				
Tissue/Towel ing (cleaning related)	0	0					
Tissue/Towel ing (washroom related)	0	0	Monitor washroom tissue/toweling generation and disposal in the 2023 waste audit to determine what, if any strategies, are needed.				
Wood	0	0					
Wood Dust	0	0					
New 2022 Books	1	1	Improving Capture Rates for Books through promotion of MZ Freeuse Pop Up Shops				
*New 2022 Small Household Items	0	0	Improving Capture Rates for Clothing/Textiles through promotion of MZ Freeuse Pop Up Shops				
Additional Diversion Program Identification and Reporting			Capture & report material weights for all diversion programs at the campus	not known	not known	not known	
CAMPUS WIDE TOTALS	41,016	19,324		354	351	906	51.0%

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

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

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

Signature of authorized official:

Herbert Sinnock

Title:

Director - Sustainability

Date:

September 19, 2023






2022-Sheridan College Waste Audit-HMC FINAL

Final Audit Report

2023-09-19

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