2023 WASTE AUDIT REPORT

SOLID NON-HAZARDOUS WASTE AUDIT
O.REG. 102/94

Sheridan
mission zero

SHERIDAN COLLEGE

TRAFALGAR CAMPUS

PREPARED BY

INNOVATE
Taking the waste out of garbage.

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EXECUTIVE SUMMARY

This waste audit was conducted November 8 and 9, 2023 at the Trafalgar Campus of Sheridan College. The Trafalgar Campus is the second largest of the three Sheridan College campuses in terms of student population and the largest in terms of physical size. The Trafalgar campus has eighteen 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. Eleven of the buildings in the main campus are multi-storied including both offices and classrooms/studios. Some of the office Areas include kitchenettes and some only have microwave ovens on counters.

There are three campuses at Sheridan: Davis, Trafalgar & Hazel McCallion (HMC). All three campuses of Sheridan College have implemented a variety of diversion programs in an effort of getting to Zero Waste in the next 5-10 years. Each of the campuses has a variety of single-stream recycling/reuse programs as well as the three-stream Zero Waste (ZW) bins, implemented in 2014, which are the identically marked and colour-coded collection stations for organics, mixed recycling and waste-to-landfill that are found throughout the campus.

At the time of the 2023 audit, the Trafalgar campus had implemented and reported on the following collection programs and events:

1. Cardboard Recycling
2. Paper Shred Recycling
3. Metal Recycling
4. E-Waste Recycling
5. Battery Recycling
6. Wood Recycling
7. Wood Dust Recycling
8. Clothing/Textile – Mask Donation Event
9. Clothing/Textile – Dress for Success Clothing Bins
10. Repair Café Events for Household Item Reuse
11. Freeuse Pop Up Reuse Events for:
    i. Office & School Supplies
    ii. Household Items
    iii. Books
    iv. Sporting Goods

In addition to single stream recycling/reuse collection programs and the ZW bin program, Sheridan College has implemented many reduction and sustainability programs including:

1. Installed water bottle refilling stations to reduce PET water bottle generation.
2. Implemented a program to eliminate paper towels from washrooms by switching to air hand dryers.
3. Implemented a paper reduction program at all campus printers.

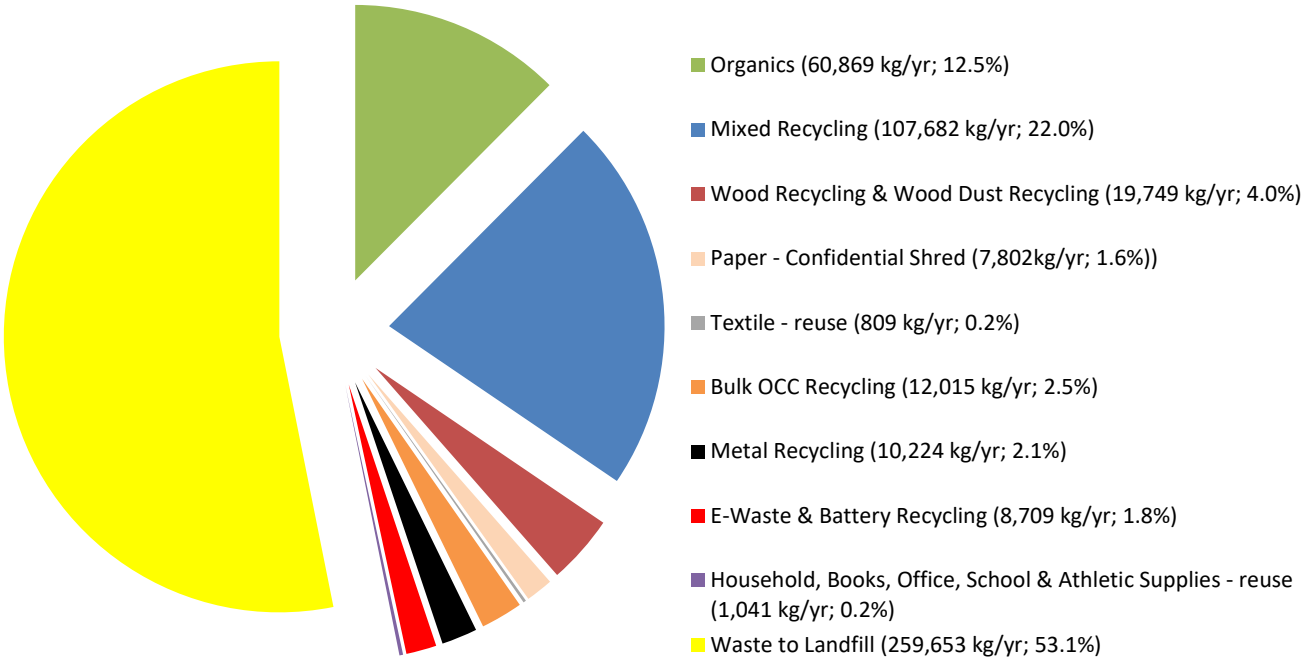
The waste reduction realized by these additional at-source reduction programs is not quantified for inclusion in this report however it is estimated that the water bottle refilling stations at Trafalgar campus are reducing #1 PET Bottle generation at its 30 water bottle refilling stations by 4,500 kilograms per year.

The ZW bin program was rolled out over the course of 2014 at the campuses, so this program has matured: students and staff are familiar with and knowledgeable of the ZW bin collection program. Sheridan continues to encourage participation through engagement and information programs.

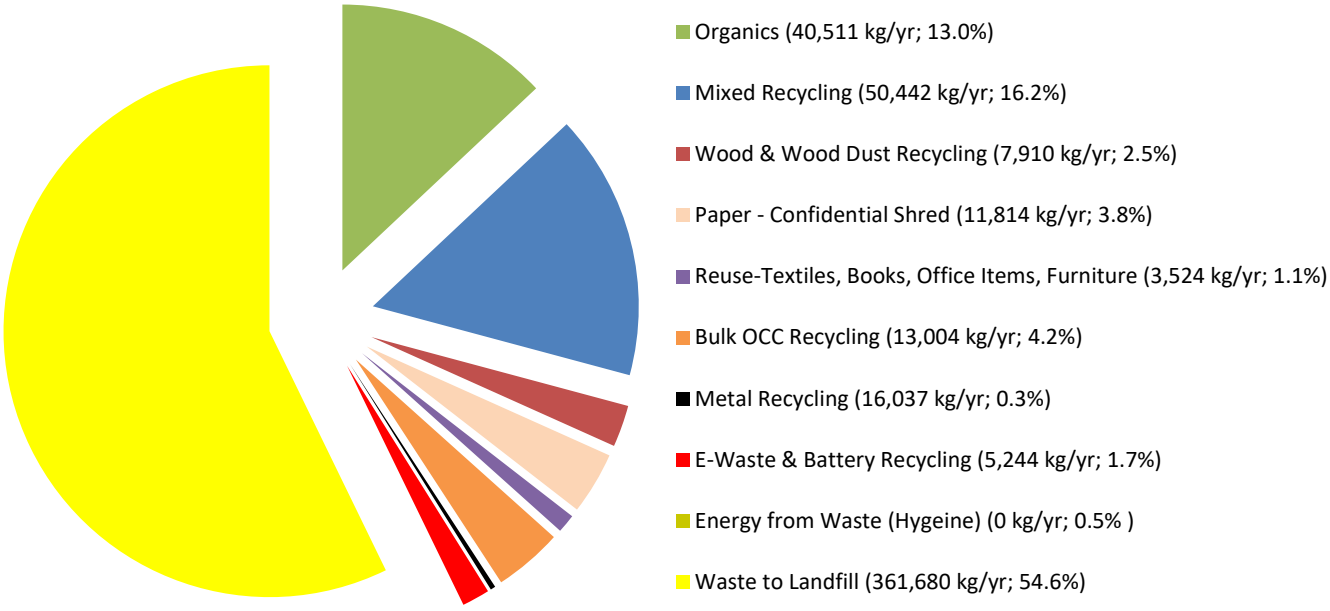
ANNUAL DIVERSION RATES OVER TIME

The 2023 waste diversion rate at the Trafalgar campus is presented below. The 2023 diversion rates were calculated using calendar year 2023 weight-based information provided by Sheridan management and their waste service providers.

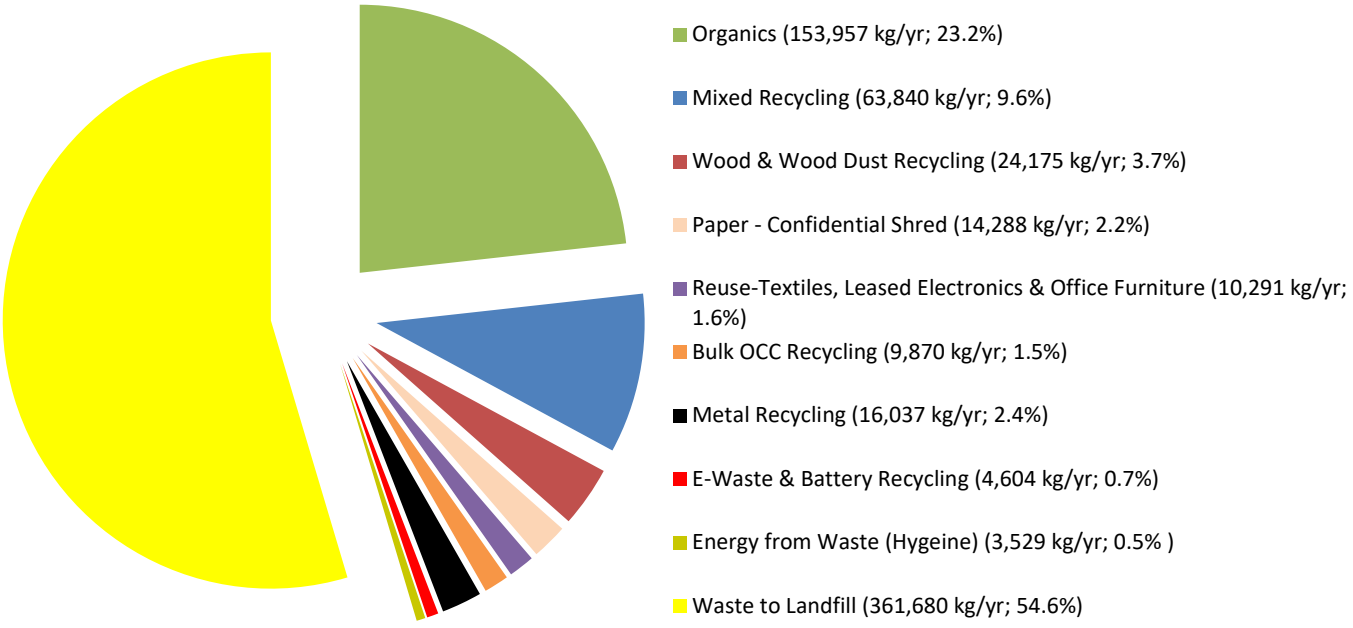
Trafalgar Campus 2023 Waste Diversion Rate: 46.9%



Trafalgar Campus 2022 Waste Diversion Rate: 42.8%



Trafalgar Campus 2019 Waste Diversion Rate: 44.9%

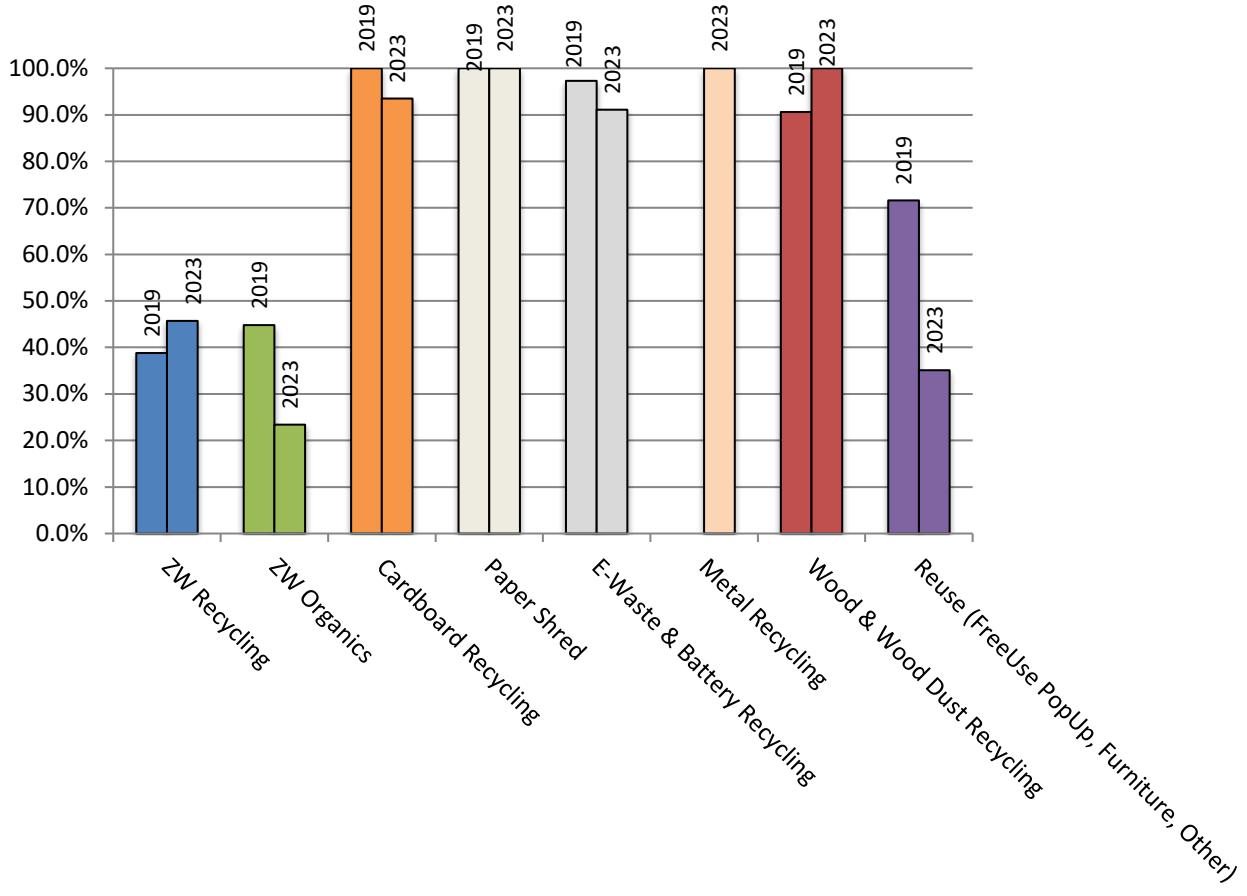


Since 2022, the Trafalgar Campus has seen a 56.6% increase in the total material generated and managed on campus; but this still represents a decline of 26.2% when compared against total material generated in 2019. These dramatic changes are likely due to the impact of COVID on activity on campus: 2019 was pre-COVID and 2022 was early post-COVID, and now 2023 is rebounding back to pre-COVID levels.

OVERALL CAPTURE RATES BY DIVERSION PROGRAM (2019-2023)

Capture rates for each diversion program were calculated at the Trafalgar campus using results of the 2023 waste audit of the ZW bins, combined with weight-based information on the non-ZW collection programs. The capture rates were consistently high for the non-ZW recycling programs where they exist. The capture rate for the ZW mixed recycling, though improved since 2019, is still lower than that found in similar institutions. The ZW organics capture rate has declined and could be improved. Although reuse programs do look like they have declined this is in large part due to the 2019 furniture donation which did not occur in 2023 and this had a significant impact on the capture rate for Reuse. 2023 did however see an expansion to the scope of the reuse/donation programs in terms of number and type of divertible items with the launch of the Freeuse Pop Up and Repair Café.

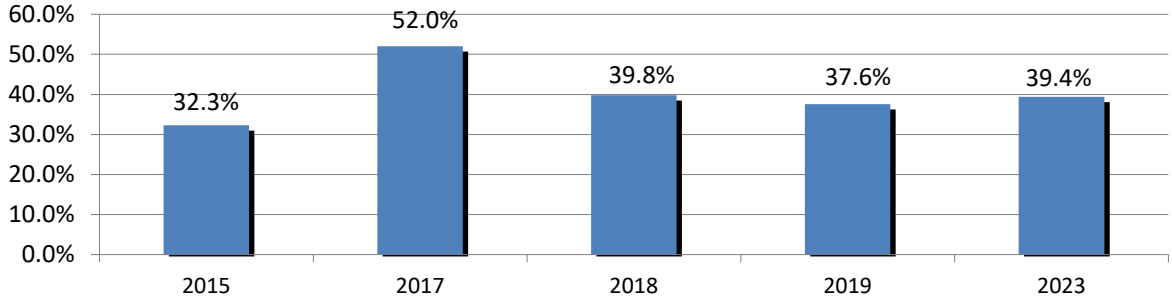
Capture Rates by Waste Diversion Collection Programs 2019 vs. 2023



ZW COLLECTION PROGRAM PERFORMANCE OVER-TIME

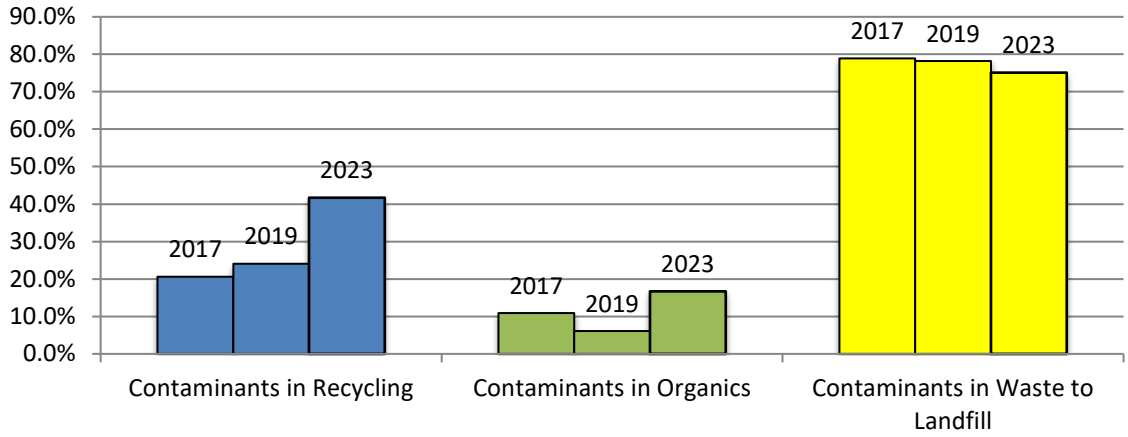
The ZW bin program waste diversion performance has been steady over time at the Trafalgar Campus, with a slight upturn since the last reported audit in 2019.

ZW Diversion Rates over Time (2015-2023)



ZW COLLECTION PROGRAM CONTAMINATION RATES OVER TIME

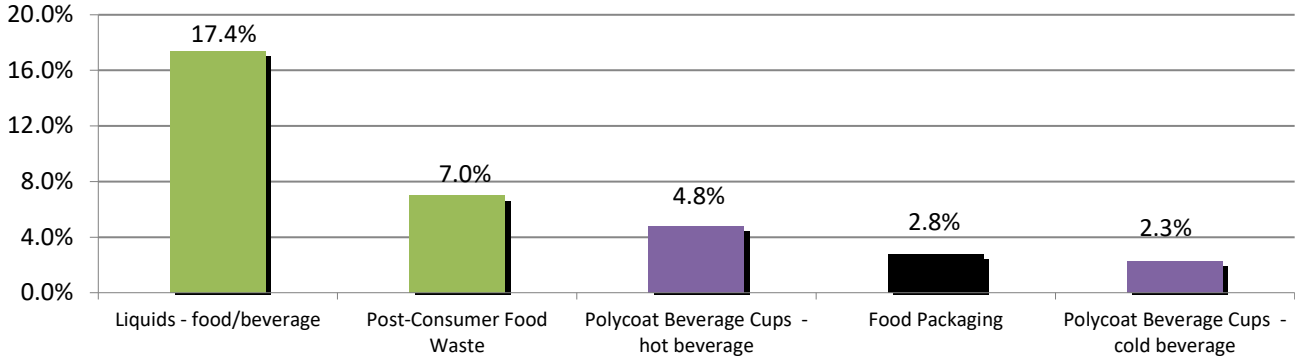
The 2023 Trafalgar Campus contamination rates for each of the three ZW bin streams were calculated and compared against contamination rates in 2017 and 2019. Contamination of ZW Recycling and ZW Organics have increased considerably over time suggesting a lack of compliance with sorting of materials into the appropriate receptacles. The ZW Waste stream disposal has improved however as there has been a slight reduction in contamination by materials suitable for ZW Recycling and ZW Organics.



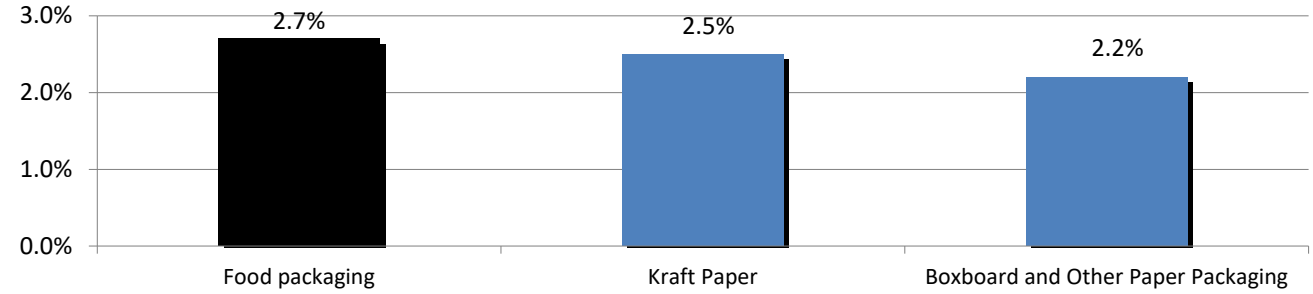
ZW COLLECTION PROGRAM: SPECIFIC WASTE CONTAMINANTS

Contaminants which appear as 2.0% or more by weight in each of the ZW collection program streams are presented below. Contamination can be reduced through improving sorting behaviours with targeted programs to address the most significant contaminants. Liquids in un-empty beverage contains and post-consumer food waste is the most consistently improperly disposed material in the ZW Recycling and ZW Waste-to-Landfill, while a long list of materials in small quantities (mostly food packaging and recyclable papers) contaminate the ZW Organics program.

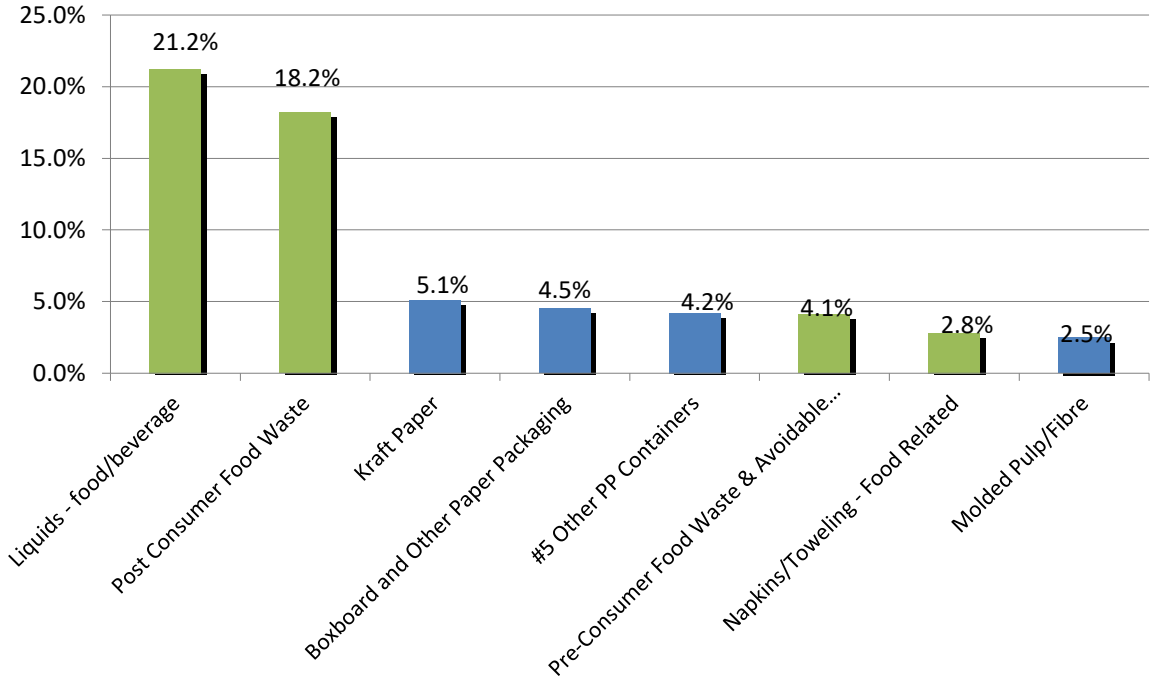
ZW Recycling Contaminants by Weight (2023)



ZW Organics Contaminants by Weight (2023)



ZW Waste-to-Landfill Contaminants by Weight (2023)



ZW COLLECTION PROGRAM BY AREA

Waste diversion rates for the seventeen Areas sampled during the audit at the campus are presented below. You will note that the Trafalgar ZW waste diversion rate of 39.4% is lower than the reported 2023 Trafalgar campus-wide waste diversion rate (46.9%) because the ZW diversion rates do not include single stream recycling/reuse programs which have high capture rates. Because different Areas were audited in 2019 than 2023, Area waste diversion rate comparison over time is unlikely to be informative and could be simply caused by Area variability (Area sampling error).

Area	Percentage by Weight Collected During 24-Hour Sampling Period			ZW Area Waste Diversion Rate
	ZW Recycling	ZW Organics	ZW Waste-to-Landfill	
A First Floor Pit	43.8%	16.8%	39.4%	60.6%
A Wing 3rd Floor Hall & Student Area	3.1%	7.8%	89.1%	10.9%
Athletics	14.3%	5.2%	80.5%	19.5%
B Wing 1st Floor Hallways	19.2%	7.1%	73.6%	26.4%
B Wing 2nd Floor Hallways & Offices	27.1%	9.3%	63.6%	36.4%
B Wing Caf Back-of-House	12.2%	34.8%	53.0%	47.0%
B Wing Caf Front-of-House	11.7%	16.2%	72.1%	27.9%
B Wing Tim Hortons Back-of-House	2.5%	12.7%	84.8%	15.2%
C Wing 1st Floor (excl. Learning Common)	18.5%	13.3%	68.1%	31.9%
H Wing Basement Hallways	78.3%	0.0%	21.7%	78.3%
J Wing 2nd Floor Hallways	19.2%	2.3%	78.5%	21.5%
Learning Commons	25.2%	13.3%	61.5%	38.5%
Res 1 Main Floor Communal	29.1%	16.7%	54.2%	45.8%
Residence 2 Communal	16.1%	28.5%	55.4%	44.6%
SCAET 2nd Floor Communal	23.6%	7.9%	68.5%	31.5%
SCAET/Res, Exterior bins	29.6%	15.7%	54.7%	45.3%
Student Union Back-of-House	16.5%	0.0%*	83.5%	16.5%
ZW Building Diversion	25.1%	14.2%	60.6%	39.4%

* Area waste stream that was either not generated or missed being delivered to the auditors.

Areas were individually assessed for parameters: waste diversion rate and the levels of contamination in the three ZW collection streams. Areas underperforming the campus average for all four performance parameters include:

1. B Wing Cafeteria Front-of-House
2. Learning Commons

Areas underperforming the campus average for three of the four performance parameters include:

1. Athletics
2. B Wing 1st Floor Hallways
3. C Wing 1st Floor (excl. Learning Common)
4. J Wing 2nd Floor Hallways
5. SCAET 2nd Floor Communal

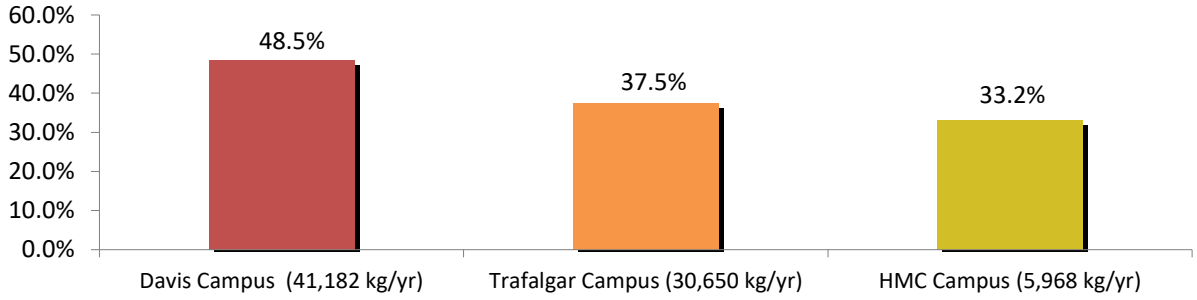
These are the Areas that should be targeted for early implementation of waste reduction workplans.

POLYCOAT CUPS: A RECENT CONCERN

In 2019 all polycoat cups were an acceptable material in Sheridan's ZW Organics bin however it was known at the time that the landscape was changing and indeed it did. Polycoat cups are no longer an acceptable material in the ZW Organics program and are being disposed in all three ZW streams, likely due to the confusion caused by the change of its appropriate disposition. Further, since COVID, it appears that many students, staff, and visitors have not reverted to using a reusable coffee cup meaning that more than ever polycoat coffee cups are being purchased and making the polycoat coffee cup the single largest waste material (specific waste with no current diversion option) at all of Sheridan's campuses – by a large margin.

Polycoat beverage cup disposal at all three of Sheridan's campuses are represented in the figure below. Davis generates 40 tonnes per year, Trafalgar 30 tonnes per year and HMC almost 6 tonnes per year. Polycoat beverage cups make up anywhere from 33.2% to 48.5% of the specific waste disposed on campus for which there is currently no viable diversion option.

Polycoat Beverage Cups (Hot) as a Percentage of Specific Wastes Acceptable only in Waste-to-Landfill



It is strongly recommended that, in the short term, Sheridan work towards reducing polycoat beverage cup generation by encouraging the use of reusable coffee cups, with a long-term goal of sourcing a disposable cup with a viable diversion option or a waste services supplier with a viable polycoat beverage cup recycling program.

SPECIFIC RECOMMENDATIONS –THE WASTE REDUCTION WORKPLAN

CAMPUS WIDE FOCUS:

Sheridan's HMC Campus has an excellent combination of diversion programs that address the divertible materials generated at the campus. Consequently, the most significant future waste diversion improvements will likely come from enhancing compliance with the three stream ZW bins across campus and the implementation of elimination/substitution strategies for non-recyclable food and beverage packaging – particularly polycoat beverage cups.

The Trafalgar Campus needs to ensure recycling and organics programs are kept "clean of contaminants". To this end, Sheridan should continue to assess and identify barriers to sorting and develop Area-specific action plans to

increase participation and decrease errors in sorting. Sheridan may wish to pilot strategies to improve sorting at underperforming Areas such as B Wing Cafeteria Front-of-House and/or Learning Commons.

SPECIFIC RECOMMENDATIONS:

1. ZW Organics Strategy:
    a. Use signage and education to improve the capture of specific organics with a focus on capturing food waste, napkins, and paper food packaging.
    b. Use signage and education to eliminate the contamination of ZW Organics with a focus on eliminating food packaging waste, recyclable paper and disposable polycoat coffee cups.
    c. In or near food service locations, consider:
        i. Bin placement to ensure there is sufficient space for sorting and to encourage better sorting (e.g., placement in high visibility Areas, avoiding fast-moving traffic Areas, etc.)
        ii. Consider adding amenities such as napkins, bottle filling/emptying stations, etc. to facilitate sorting.

Anticipated impact: reduction in waste-to-landfill of 40,500 kg per year (assumes capture of an additional 30% of the organic material currently disposed in waste-to-landfill)

2. ZW Recycling Strategy:
    a. Use signage and education to improve the capture of specific recyclables with a focus on the capture of kraft and fine paper, boxboard/cores, #5 PP containers and #1 PET bottles.
    b. Encourage emptying of beverage containers prior to placement in ZW Recycling through a combination of education/signage and placement of emptying stations where practicable. Focus on Areas such as: B Wing 1st Floor Hallways, Learning Commons, A First Floor Pit, C Wing 1st Floor (excl. Learning Common), SCAET/Res, Exterior Bins, B Wing Caf Front-of-House, and Athletics.
    c. Use signage and education to eliminate the contamination of ZW Recycling with food waste, coffee cups, tissue toweling and napkins.

Anticipated impact: reduction in waste-to-landfill of 10,906 kg per year (assumes capture of an additional 20% of the recyclable material currently disposed in waste-to-landfill).

3. Textile Donation Collection Program and Battery Recycling Containers:

Consider installing a textile donation bin and battery recycling container(s) at or near the SCAET and Residence 1 building.

Anticipated impact: reduction in waste-to-landfill 840 kg/yr textiles & 20 kg/yr of batteries (assumes an increase in capture of textiles and batteries by 30% in first year)

4. Elimination/Substitution Strategy for Disposable Food Packaging and Polycoat Cup Waste:
    a. Encourage students and staff to use a reusable coffee cup/thermos.
    b. Encourage food services to provide reusable cups and reusable food service material wherever possible.
    c. Switch to a disposable cup and food packaging that is an acceptable material in ZW Organics and/or ZW Recycling.

Anticipated impact: likely significant, but not quantifiable

Anticipated Result:
With the implementation of the above noted waste reduction plans, it is estimated that the waste diversion rate at the Trafalgar Campus will increase from 46.9% to 57.6% and the Trafalgar Campus will divert an additional 52,266 kg of waste from landfill in 2024.

1.0 INTRODUCTION

1.1 PURPOSE

The solid waste audits performed by Innovate Waste Solutions Corp. ("Innovate") at the Trafalgar Campus of Sheridan College was designed to:

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

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

At the time of the 2023 audit, the Trafalgar campus had implemented and reported on the following collection programs and events:

1. Bulk Old Corrugated Cardboard (OCC) Recycling
2. Paper Shred Recycling
3. Metal Recycling
4. E-Waste Recycling
5. Battery Recycling
6. Wood Recycling
7. Wood Dust Recycling
8. Clothing/Textile – Mask Donation Event
9. Clothing/Textile – Dress for Success Clothing Bins
10. Repair Café Events for Household Item Reuse
11. Freeuse Pop Up Reuse Events for:
    i. Office & School Supplies
    ii. Household Items
    iii. Books
    iv. Sporting Goods

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

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

1.2 METHODOLOGY

The waste audit results presented in this report were obtained from observations and information collected during one on-site meeting and on two days of on-site waste auditing conducted in November 8-9, 2023 at the Trafalgar Campus.

Two data sets were employed to generate the annual waste generation rates of specific waste materials at the Trafalgar Campus. First, the 2023 annual weight information for the individual collection streams was obtained from the service providers and the second data set was generated during the sorting and weighing of a 24-hour accumulation of material in ZW bins during the November 2023 on-site waste audit at the Campus.

The 2023 non-ZW diversion program weights provided by Sheridan and their service providers were not audited and were assumed to have no contamination by other materials. In addition to the three stream ZW bin program, Sheridan's Trafalgar Campus has implemented the following diversion programs and events including:

1. Corrugated Cardboard (OCC) Recycling
2. Paper Shred Recycling
3. Metal Recycling
4. E-Waste Recycling
5. Battery Recycling
6. Wood Recycling
7. Wood Dust Recycling
8. Clothing/Textile – Mask Donation Event
9. Clothing/Textile – Dress for Success Clothing Bins
10. Repair Café Events for Household Item Reuse
11. Freeuse Pop Up Reuse Events for:
    i. Office & School Supplies
    ii. Household Items
    iii. Books
    iv. Sporting Goods

The second source of data was generated through the on-site audit of the ZW bin streams at Trafalgar. All Sheridan College campuses have implemented a Zero Waste (ZW) program with a long-term goal of becoming a Zero Waste Campus in the next 5 to 10 years. The ZW program includes three regular collection streams in ZW bins:

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

These material streams are "mixed" composition, so they were sorted and weighed to determine the relative proportions by weight of specific wastes in the individual ZW bin program streams. These relative proportions were applied to the 2023 annual weight information by ZW stream provided by the service providers. In this way, it is possible to determine contamination levels and identify specific materials that are being improperly disposed in these "mixed" waste streams.

One project manager and three waste analysts sorted, quantified, and recorded the waste generated over a 24-hour sample accumulation period. To identify opportunities to improve waste diversion at specific functional Areas within the campus, the Trafalgar campus was divided into 17 Areas for the purpose of the waste audit which represented most but not all of the campus. The Areas audited included:

1. A First Floor Pit
2. A Wing 3rd Floor Hall & Student Area
3. Athletics
4. B Wing 1st Floor Hallways
5. B Wing 2nd Floor Hallways & Offices
6. B Wing Cafeteria Back-of-House
7. B Wing Cafeteria Front-of-House
8. B Wing Tim Hortons Back-of-House
9. C Wing 1st Floor (excl. Learning Common)
10. H Wing Basement Hallways
11. J Wing 2nd Floor Hallways
12. Learning Commons
13. Residence 1 Main Floor Communal
14. Residence 2 Communal
15. SCAET 2nd Floor Communal
16. SCAET/Res, Exterior bins
17. Student Union Back-of-House

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

At the Trafalgar Campus, Innovate sorted, weighed and evaluated 53 kilograms of organics, 75 kilograms of mixed recycling, and 76 kilograms of waste-to-landfill. Eight Areas were audited on the first day and nine Areas were audited on the second audit day.

Specific waste categories were established before the audit based on *Ontario Ministry of Environment, Conservation & Parks* guidelines, and industry best practices. Additional categories were added to the list based on the waste composition observed during the audit. This audit surpasses the requirements outlined in the *Ontario Ministry of the Environment, Conservation & Parks' Guide to Waste Audits and Waste Reduction Work Plans* and includes completed Ministry required audit report forms in the Appendix.

The annual diversion rate was calculated by adding total recycled with total reused and dividing by the amount of total waste generated. *Annual Diversion Rate = (Total Recycled + Total Reused) / (Total Recycled + Total Reused + Total Landfilled).*

1.3 OBSERVATIONS

The Trafalgar Campus is the second largest of the three Sheridan College campuses in terms of student population and the largest in terms of physical size. The Trafalgar Campus has eighteen 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. Eleven of the buildings in the main campus are multi-storied including both offices and classrooms/studios. Some of the office Areas include kitchenettes and some only have microwave ovens on counters. It should however be noted foot traffic at the Campus has decreased since the COVID global pandemic there has been a significant increase in staff and student working remotely.

Trafalgar Campus of Sheridan College is committed to its Zero Waste Program: a program guiding the institution to becoming a Zero Waste campus in five to ten years. An integral part of the program, the Zero Waste (ZW) stations were introduced to increase waste diversion at Sheridan. These ZW stations have replaced the old waste bins in the public and office Areas in all of the campuses. Three waste streams are provided: Organics, Recycling, and Waste-to-Landfill (see photo). All ZW stations have the same order, colour coding, labeling and signage.

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

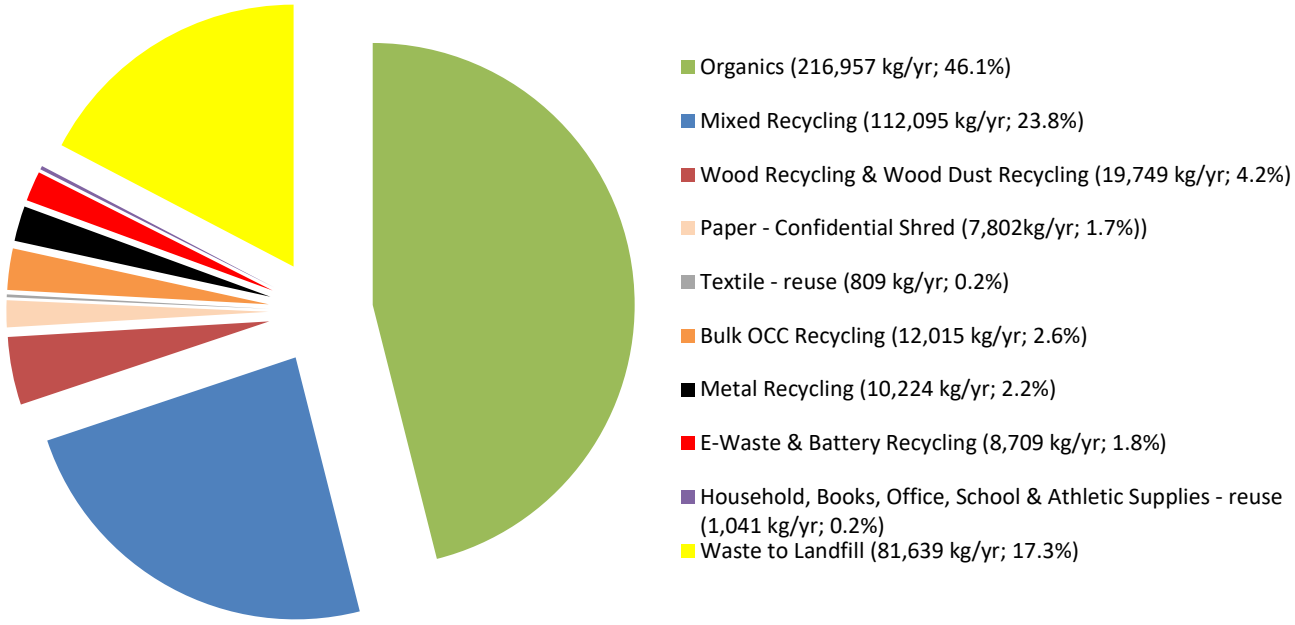
Staff collect materials from the three stream ZW bins and deposit the bags in dedicated receptacles: roll-carts for the organics, large containers in various sizes for the mixed recycling and a compactor for the waste to landfill.

2.0 RESULTS

2.1 WASTE GENERATION & WASTE DIVERSION

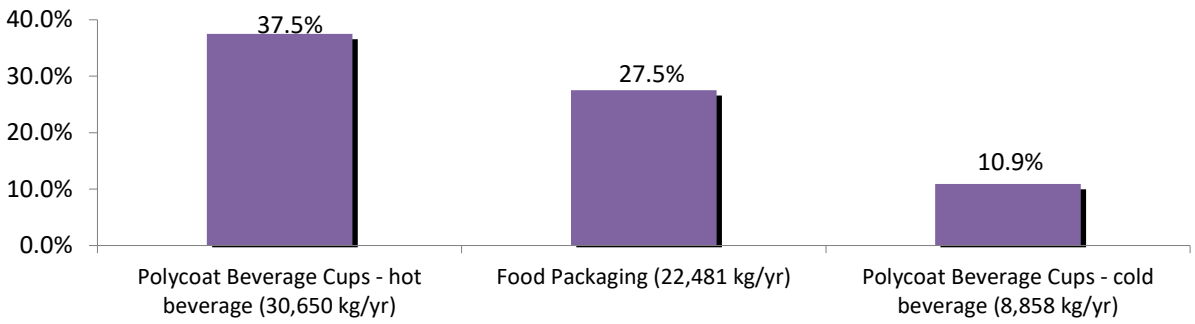
Analysis of all the specific wastes to be removed from Sheridan College Trafalgar Campus in 2023 reveals that the campus could potentially achieve a waste diversion rate of 83.3% through the existing diversion programs. Figure 1 below shows the weight of the specific wastes being disposed at the campus in 2023 grouped by existing diversion, reuse, and waste-to-landfill programs. This figure represents the Trafalgar Campus potential for waste diversion using existing programs and assumes a 100% capture rate for all programs.

Figure 1: Waste Generation



Three specific waste account for 61,989 kg per year (75.9% by weight) of all the specific wastes disposed in waste-to-landfill for which there is presently no diversion option. These specific wastes are presented in the figure below.

Figure 1: Significant Specific Wastes Not Acceptable in Current Diversion Programs

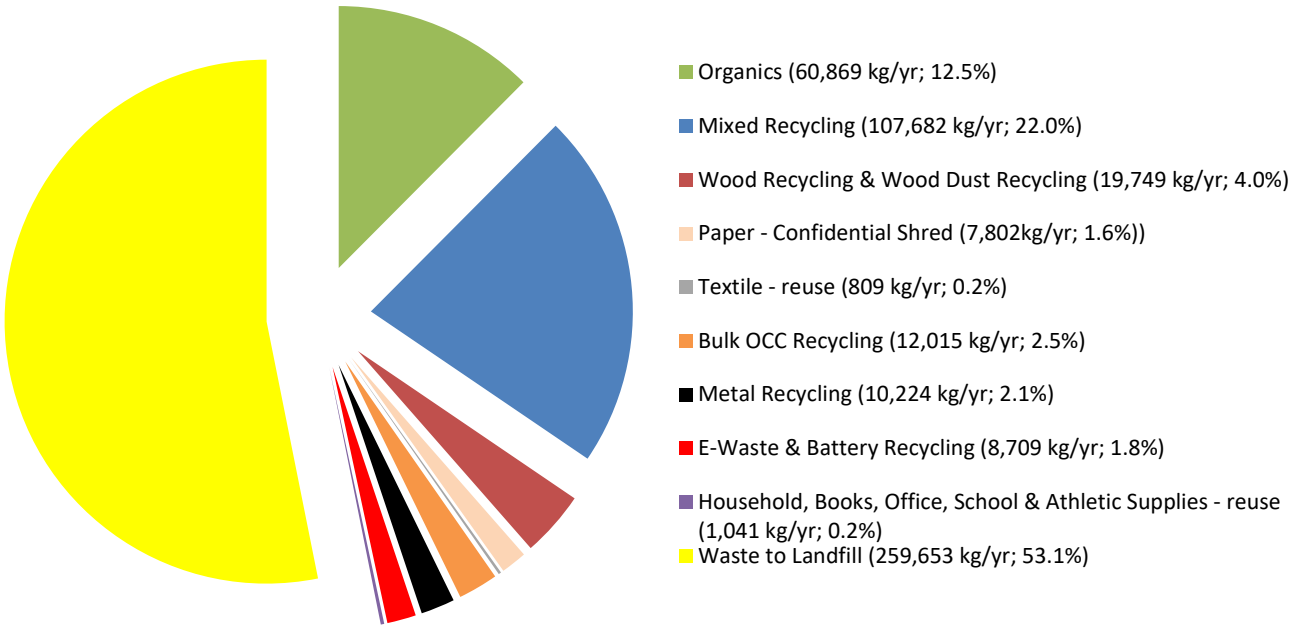


Strategies to reduce disposal in waste-to-landfill of these three streams will be important in Sheridan's goal of getting to Zero Waste. These specific wastes and possible strategies include:

1. Polycoat Beverage Cups – Hot and Cold:
    a. Switch to reusable coffee and beverage cups.
    b. Switch to a disposable cup that is acceptable material in ZW Organics/Recycling.
2. Food Packaging:
    a. Reduce packaging in food services by switching to reusable alternatives.
    b. Switch to food packaging acceptable in ZW Organics/Recycling.

The 2023 Trafalgar waste diversion rate is 46.9%. The Figure below shows the 2023 weight of material being collected through the existing waste collection programs.

Figure 3: Trafalgar Campus 2023 Waste Diversion



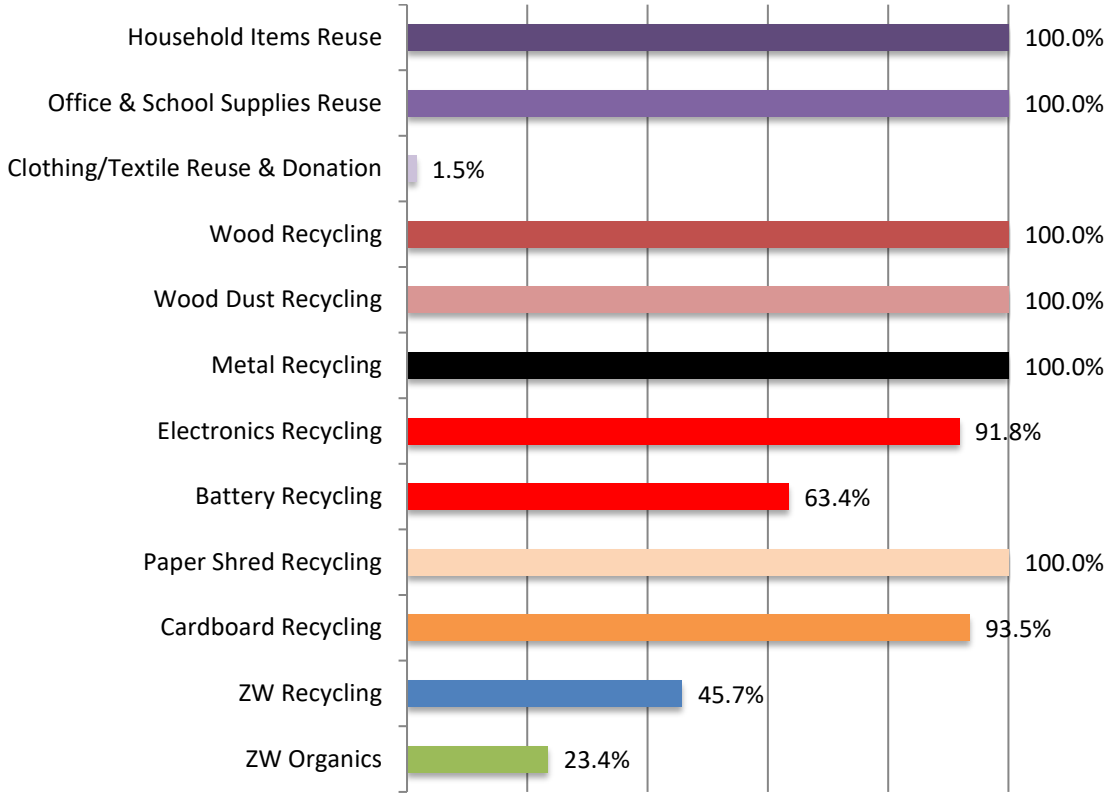
The Figure below shows the capture rates by the individual collection programs. The Trafalgar Campus has twelve diversion programs. Capture rates were calculated as follows: total weight of all divertible material correctly captured by the diversion stream exclusive of contaminants divided by the total weight of all divertible material generated at the campus in any stream.

Most programs have near 100% capture rates, however textile reuse, ZW Organics, ZW Recycling and battery capture rates could be improved. The SCAET/Res Exterior Bins Area accounted for the disposal of all of the textiles/clothing and batteries. ZW program performance by Area is presented below in Section 2.5

Recommendations:

1. Textile Donation collection installation at or near the SCAET and/or Residence 1 building.
2. Battery Recycling Container installation at or near the SCAET and/or Residence 1 building.

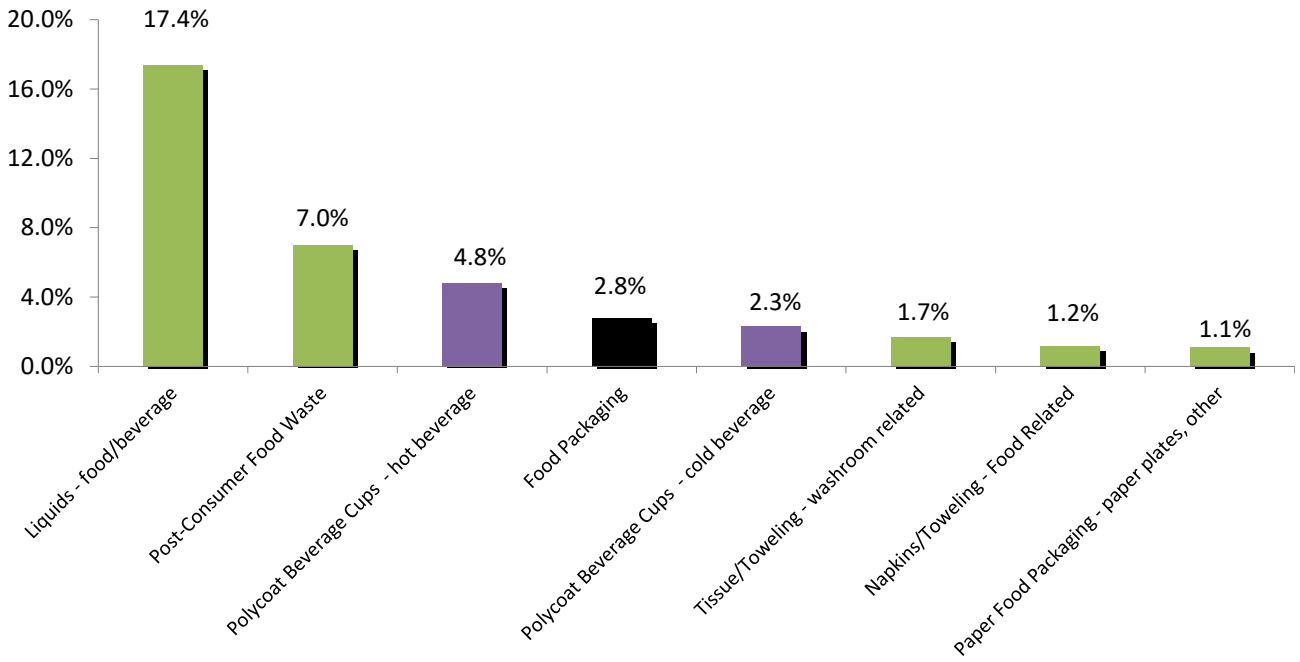
Figure 4: Trafalgar Capture Rates by Collection Program



2.2 ZW RECYCLING COMPOSITION

The ZW Recycling contamination rate is high at 41.4% by weight, a considerable increase from 24.1% in 2019. The most disposed contaminants (i.e., non-recyclable specific wastes) in the ZW Recycling at Trafalgar are presented in the Figure below. Specific wastes are colour coded: green are suitable for ZW Organic bin, black are suitable for ZW waste-to-landfill bin and purple are reusable or reducible wastes.

Figure 5: Contaminants in ZW Recycling (over 1.0% by weight of material stream)



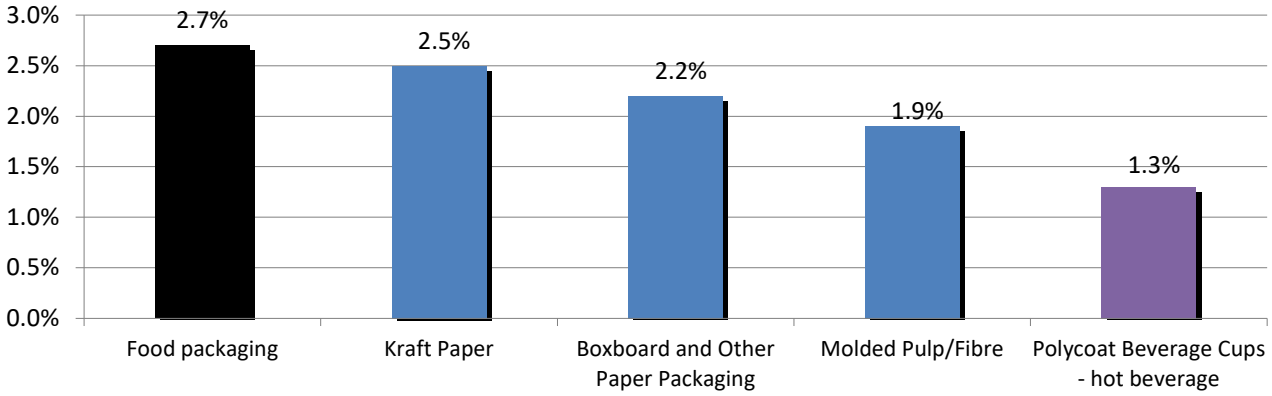
The waste reduction workplan should focus on those contaminants that can with minimal effort and cost be managed to be suitable for inclusion in ZW Recycling or eliminated from improper disposal. These include:

2. Liquids – food/beverage: encouraging staff, students, and visitors to empty beverage containers prior to recycling them.
3. Post-consumer food waste, tissue/toweling, napkins, paper food and packaging:
    a. consider launching a "Keep it Clean" campaign to educate staff and students that contaminants in ZW Organics and ZW Recycling risk turning all the good divertible material into garbage.
    b. ensure there is sufficient space and amenities (additional napkins, bottle filling/emptying stations, etc.) for sorting in/near food service locations.
4. Polycoat beverage cups and food packaging: promote reusable cups and reusable crockery in food services wherever possible and continue to seek alternative disposables that are acceptable in ZW Recycling or ZW Organics programs.

2.3 ZW ORGANIC COMPOSITION

The contamination rate in the ZW Organic bins was moderately high at 16.7% by weight, up considerably from 6.1% in 2019. The most disposed contaminants (i.e., non-organic specific wastes) disposed in the ZW Organics bins are presented in the Figure below. Specific wastes are colour coded: blue are suitable for ZW Recycling bin and black are suitable for ZW waste-to-landfill bin.

Figure 6: Contaminants in ZW Organic Stream (over 1.0% by weight of material stream)



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

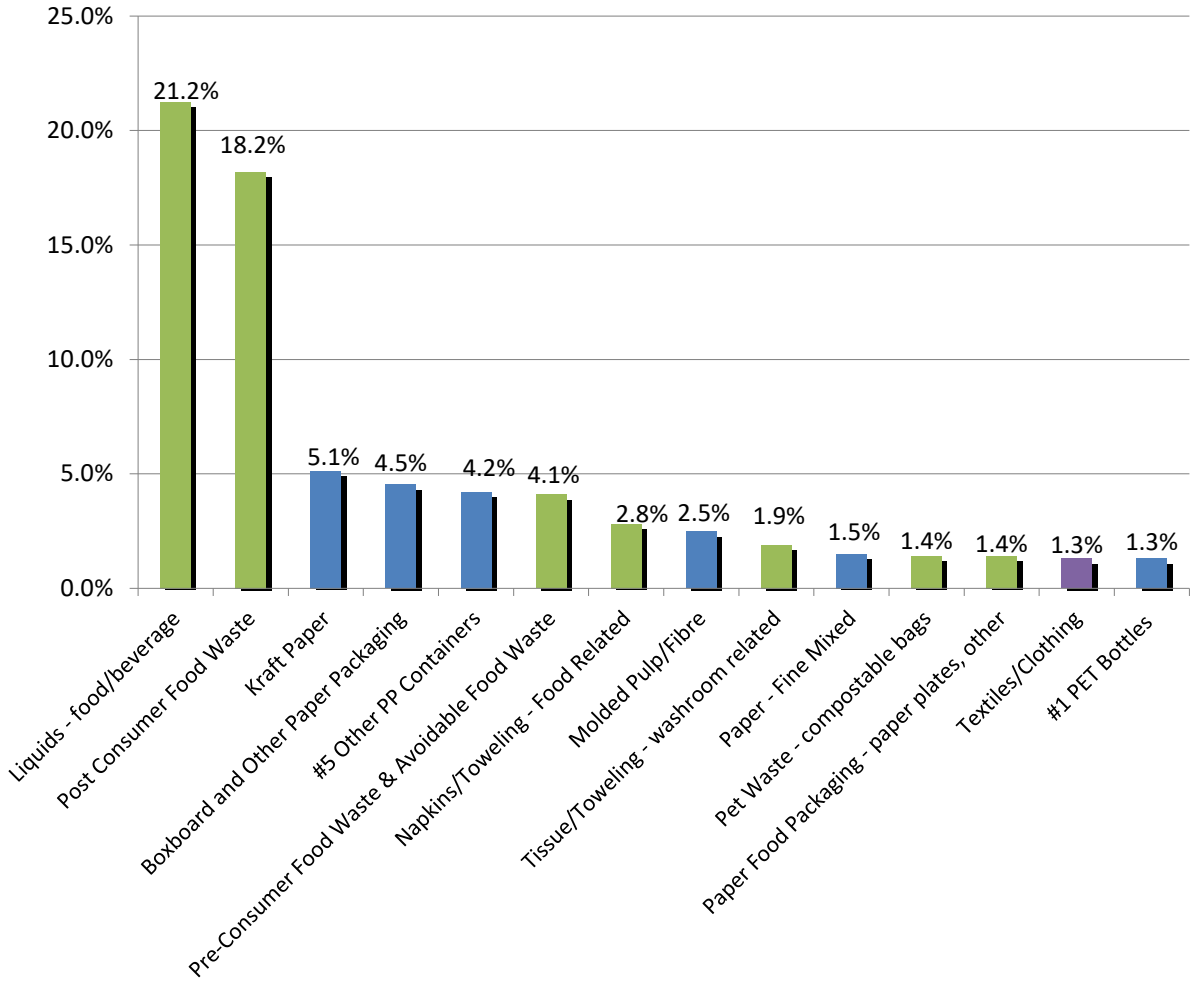
1. Food packaging and polycoat beverage cups: promote reusable cups and reusable crockery in food services wherever possible and continue to seek alternative disposables that are acceptable in ZW Recycling or ZW Organics programs.
2. Kraft paper, boxboard & molded pulp:
    a. consider launching a "Keep it Clean" campaign to educate staff and students that contaminants in ZW Organics and ZW Recycling risk turning all the good divertible material into garbage.
    b. ensure there is sufficient space and amenities (additional napkins, bottle filling/emptying stations, etc.) for sorting in/near food service locations.

2.4 ZW WASTE-TO-LANDFILL COMPOSITION

The ZW waste-to-landfill contamination rate was calculated by summing the weight of material that was disposed in waste-to-landfill for which there is a diversion program available on campus divided by the total weight of material disposed in waste-to-landfill. The ZW waste-to-landfill contamination rate was high at 75.1% (down somewhat from 78.2% in 2019) and the contaminants were equal part food waste suitable for the ZW Organics program and recyclables suitable for ZW Recycling. This suggests that users are defaulting to disposing of mixed materials in this stream and are not sorting food waste and containers/packaging into appropriate streams.

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

Figure 7: Contaminants in ZW Waste-to-Landfill (over 1.0% by weight of material stream)



Analysis of the three ZW streams at this campus indicate that the most significant impediment to improved diversion is the use of the ZW waste-to-landfill bin for the disposal of mixed material wastes. The waste reduction workplan must focus on those contaminants that can with minimal effort and cost be managed to be suitable for inclusion in ZW Organics or eliminated from improper disposal. These include:

1. Liquids – food/beverage: encourage the emptying of beverage containers prior to placement of empty in ZW Recycling through a combination of education/signage and placement of emptying stations where practicable.
2. Post & pre-consumer food waste, napkins, paper food packaging: promote sorting of mixed food wastes by encouraging and facilitating the emptying of food waste, napkins, paper food packaging and molded pulp (coffee cup trays) in the ZW Organics bin, then the disposal of the other food packaging in the appropriate ZW Recycling or ZW Organics bin.
3. Kraft and fine paper, boxboard/cores, #5 PP Containers and #1 PET bottles: encourage the capture of ZW Recyclables using education/signage with a focus on these recyclable materials.
4. Textiles/Clothing – consider adding additional clothing donation bin on campus at the SCAET Residence building.

2.5 ANALYSIS OF ZW BINS BY AREA

To identify opportunities to improve waste diversion, seventeen Areas of distinct waste generation were identified and audited. This sampling did not include every Area of the campus. Each Area generated a different amount of ZW Recycling, ZW Organics and ZW waste-to-landfill (Table 1). To maximize waste reduction, opportunities should focus on the Areas with the lowest diversion rate and certainly those below 39.4% (the ZW Waste Diversion Rate campus-wide). The Table is organized presenting the best to worst performers. Areas appearing in red have a ZW diversion rate below the campus average.

Table 1: Trafalgar Campus ZW Material Diversion Rate by Area: Best to the Worst Performers

Area	Percent By Weight of Material Stream Generated During the 24-hour Sampling Period			
	ZW Recycling	ZW Organics	ZW Waste-to-landfill	ZW Diversion Rate
H Wing Basement Hallways	78.3%	0.0%	21.7%	78.3%
A First Floor Pit	43.8%	16.8%	39.4%	60.6%
B Wing Cafeteria Back-of-House	12.2%	34.8%	53.0%	47.0%
Res 1 Main Floor Communal	29.1%	16.7%	54.2%	45.8%
SCAET/Res, Exterior Bins	29.6%	15.7%	54.7%	45.3%
Residence 2 Communal	16.1%	28.5%	55.4%	44.6%
Learning Commons	25.2%	13.3%	61.5%	38.5%
B Wing 2nd Floor Hallways & Offices	27.1%	9.3%	63.6%	36.4%
C Wing 1st Floor (excl. Learning Common)	18.5%	13.3%	68.1%	31.9%
SCAET 2nd Floor Communal	23.6%	7.9%	68.5%	31.5%
B Wing Cafeteria Front-of-House	11.7%	16.2%	72.1%	27.9%
B Wing 1st Floor Hallways	19.2%	7.1%	73.6%	26.4%
J Wing 2nd Floor Hallways	19.2%	2.3%	78.5%	21.5%
Athletics	14.3%	5.2%	80.5%	19.5%
Student Union Back-of-House	16.5%	0.0%	83.5%	16.5%
B Wing Tim Hortons Back-of-House	2.5%	12.7%	84.8%	15.2%
A Wing 3rd Floor Hall & Student Area	3.1%	7.8%	89.1%	10.9%

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

The Table below presents the percentage by weight of contaminants in ZW Recycling by Area sorted to present the best to worst performers. Areas appearing in red have a ZW Recycling contamination rate above the campus average.

Table 2: Percentage of Contaminants in ZW Recycling by Area: Best to the Worst Performers

Area	Contaminants in ZW Recycling
Student Union Back-Of-House	0.0%
A Wing 3rd Floor Hall and Student Area	4.4%
Residence 2 Communal	4.5%
B Wing Tim Hortons Back-of-House	6.7%
B Wing Cafeteria Back-of-House Food Prep	14.4%
J Wing 2nd Floor Hallways	20.6%
Athletics	28.7%
B Wing 2nd Floor Hallways and Offices	31.9%
A First Floor Pit	33.2%
C Wing 1st Floor (excl. Learning Common)	43.0%
H Wing Basement Hallways	44.1%
B Wing 1st Floor Hallways	49.9%
Learning Commons	50.1%
SCAET 2nd Floor Communal	50.1%
B Wing Cafeteria Front-of-House	53.9%
SCAET/Res, Exterior Bins	54.6%
Residence 1 Main Floor Communal	63.4%
Campus-Wide	41.4%

Table 4 below presents the percentage by weight of contaminants in ZW Organics by Area sorted to present the best to the worst performers. Areas appearing in red have a ZW contamination rate above the campus average.

Table 3: Percentage of Contaminants in ZW Organics by Area: The Best to the Worst Performers

Area	Contaminants in ZW Organics
B Wing Cafeteria Back-of-House Food Prep	0.0%
Residence 2 Communal	0.0%
Residence 1 Main Floor Communal	0.0%
B Wing Tim Hortons Back-of-House	2.0%
B Wing 2nd Floor Hallways and Offices	11.0%
A First Floor Pit	13.9%
A Wing 3rd Floor Hall and Student Area	14.9%
B Wing Cafeteria Front-of-House	20.2%
Athletics	21.5%
SCAET 2nd Floor Communal	22.6%
Learning Commons	24.0%
C Wing 1st Floor (excl. Learning Common)	24.7%
B Wing 1st Floor Hallways	25.8%
SCAET/Res, Exterior bins	26.0%

J Wing 2nd Floor Hallways	26.1%
H Wing Basement Hallways	No organics
Student union BOH	No organics
Campus-Wide	16.7%

The Table below presents the percentage by weight of contaminants in ZW waste-to-landfill by Area sorted to present the best to worst performers. The average contamination rate of ZW waste-to-landfill at the Trafalgar campus is 75.1%. The average is the sum of the weights of the contaminants in the ZW waste-to-landfill bin in all seventeen Areas audited divided by the total amount of ZW waste-to-landfill material sorted. Areas appearing in red have a ZW waste-to-landfill contamination rate above the campus average.

Table 4: Percentage of Contaminants in ZW Waste-to-Landfill by Area: Best to Worst Performers

Area	Contaminants in ZW Waste-to-landfill
Residence 1 Main Floor Communal	10.1%
Residence 2 Communal	62.0%
H Wing Basement Hallways	65.7%
C Wing 1st Floor (excl. Learning Common)	67.5%
B Wing 1st Floor Hallways	69.1%
A First Floor Pit	69.3%
SCAET 2nd Floor Communal	69.9%
B Wing Cafeteria Back-of-House Food Prep	73.5%
SCAET/Res, Exterior Bins	73.5%
B Wing 2nd Floor Hallways and Offices	74.4%
Learning Commons	77.2%
J Wing 2nd Floor Hallways	78.9%
B wing Cafeteria Front-of-House	80.0%
Student Union Back-of-House	81.4%
B Wing Tim Hortons Back-of-House	84.1%
A Wing 3rd Floor Hall and Student Area	84.6%
Athletics	88.2%
Campus-Wide	75.1%

Areas underperforming the campus average for all four performance parameters (waste diversion rate as well as contamination rates for ZW Recycling, ZW Organics and ZW Waste-to-Landfill) include:

1. B Wing Cafeteria Front-of-House
2. Learning Commons

Areas underperforming the campus average for three of the four performance parameters include:

1. Athletics
2. B Wing 1st Floor Hallways
3. C Wing 1st Floor (excl. Learning Common)
4. J Wing 2nd Floor Hallways
5. SCAET 2nd Floor Communal

3.0 RECOMMMENDATIONS

GENERAL RECOMMENDATIONS

The recommendations appearing in this report are to be considered for implementation as Sheridan College feels appropriate and cost effective.

Organizations that make substantial gains in waste reduction are those that periodically improve their diversion programs while continuously examining ways to eliminate materials that contribute to their daily and annual waste output.

Employees should be encouraged to evaluate, improve, and expand waste reduction efforts in their own Areas. Active employee involvement will generate cooperation and enthusiasm.

CAMPUS WIDE FOCUS:

Sheridan's Trafalgar Campus has an excellent combination of diversion programs that address the divertible materials generated at the campus. Consequently, the most significant future waste diversion improvements will likely come from enhancing compliance with the three stream ZW bins across campus and the implementation of elimination/substitution strategies for non-recyclable food and beverage packaging.

The Trafalgar Campus needs to ensure recycling and organics programs are kept "clean of contaminants". To this end, Sheridan should continue to assess and identify barriers to sorting and develop Area-specific action plans to increase participation and decrease errors in sorting. Sheridan may wish to pilot strategies to improve sorting at underperforming Areas such as B Wing Cafeteria Front-of-House and/or Learning Commons.

SPECIFIC RECOMMENDATIONS

1. ZW Organics Strategy:
    a. Use signage and education to improve the capture of specific organics with a focus on capturing food waste, napkins, and paper food packaging.
    b. Use signage and education to eliminate the contamination of ZW Organics with a focus on eliminating food packaging waste, recyclable paper and disposable polycoat coffee cups.
    c. In or near food service locations, consider:
        i. Bin placement to ensure there is sufficient space for sorting and to encourage better sorting (e.g., placement in high visibility Areas, avoiding fast-moving traffic Areas, etc.)
        ii. Consider adding amenities such as napkins, bottle filling/emptying stations, etc. to facilitate sorting.

Anticipated impact: reduction in waste-to-landfill of 40,500 kg per year (assumes capture of an additional 30% of the organic material currently disposed in waste-to-landfill)

2. ZW Recycling Strategy:
    a. Use signage and education to improve the capture of specific recyclables with a focus on the capture of kraft and fine paper, boxboard/cores, #5 PP containers and #1 PET bottles.

b. Encourage emptying of beverage containers prior to placement in ZW Recycling through a combination of education/signage and placement of emptying stations where practicable. Focus on Areas such as: B Wing 1st Floor Hallways, Learning Commons, A First Floor Pit, C Wing 1st Floor (excl. Learning Common), SCAET/Res, Exterior Bins, B Wing Caf Front-of-House, and Athletics.
c. Use signage and education to eliminate the contamination of ZW Recycling with food waste, coffee cups, tissue toweling and napkins.

Anticipated impact: reduction in waste-to-landfill of 10,906 kg per year (assumes capture of an additional 20% of the recyclable material currently disposed in waste-to-landfill).

3. Textile Donation Collection Program and Battery Recycling Containers:

Consider installing a textile donation bin and battery recycling container(s) at or near the SCAET and Residence 1 building.

Anticipated impact: reduction in waste-to-landfill 840 kg/yr textiles & 20 kg/yr of batteries (assumes an increase in capture of textiles and batteries by 30% in first year)

4. Elimination/Substitution Strategy for Disposable Food Packaging and Polycoat Cup Waste:
    a. Encourage students and staff to use a reusable coffee cup/thermos.
    b. Encourage food services to provide reusable cups and reusable food service material wherever possible.
    c. Switch to a disposable cup and food packaging that is an acceptable material in ZW Organics and/or ZW Recycling.

Anticipated impact: likely significant, but not quantifiable

Anticipated Result:

With the implementation of the above noted waste reduction plans, it is estimated that the waste diversion rate at the Trafalgar Campus will increase from 46.9% to 57.6% and the Trafalgar Campus will divert an additional 52,266 kg of waste from landfill in 2024.

APPENDICES

GLOSSARY OF WASTE TERMS

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

TOTAL WASTE GENERATED

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

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

RECOVERED WASTE

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

CAPTURE RATES

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

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

ANNUAL DIVERSION RATE

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

Annual Diversion Rate = 3Rs Programs / Total Waste Generated

ONTARIO'S 60% REDUCTION TARGET

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

60% Reduction Target = (Waste Disposed 2018 - Waste Disposed Base Year 2012) / Waste Disposed Base Year 2012

SPECIFIC WASTE CATEGORIES & WASTE AUDIT DATA (TRAFALGAR CAMPUS)

The following is the list of specific wastes, the associated appropriate waste management collection program, and the amount by weight generated per year and disposed by collection program at the Trafalgar Campus in 2023. The specific wastes are listed alphabetically.

Specific Waste Category	Acceptable in Collection Program	All Streams (kg/yr)	ZW Recycling (kg/yr)	ZW Organics (kg/yr)	Other / Bulk Recycling (kg/yr	Reuse (kg/yr	Disposal (kg/yr)
#1 PET - Alcoholic Beverage Containers	Recycling	0	0	0	0	0	0
#1 PET - clear thermoform packaging	Recycling	997	188	214	0	0	596
#1 PET - coloured thermoform packaging	Recycling	987	414	39	0	0	535
#1 PET Bottles (excluding alcoholic beverage containers)	Recycling	11,977	8,191	481	0	0	3,305
#1 PET Bottles > 5 Litres	Recycling	627	627	0	0	0	0
#2 HDPE Bottles and Jugs	Recycling	439	257	30	0	0	152
#2 HDPE Bottles and Jugs > 5 litres	Recycling	2,773	2,773	0	0	0	0
#2 Other HDPE Containers	Recycling	0	0	0	0	0	0
#5 Other PP Containers	Recycling	18,588	7,219	420	0	0	10,949
#5 PP Bottles/clear cups	Recycling	149	0	0	0	0	149
#6 PS - Expanded Polystyrene	Landfill	27	0	0	0	0	27
#6 PS - Non-expanded Polystyrene	Recycling	385	250	27	0	0	108
#7 Other Plastics	Landfill	1,103	510	48	0	0	545
Aluminum Alcoholic Beverage Cans	Recycling	166	166	0	0	0	0
Aluminum Foil & Foil Trays	Recycling	0	0	0	0	0	0
Aluminum Food & Other Beverage Cans	Recycling	4,697	3,769	190	0	0	738
Aseptic Containers (excluding alcoholic beverage containers)	Recycling	1,268	730	57	0	0	481
Batteries	Battery Recycling	213	0	0	135	0	78
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	Landfill	649	66	68	0	0	515

Specific Waste Category	Acceptable in Collection Program	All Streams (kg/yr)	ZW Recycling (kg/yr)	ZW Organics (kg/yr)	Other / Bulk Recycling (kg/yr	Reuse (kg/yr	Disposal (kg/yr)
Books	Reuse & Donation	166	0	0	0	166	0
Boxboard and Other Paper Packaging	Recycling	18,025	4,930	1,318	0	0	11,778
Cables & Wires	Electronics Recycling	0	0	0	0	0	0
Coffee Grinds	Organics	0	0	0	0	0	0
Coffee pods	Landfill	0	0	0	0	0	0
Compostable cutlery	Organics	3,341	759	304	0	0	2,279
Compostable Plastic Bin Liners - Certified, Non-Packaging	Organics	530	0	530	0	0	0
Corrugated Cardboard (Loose & Bulk)	Cardboard Recycling	25,256	11,605	0	12,015	0	1,636
Food Packaging	Landfill	22,481	3,020	1,618	0	0	17,843
Gable Top Containers	Recycling	1,478	774	47	0	0	657
Glass Alcoholic Beverage Containers - Clear	Recycling	993	292	0	0	0	701
Glass Alcoholic Beverage Containers - Coloured	Recycling	212	0	212	0	0	0
Glass Other Beverage and Food - Clear	Recycling	2,360	2,360	0	0	0	0
Glass Other Beverage and Food - Coloured	Recycling	364	364	0	0	0	0
Gloves - Rubber & Nitrile	Landfill	1,451	36	131	0	0	1,284
Kraft Paper	Recycling	19,196	4,377	1,510	0	0	13,308
Lab Waste	Landfill	119	0	0	0	0	119
LDPE & HDPE - Flexible Film, Bag, Pouch	Landfill	948	0	0	0	0	948
LDPE/HDPE Film - Products (non-packaging)	Landfill	2,857	130	484	0	0	2,243
Liquids - food/beverage	Organics	77,280	18,730	3,383	0	0	55,167
Maintenance Waste	Landfill	1,574	0	50	0	0	1,524
Milk Bladders	Recycling	530	0	0	0	0	530
Molded Pulp/Fibre	Recycling	9,321	1,757	1,127	0	0	6,437
Napkins/Toweling - Food Related	Organics	12,065	1,245	3,532	0	0	7,287
Newsprint - Flyers, Inserts	Recycling	0	0	0	0	0	0
Office & School Supplies (FreeUse Pop Up & Donation)	Reuse & Donation	629	0	0	0	629	0

Specific Waste Category	Acceptable in Collection Program	All Streams (kg/yr)	ZW Recycling (kg/yr)	ZW Organics (kg/yr)	Other / Bulk Recycling (kg/yr	Reuse (kg/yr	Disposal (kg/yr)
Office Waste	Landfill	5,731	711	25	0	0	4,995
Other Electronics	Electronics Recycling	9,342	262	15	8,574	0	491
Other Metal (excluding scrap metal)	Recycling	316	152	164	0	0	0
Other Polycoat	Landfill	1,705	258	56	0	0	1,392
Other Waste	Landfill	459	459	0	0	0	0
Paper - Fine Mixed	Recycling	12,958	8,419	530	0	0	4,008
Paper - Shredded, Confidential	Paper Shred Recycling	7,802	0	0	7,802	0	0
Paper Food Packaging - paper plates, other	Organics	6,145	1,222	1,262	0	0	3,661
Personal Protective Equipment (Masks)	Landfill	602	27	13	0	0	562
Pet Waste - compostable bags	Organics	3,720	0	35	0	0	3,684
Plastic Cutlery	Landfill	1,190	193	85	0	0	911
Polycoat Beverage Cups - cold beverage	Landfill	8,858	2,509	393	0	0	5,957
Polycoat Beverage Cups - hot beverage	Landfill	30,650	5,123	768	0	0	24,759
Post Consumer Food Waste	Organics	82,240	7,512	27,475	0	0	47,253
Pre-Consumer Food Waste & Avoidable Food Waste	Organics	23,783	0	13,149	0	0	10,634
Rags	Landfill	0	0	0	0	0	0
Scrap Metal	Metal Recycling	10,224	0	0	10,224	0	0
Small Home Appliances	Electronics Recycling	0	0	0	0	0	0
Small Household Items (Freeuse Pop Up, Donation, Repair)	Reuse & Donation	242	0	0	0	242	0
Spiral Wound Containers	Landfill	113	113	0	0	0	0
Sporting Goods & Games (Freeuse Pop Up, Donation)	Reuse & Donation	4	0	0	0	4	0
Steel Aerosol Cans	Recycling	99	99	0	0	0	0
Steel Alcoholic Beverage Cans	Recycling	94	94	0	0	0	0
Steel Food & Other Beverage Cans	Recycling	3,097	3,002	0	0	0	95

Specific Waste Category	Acceptable in Collection Program	All Streams (kg/yr)	ZW Recycling (kg/yr)	ZW Organics (kg/yr)	Other / Bulk Recycling (kg/yr	Reuse (kg/yr	Disposal (kg/yr)
Textiles/Clothing (Freeuse Pop Up, Donation)	Reuse & Donation	4,236	64	0	0	809	3,363
Tissue/Toweling - washroom related	Organics	7,852	1,804	1,013	0	0	5,035
Tissue/Toweling/wipes - cleaning related	Landfill	1,121	119	67	0	0	935
Wood	Wood Recycling	16,800	0	0	16,800	0	0
Wood Dust	Wood Dust Recycling	2,949	0	0	2,949	0	0
Yard Waste	Organics	0	0	0	0	0	0
	Grand Total	488,553	107,682	60,869	58,499	1,850	259,653

MECP 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: Caroline Homes	Telephone #: 905 845 9430	Email address: Caroline.holmes@sheridancollege.ca
Street Address(es) of Entity(ies): 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):
The waste audit results presented in this report were obtained from observations and information collected during one on-site meeting and on two days of on-site waste auditing conducted in November 8-9, 2023 at the Trafalgar Campus. Two data sets were employed to generate the annual waste generation rates of specific waste materials at the Trafalgar Campus. First, the 2023 annual weight information for the individual collection streams was obtained from the service providers and the second data set was generated during the sorting and weighing of a 24-hour accumulation of material in ZW bins during the November 2023 on-site waste audit at the Campus. The 2023 non-ZW diversion program weights provided by Sheridan and their service providers were not audited and were assumed to have no contamination by other materials. In addition to the three stream ZW bin program, Sheridan's Trafalgar Campus has implemented the following diversion programs and events including: 1. Corrugated Cardboard (OCC) Recycling 2. Paper Shred Recycling 3. Metal Recycling 4. E-Waste Recycling 5. Battery Recycling 6. Wood Recycling

7. Wood Dust Recycling
8. Clothing/Textile – Mask Donation Event
9. Clothing/Textile – Dress for Success Clothing Bins
10. Repair Café Events for Household Item Reuse
11. Freeuse Pop Up Reuse Events for:
    i. Office & School Supplies
    ii. Household Items
    iii. Books
    iv. Sporting Goods

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?
#1 PET Alcoholic Beverage Containers	Not generated at this Campus.
#1 PET - clear thermoform packaging	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#1 PET - coloured thermoform packaging	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#1 PET Bottles (excluding alcoholic beverage containers)	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#1 PET Bottles > 5 Litres	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#2 HDPE Bottles and Jugs	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#2 HDPE Bottles and Jugs > 5 litres	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#2 Other HDPE Containers	Not generated at this Campus.
#5 Other PP Containers	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#5 PP Bottles/clear cups	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#6 PS - Expanded Polystyrene	Generated on Campus largely in food services areas by students, staff and visitors and disposed as waste though some may be contaminating the ZW recycling program.
#6 PS - Non-expanded Polystyrene	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
#7 Other Plastics	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Aluminum Alcoholic Beverage Cans	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Aluminum Foil & Foil Trays	Not generated at this Campus.

Aluminum Food & Other Beverage Cans	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Aseptic Containers (excluding alcoholic beverage containers)	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Batteries	Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program.
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	Generated on Campus largely in food services areas by students, staff and visitors and disposed as waste though some may be contaminating the ZW recycling program.
Books	Generated by students and staff and should be directed to Pop Up Freeuse (reuse) Events though some may be disposed as waste.
Boxboard and Other Paper Packaging	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Cables & Wires	Not generated at this Campus.
Coffee Grinds	Not generated at this Campus.
Coffee pods	Not generated in significant quantities at this Campus.
Compostable cutlery	Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Compostable Plastic Bin Liners - Certified, Non-Packaging	Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Corrugated Cardboard (Loose & Bulk)	Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program.
Food Packaging	Generated on Campus largely in food services areas by students, staff and visitors and disposed as waste though some may be contaminating the ZW recycling program.
Gable Top Containers	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Glass Alcoholic Beverage Containers - Clear	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Glass Alcoholic Beverage Containers - Coloured	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Glass Other Beverage and Food - Clear	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.

Glass Other Beverage and Food - Coloured	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Gloves - Rubber & Nitrile	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Kraft Paper	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Lab Waste	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
LDPE & HDPE - Flexible Film, Bag, Pouch	Generated on Campus largely in food services areas by students, staff and visitors and disposed as waste though some may be contaminating the ZW recycling program.
LDPE/HDPE Film - Products (non-packaging)	Generated on Campus largely in food services areas by students, staff and visitors and disposed as waste though some may be contaminating the ZW recycling program.
Liquids - food/beverage	Students, staff and visitors disposing of non-empty beverage containers so that partially filled beverage containers are disposed in ZW receptacles.
Maintenance Waste	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Milk Bladders	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Molded Pulp/Fibre	Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Napkins/Toweling - Food Related	Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Newsprint - Flyers, Inserts	Not generated at this Campus.
Office & School Supplies (FreeUse Pop Up & Donation)	Generated by students and staff and should be directed to Pop Up Freeuse (reuse) Events though some may be disposed as waste.
Office Waste	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Other Electronics	Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program.
Other Metal (excluding scrap metal)	Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.

Other Polycoat	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Other Waste	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Paper - Fine Mixed	Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Paper - Shredded, Confidential	Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program.
Paper Food Packaging - paper plates, other	Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Personal Protective Equipment (Masks)	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Pet Waste - compostable bags	Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Plastic Cutlery	Generated on Campus largely in food services areas by students, staff and visitors and disposed as waste though some may be contaminating the ZW recycling program.
Polycoat Beverage Cups - cold beverage	Generated on Campus largely in food services areas by students, staff and visitors and disposed as waste though some may be contaminating the ZW recycling program.
Polycoat Beverage Cups - hot beverage	Generated on Campus largely in food services areas by students, staff and visitors and disposed as waste though some may be contaminating the ZW recycling program.
Post-Consumer Food Waste	Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Pre-Consumer Food Waste & Avoidable Food Waste	Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Rags	Not generated in significant quantities at this Campus.
Scrap Metal	Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program.
Small Home Appliances	Not generated at this Campus.
Small Household Items (Freeuse Pop Up, Donation, Repair)	Generated largely by students and should be directed to Pop Up Freeuse (reuse) Events and/or Repair Café though some may be disposed as waste.

Spiral Wound Containers	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Sporting Goods & Games (Freeuse Pop Up, Donation)	Generated by students and staff and should be directed to Freeuse Pop Up (reuse) Events though some may be disposed as waste.
Steel Aerosol Cans	Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Steel Alcoholic Beverage Cans	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Steel Food & Other Beverage Cans	Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste.
Textiles/Clothing (Freeuse Pop Up, Donation)	Generated largely by students and should be directed to Dress for Success and/or Freeuse Pop Up Reuse Events though some may be disposed as waste.
Tissue/Toweling - washroom related	Non-food organic waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Tissue/Toweling/wipes - cleaning related	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Wood	Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program.
Wood Dust	Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program.
Yard Waste	Not generated at this Campus.
Note: When completing this form, write “n/a” in the columns where the entity will not produce any waste for a category of waste.	

IV. Management of Waste (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).		
Category	Waste to be Disposed	Reused or Recycled Waste
#1 PET Alcoholic Beverage Containers		Not generated at this Campus. 0.0% diversion rate.
#1 PET - clear thermoform packaging		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 40.2% diversion rate.
#1 PET - coloured thermoform packaging		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 45.8% diversion rate.
#1 PET Bottles (excluding alcoholic beverage containers)		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 72.4% diversion rate.
#1 PET Bottles > 5 Litres		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 100.0% diversion rate.
#2 HDPE Bottles and Jugs		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 65.3% diversion rate.
#2 HDPE Bottles and Jugs > 5 litres		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 100.0% diversion rate.
#2 Other HDPE Containers		Not generated at this Campus. 0.0% diversion rate.
#5 Other PP Containers		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 41.1% diversion rate.
#5 PP Bottles/clear cups		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling

		though some may be disposed as waste. 0.0% diversion rate.
#6 PS - Expanded Polystyrene	This is a waste for which there is no diversion program presently available.	
#6 PS - Non-expanded Polystyrene		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 71.9% diversion rate.
#7 Other Plastics	This is a waste for which there is no diversion program presently available.	
Aluminum Alcoholic Beverage Cans		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 100.0% diversion rate.
Aluminum Foil & Foil Trays		Not generated at this Campus. 0.0% diversion rate.
Aluminum Food & Other Beverage Cans		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 84.3% diversion rate.
Aseptic Containers (excluding alcoholic beverage containers)		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 62.1% diversion rate.
Batteries		Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program. 63.4% diversion rate.
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	This is a waste for which there is no diversion program presently available.	
Books		Generated by students and staff and should be directed to Pop Up Freeuse (reuse) Events though some may be disposed as waste. 100.0% diversion rate.
Boxboard and Other Paper Packaging		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling

		though some may be disposed as waste. 34.7% diversion rate.
Cables & Wires		Not generated at this Campus. 0.0% diversion rate.
Coffee Grinds		Not generated at this Campus.
Coffee pods	Not generated at this Building	
Compostable cutlery		Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Compostable Plastic Bin Liners - Certified, Non-Packaging		Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Corrugated Cardboard (Loose & Bulk)		Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program. 93.5% diversion rate.
Food Packaging	This is a waste for which there is no diversion program presently available.	
Gable Top Containers		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 55.6% diversion rate.
Glass Alcoholic Beverage Containers - Clear		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 29.4% diversion rate.
Glass Alcoholic Beverage Containers - Coloured		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 100.0% diversion rate.
Glass Other Beverage and Food - Clear		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 100.0% diversion rate.
Glass Other Beverage and Food - Coloured		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling

		though some may be disposed as waste. 100.0% diversion rate.
Gloves - Rubber & Nitrile	This is a waste for which there is no diversion program presently available.	
Kraft Paper		Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 30.7% diversion rate.
Lab Waste	This is a waste for which there is no diversion program presently available.	
LDPE & HDPE - Flexible Film, Bag, Pouch	This is a waste for which there is no diversion program presently available.	
LDPE/HDPE Film - Products (non-packaging)	This is a waste for which there is no diversion program presently available.	
Liquids - food/beverage	Students, staff and visitors disposing of non-empty beverage containers so that partially filled beverage containers are disposed in ZW receptacles.	Beverage containers should be emptied prior to placement in ZW recycling receptacles.
Maintenance Waste	This is a waste for which there is no diversion program presently available.	
Milk Bladders		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 0.0% diversion rate.
Molded Pulp/Fibre		Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 30.9% diversion rate.
Napkins/Toweling - Food Related		Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Newsprint - Flyers, Inserts		Not generated at this Campus. 0.0% diversion rate.
Office & School Supplies (FreeUse Pop Up & Donation)		Generated by students and staff and should be directed to Pop Up Freeuse

		(reuse) Events though some may be disposed as waste. 100.0% diversion rate.
Office Waste	This is a waste for which there is no diversion program presently available.	
Other Electronics		Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program. 94.7% diversion rate.
Other Metal (excluding scrap metal)		Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 100.0% diversion rate.
Other Polycoat	This is a waste for which there is no diversion program presently available.	
Other Waste	This is a waste for which there is no diversion program presently available.	
Paper - Fine Mixed		Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 69.1% diversion rate.
Paper - Shredded, Confidential		Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program. 100.0% diversion rate.
Paper Food Packaging - paper plates, other		Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Personal Protective Equipment (Masks)	This is a waste for which there is no diversion program presently available.	
Pet Waste - compostable bags		Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Plastic Cutlery	This is a waste for which there is no diversion program presently available.	

Polycoat Beverage Cups - cold beverage	Polycoat beverage containers are a waste for which there is no diversion program presently available.	
Polycoat Beverage Cups - hot beverage	Polycoat beverage containers are a waste for which there is no diversion program presently available.	
Post-Consumer Food Waste		Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Pre-Consumer Food Waste & Avoidable Food Waste		Organic food waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Rags	Not generated at this Building	
Scrap Metal		Generated on Campus through maintenance, renovations and construction operations and should be disposed in the single stream recycling program. 100.0% diversion rate.
Small Home Appliances		Not generated at this Campus.
Small Household Items (Freeuse Pop Up, Donation, Repair)		Generated largely by students and should be directed to Pop Up Freeuse (reuse) Events and/or Repair Café though some may be disposed as waste. 100.0% diversion rate.
Spiral Wound Containers	This is a waste for which there is no diversion program presently available.	
Sporting Goods & Games (Freeuse Pop Up, Donation)		Generated by students and staff and should be directed to Freeuse Pop Up (reuse) Events though some may be disposed as waste. 100.0% diversion rate.
Steel Aerosol Cans		Generated on Campus by students, staff and visitors and should be disposed in ZW recycling though some may be disposed as waste. 100.0% diversion rate.
Steel Alcoholic Beverage Cans		Generated largely in food service areas by students, staff and visitors and should be disposed in ZW recycling

		though some may be disposed as waste. 100.0% diversion rate.
Steel Food & Other Beverage Cans		Generated largely in food service areas by students, staff and visitors and should be disposed of in ZW recycling though some may be disposed as waste. 96.9% diversion rate.
Textiles/Clothing (Freeuse Pop Up, Donation)		Generated largely by students and should be directed to Dress for Success and/or Freeuse Pop Up Reuse Events though some may be disposed as waste. 20.6% diversion rate.
Tissue/Toweling - washroom related		Non-food organic waste generated on Campus by students, staff and visitors and should be disposed in ZW organics though some is disposed as waste or contaminating ZW recycling.
Tissue/Toweling/wipes - cleaning related	This is a waste for which there is no diversion program presently available.	
Wood		Generated on Campus by students, staff and visitors and should be disposed of in the single stream recycling program. 100.0% diversion rate.
Wood Dust		Generated on Campus by students, staff and visitors and should be disposed of in the single stream recycling program. 100.0% diversion rate.
Yard Waste		Not generated at this Campus.

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

V. Estimated Quantity of Waste Produced Annually – Trafalgar – Base Year 2023

	Estimated Amount of Waste Produced (kgs)											
	Generated			Reused			Recycled			Disposed		
Categories of Waste	"A" Base Year (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)	"A" Base Year (kg)	"B" * Current Year (kg)	"C" * Change (A-B) (kg)
#1 PET Alcoholic Beverage Containers	0			0			0			0		
#1 PET - clear thermoform packaging	997			0			401			596		
#1 PET - coloured thermoform packaging	987			0			452			535		
#1 PET Bottles (excluding alcoholic beverage containers)	11,977			0			8,672			3,305		
#1 PET Bottles > 5 Litres	627			0			627			0		
#2 HDPE Bottles and Jugs	439			0			286			152		
#2 HDPE Bottles and Jugs > 5 litres	2,773			0			2,773			0		
#2 Other HDPE Containers	0			0			0			0		
#5 Other PP Containers	18,588			0			7,639			10,949		
#5 PP Bottles/clear cups	149			0			0			149		
#6 PS - Expanded Polystyrene	27			0			0			27		

#6 PS - Non-expanded Polystyrene	385			0			277			108		
#7 Other Plastics	1,103			0			557			545		
Aluminum Alcoholic Beverage Cans	166			0			166			0		
Aluminum Foil & Foil Trays	0			0			0			0		
Aluminum Food & Other Beverage Cans	4,697			0			3,959			738		
Aseptic Containers (excluding alcoholic beverage containers)	1,268			0			787			481		
Batteries	213			0			135			78		
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	649			0			134			515		
Books	166			166			0			0		
Boxboard and Other Paper Packaging	18,025			0			6,248			11,778		
Cables & Wires	0			0			0			0		
Coffee Grinds	0			0			0			0		
Coffee pods	0			0			0			0		
Compostable cutlery	3,341			0			1,063			2,279		
Compostable Plastic Bin Liners - Certified, Non-Packaging	530			0			530			0		
Corrugated Cardboard (Loose & Bulk)	25,256			0			23,620			1,636		
Food Packaging	22,481			0			4,639			17,843		
Gable Top Containers	1,478			0			821			657		

Glass Alcoholic Beverage Containers - Clear	993			0			292			701		
Glass Alcoholic Beverage Containers - Coloured	212			0			212			0		
Glass Other Beverage and Food - Clear	2,360			0			2,360			0		
Glass Other Beverage and Food - Coloured	364			0			364			0		
Gloves - Rubber & Nitrile	1,451			0			167			1,284		
Kraft Paper	19,196			0			5,887			13,308		
Lab Waste	119			0			0			119		
LDPE & HDPE - Flexible Film, Bag, Pouch	948			0			0			948		
LDPE/HDPE Film - Products (non-packaging)	2,857			0			614			2,243		
Liquids - food/beverage	77,280			0			22,114			55,167		
Maintenance Waste	1,574			0			50			1,524		
Milk Bladders	530			0			0			530		
Molded Pulp/Fibre	9,321			0			2,884			6,437		
Napkins/Toweling - Food Related	12,065			0			4,778			7,287		
Newsprint - Flyers, Inserts	0			0			0			0		
Office & School Supplies (FreeUse Pop Up & Donation)	629			629			0			0		

Office Waste	5,731			0			736			4,995		
Other Electronics	9,342			0			8,851			491		
Other Metal (excluding scrap metal)	316			0			316			0		
Other Polycoat	1,705			0			313			1,392		
Other Waste	459			0			459			0		
Paper - Fine Mixed	12,958			0			8,949			4,008		
Paper - Shredded, Confidential	7,802			0			7,802			0		
Paper Food Packaging - paper plates, other	6,145			0			2,484			3,661		
Personal Protective Equipment (Masks)	602			0			40			562		
Pet Waste - compostable bags	3,720			0			35			3,684		
Plastic Cutlery	1,190			0			279			911		
Polycoat Beverage Cups - cold beverage	8,858			0			2,902			5,957		
Polycoat Beverage Cups - hot beverage	30,650			0			5,891			24,759		
Post-Consumer Food Waste	82,240			0			34,987			47,253		
Pre-Consumer Food Waste & Avoidable Food Waste	23,783			0			13,149			10,634		
Rags	0			0			0			0		
Scrap Metal	10,224			0			10,224			0		
Small Home Appliances	0			0			0			0		
Small Household Items (Freeuse Pop Up, Donation, Repair)	242			242			0			0		

Spiral Wound Containers	113			0			113			0		
Sporting Goods & Games (Freeuse Pop Up, Donation)	4			4			0			0		
Steel Aerosol Cans	99			0			99			0		
Steel Alcoholic Beverage Cans	94			0			94			0		
Steel Food & Other Beverage Cans	3,097			0			3,002			95		
Textiles/Clothing (Freeuse Pop Up, Donation)	4,236			809			64			3,363		
Tissue/Toweling - washroom related	7,852			0			2,816			5,035		
Tissue/Toweling/wipes - cleaning related	1,121			0			186			935		
Wood	16,800			0			16,800			0		
Wood Dust	2,949			0			2,949			0		
Yard Waste	0			0			0			0		
Total	488,553			1,850			227,050			259,653		
Percent Change (total C ÷ total A x 100) from Base Year:												
2023 Diversion Rate: 2022 Diversion Rate:	46.9% 42.8%											

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

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

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

VI. Extent to Which Materials or Products Used or Sold by the Entity Consist of Recycled or Reused Materials or Products (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.
	Sheridan's institutional **Procurement Policy** includes a section on Sustainable Procurement, copied below for reference: *5.0 Sustainable Procurement at Sheridan* *5.1 Sheridan upholds the values of sustainability, social responsibility, and fair labour practices. Guided by our Sustainability Procedure, our Mission Zero Energy and Zero Waste and Carbon Plan where feasible, Sheridan is committed to supporting these principles. In alignment with these documents and institutional targets, Sheridan aims to integrate sustainable procurement into all formal bid opportunities. This includes, but is not limited to, Goods and Services for purchases related to the four sustainable pillars: social, ethical, environmental, and Indigenous considerations. Further detail is outlined in the Sustainable Procurement Procedure*.* *5.2 Meeting the needs of the present without compromising the ability of future generations to meet their own needs is a fundamental principle of sustainable practice. This principle entails striking a balance between economic, social, and environmental priorities (Sheridan College Institute of Technology and Advanced Learning, 2014).* ** Section 11 of the **Sustainable Procurement Procedure** is as follows:* *11.0 Sustainable Procurement* *Sustainable Procurement is a key principle in Sheridan's Procurement Policy. The details below express Sheridan's commitment to strengthening sustainable practices across the institution, and supporting a culture defined by informed and responsible decision making which balances ethical, social, Indigenous, and environmental priorities. Procurement at Sheridan will meet this commitment by:* *11.1 Sustainability Evaluation Criteria* *Sheridan will integrate sustainability criteria through language in RFP documents, and in its procurement process. When applicable the following evaluation criteria for suppliers will inform decision makers: life cycle costing, waste management, repairability, use of local labour and materials, and other related criteria. These criteria can apply to any procurement and factor in the final scoring for the decision making for purchases along with functional requirements.* *11.2 Training and Communication* *Sheridan will encourage and provide support for user departments to integrate sustainability in their decision-making process for purchases under $121,200. Procurement, with support of the*

	Sustainability Office will provide education and training for user departments to build a culture of sustainable procurement at the College. *11.3 Supplier Engagement and Performance Management Sheridan will communicate the organization's sustainability values to prospective and current suppliers. Sustainability will be included in Vendor Performance Management and reviewed along with other Key Performance Indicators. Sheridan will conduct supplier research and include informational questions about supplier's sustainability goals at vendor intake.* *11.4 Supplier Diversity* *Sheridan aims to use sustainable procurement to provide opportunities to address economic disadvantage by promoting equal opportunity and inclusion and removing barriers to those goals experienced by equity seeking communities and others who disproportionately experience unemployment and underemployment, discrimination. Sheridan will participate in collaboration across the sector to reduce barriers for suppliers and participate in diverse supplier networks.* *11.5 Leadership and Collaboration* *When possible, Sheridan's Procurement department will work along city governments, social foundations, social enterprises, and groups deserving social equity to raise awareness on Sustainable Procurement. This includes creating events that benefits the community and promote relationship-building.*
2.	Do you have plans to increase the extent to which materials or products used or sold* consist of recycled or reused materials or products? If yes, please describe. * Information regarding materials or products "sold" that consist of recycled or reused materials or products is only required from owner(s) of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments.
	This is in Sheridan's long-term plan and would also fall under the College's Sustainability Policy.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.		
Signature of authorized official: Herbert Sinnock	Title: Director, Sustainability	Date: 05/03/2024

MECP 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)

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 Homes	Telephone #: 905 845 9430	Email address: Caroline.holmes@sheridancollege.ca
Street Address(es) of Entity(ies): 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):
The waste audit results presented in this report were obtained from observations and information collected during one on-site meeting and on two days of on-site waste auditing conducted in November 8-9, 2023 at the Trafalgar Campus. Two data sets were employed to generate the annual waste generation rates of specific waste materials at the Trafalgar Campus. First, the 2023 annual weight information for the individual collection streams was obtained from the service providers and the second data set was generated during the sorting and weighing of a 24-hour accumulation of material in ZW bins during the November 2023 on-site waste audit at the Campus. The 2023 non-ZW diversion program weights provided by Sheridan and their service providers were not audited and were assumed to have no contamination by other materials. In addition to the three stream ZW bin program, Sheridan's Trafalgar Campus has implemented the following diversion programs and events including: 1. Corrugated Cardboard (OCC) Recycling 2. Paper Shred Recycling 3. Metal Recycling 4. E-Waste Recycling 5. Battery Recycling 6. Wood Recycling 7. Wood Dust Recycling 8. Clothing/Textile – Mask Donation Event 9. Clothing/Textile – Dress for Success Clothing Bins 10. Repair Café Events for Household Item Reuse 11. Freeuse Pop Up Reuse Events for:

i. Office & School Supplies
ii. Household Items
iii. Books
iv. Sporting Goods

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.	
#1 PET Alcoholic Beverage Containers	
#1 PET - clear thermoform packaging	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#1 PET - coloured thermoform packaging	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#1 PET Bottles (excluding alcoholic beverage containers)	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#1 PET Bottles > 5 Litres	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#2 HDPE Bottles and Jugs	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#2 HDPE Bottles and Jugs > 5 litres	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#2 Other HDPE Containers	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#5 Other PP Containers	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#5 PP Bottles/clear cups	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#6 PS - Expanded Polystyrene	
#6 PS - Non-expanded Polystyrene	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
#7 Other Plastics	
Aluminum Alcoholic Beverage Cans	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Aluminum Foil & Foil Trays	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.

Aluminum Food & Other Beverage Cans	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Aseptic Containers (excluding alcoholic beverage containers)	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Batteries	TEXTILE & BATTERY COLLECTION STATIONS: Install textile donation and battery collection stations at or near SCAET and Residence 1.
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	
Books	
Boxboard and Other Paper Packaging	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Cables & Wires	
Coffee Grinds	
Coffee pods	
Compostable cutlery	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.
Compostable Plastic Bin Liners - Certified, Non-Packaging	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.
Corrugated Cardboard (Loose & Bulk)	
Food Packaging	
Gable Top Containers	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Glass Alcoholic Beverage Containers - Clear	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Glass Alcoholic Beverage Containers - Coloured	
Glass Other Beverage and Food - Clear	
Glass Other Beverage and Food - Coloured	
Gloves - Rubber & Nitrile	
Kraft Paper	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Lab Waste	

LDPE & HDPE - Flexible Film, Bag, Pouch	
LDPE/HDPE Film - Products (non-packaging)	
Liquids - food/beverage	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Maintenance Waste	
Milk Bladders	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Molded Pulp/Fibre	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Napkins/Toweling - Food Related	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.
Newsprint - Flyers, Inserts	
Office & School Supplies (FreeUse Pop Up & Donation)	
Office Waste	
Other Electronics	
Other Metal (excluding scrap metal)	
Other Polycoat	
Other Waste	
Paper - Fine Mixed	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Paper - Shredded, Confidential	
Paper Food Packaging - paper plates, other	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.
Personal Protective Equipment (Masks)	
Pet Waste - compostable bags	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.
Plastic Cutlery	
Polycoat Beverage Cups - cold beverage	COFFEE CUPS: Promote reusable cups wherever possible and/or switch to a compostable cup that is acceptable in an organics program.
Polycoat Beverage Cups - hot beverage	COFFEE CUPS: Promote reusable cups wherever possible and/or switch to a compostable cup that is acceptable in an organics program.

Post-Consumer Food Waste	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.
Pre-Consumer Food Waste & Avoidable Food Waste	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.
Rags	
Scrap Metal	
Small Home Appliances	
Small Household Items (Freeuse Pop Up, Donation, Repair)	
Spiral Wound Containers	
Sporting Goods & Games (Freeuse Pop Up, Donation)	
Steel Aerosol Cans	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Steel Alcoholic Beverage Cans	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Steel Food & Other Beverage Cans	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.
Textiles/Clothing (Freeuse Pop Up, Donation)	TEXTILE & BATTERY COLLECTION STATIONS: Install textile donation and battery collection stations at or near SCAET and Residence 1.
Tissue/Toweling - washroom related	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.
Tissue/Toweling/wipes - cleaning related	
Wood	
Wood Dust	
Yard Waste	

Note that where there is a blank in the Table above, it is because the material is either a waste material for which there is no diversion option at this time, it is not generated in sufficient quantities to warrant action or is being well captured in an existing diversion program.

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 #/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 (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
ZW Organics Strategy: i. Use signage and education to improve the capture of specific organics with a focus on capturing food waste, napkins, and paper food packaging. i. Use signage and education to eliminate the contamination of ZW Organics with a focus on eliminating food packaging waste, recyclable paper and disposable polycoat coffee cups. i. In or near food service locations, consider: i. Bin placement to ensure there is sufficient space for sorting and to encourage better sorting (e.g., placement in high visibility Areas, avoiding fast-moving traffic Areas, etc.) ii. Consider adding amenities such as napkins, bottle filling/emptying stations, etc. to facilitate sorting. Anticipated Impact: Capture additional 30% organics currently in waste-to-landfill.	December 31, 2024
ZW Recycling Strategy: i. Use signage and education to improve the capture of specific recyclables with a focus on the capture of kraft and fine paper, boxboard/cores, #5 PP containers and #1 PET bottles. i. Encourage emptying of beverage containers prior to placement in ZW Recycling through a combination of education/signage and placement of emptying stations where practicable. Focus on Areas such as: B Wing 1st Floor Hallways, Learning Commons, A Wing First Floor Pit, C Wing 1st Floor (excl. Learning Commons), SCAET/Res, Exterior Bins, B Wing Caf Front-of-House, and Athletics. i. Use signage and education to eliminate the contamination of ZW Recycling with food waste, coffee cups, tissue toweling and napkins. Anticipated Impact: Capture additional 20% recyclables currently in waste-to-landfill.	December 31, 2024
Textile Donation Collection Program and Battery Recycling Containers: Consider installing a textile donation bin and battery recycling container(s) at or near the SCAET and Residence 1 building. Anticipated Impact: Capture additional 30% recyclables currently in waste-to-landfill.	December 31, 2024
Elimination/Substitution Strategy for Disposable Food Packaging and Polycoat Cup Waste: i. Encourage students and staff to use a reusable coffee cup/thermos. i. Encourage food services to provide reusable cups and reusable food service material wherever possible. i. Switch to a disposable cup and food packaging that is an acceptable material in ZW Organics and/or ZW Recycling. Anticipated Impact: Unknown but likely significant	December 31, 2024

VI. Communication to Staff, 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 communication through channels such as the weekly e-newsletter Insider, Sustainability website, campus TV screens, campus newspaper, Sheridan social media and via in-person 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)

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 Alcoholic Beverage Containers	0	0					
#1 PET - clear thermoform packaging	997	401	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			119	52.2%
#1 PET - coloured thermoform packaging	987	452	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			107	56.7%
#1 PET Bottles (excluding alcoholic beverage containers)	11,977	8,672	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty			661	77.9%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
			beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.				
#1 PET Bottles > 5 Litres	627	627	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			0	100.0%
#2 HDPE Bottles and Jugs	439	286	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			30	72.2%
#2 HDPE Bottles and Jugs > 5 litres	2,773	2,773	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty			0	100.0%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
			beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.				
#2 Other HDPE Containers	0	0	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			0	
#5 Other PP Containers	18,588	7,639	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			2,190	52.9%
#5 PP Bottles/clear cups	149	0	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty			30	20.0%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
			beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.				
#6 PS - Expanded Polystyrene	27	0					
#6 PS - Non-expanded Polystyrene	385	277	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			22	77.5%
#7 Other Plastics	1,103	557					
Aluminum Alcoholic Beverage Cans	166	166	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			0	100.0%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
Aluminum Foil & Foil Trays	0	0	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			0	
Aluminum Food & Other Beverage Cans	4,697	3,959	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			148	87.4%
Aseptic Containers (excluding alcoholic beverage containers)	1,268	787	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			96	69.7%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
Batteries	213	135	TEXTILE & BATTERY COLLECTION STATIONS: Install textile donation and battery collection stations at or near SCAET and Residence 1.			20	72.8%
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	649	134					
Books	166	166					100.0%
Boxboard and Other Paper Packaging	18,025	6,248	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			2,356	47.7%
Cables & Wires	0	0					
Coffee Grinds	0	0					
Coffee pods	0	0					
Compostable cutlery	3,341	1,063	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of			684	20.5%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
			receptacles and consider adding amenities.				
Compostable Plastic Bin Liners - Certified, Non-Packaging	530	530	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			0	0.0%
Corrugated Cardboard (Loose & Bulk)	25,256	23,620					93.5%
Food Packaging	22,481	4,639					
Gable Top Containers	1,478	821	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			131	64.4%
Glass Alcoholic Beverage Containers - Clear	993	292	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education,			140	43.5%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
			signage as well as placement of receptacles and consider adding amenities.				
Glass Alcoholic Beverage Containers - Coloured	212	212				0	100.0%
Glass Other Beverage and Food - Clear	2,360	2,360				0	100.0%
Glass Other Beverage and Food - Coloured	364	364				0	100.0%
Gloves - Rubber & Nitrile	1,451	167					
Kraft Paper	19,196	5,887	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			2,662	44.5%
Lab Waste	119	0					
LDPE & HDPE - Flexible Film, Bag, Pouch	948	0					
LDPE/HDPE Film -	2,857	614					

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
Products (non-packaging)							
Liquids - food/beverage	77,280	22,114	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			16,550	21.4%
Maintenance Waste	1,574	50					
Milk Bladders	530	0	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			106	20.0%
Molded Pulp/Fibre	9,321	2,884	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and			1,287	44.8%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
			consider adding amenities.				
Napkins/Towe ling - Food Related	12,065	4,778	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			2,186	18.1%
Newsprint - Flyers, Inserts	0	0					
Office & School Supplies (FreeUse Pop Up & Donation)	629	629					100.0%
Office Waste	5,731	736					
Other Electronics	9,342	8,851					94.7%
Other Metal (excluding scrap metal)	316	316					100.0%
Other Polycoat	1,705	313					
Other Waste	459	459					
Paper - Fine Mixed	12,958	8,949	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of			802	75.3%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
			receptacles and consider adding amenities.				
Paper - Shredded, Confidential	7,802	7,802					100.0%
Paper Food Packaging - paper plates, other	6,145	2,484	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			1,098	17.9%
Personal Protective Equipment (Masks)	602	40					
Pet Waste - compostable bags	3,720	35	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			1,105	29.7%
Plastic Cutlery	1,190	279					
Polycoat Beverage Cups - cold beverage	8,858	2,902					
Polycoat Beverage Cups - hot beverage	30,650	5,891					

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
Post-Consumer Food Waste	82,240	34,987	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			14,176	17.2%
Pre-Consumer Food Waste & Avoidable Food Waste	23,783	13,149	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			3,190	13.4%
Rags	0	0					
Scrap Metal	10,224	10,224					100.0%
Small Home Appliances	0	0					
Small Household Items (Freeuse Pop Up, Donation, Repair)	242	242					100.0%
Spiral Wound Containers	113	113					
Sporting Goods & Games (Freeuse Pop Up, Donation)	4	4					100.0%
Steel Aerosol Cans	99	99	ZW RECYCLING STRATEGY: Promote			0	100.0%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
			capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.				
Steel Alcoholic Beverage Cans	94	94	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			0	100.0%
Steel Food & Other Beverage Cans	3,097	3,002	ZW RECYCLING STRATEGY: Promote capture of more recyclable material and less contaminants (particularly un-empty beverage containers) through education, signage as well as placement of receptacles and consider adding amenities.			19	97.6%
Textiles/Clothing (Freeuse	4,236	873	TEXTILE & BATTERY COLLECTION			840	40.4%

Categories of Waste (Specific Wastes)	Estimated Annual Waste Produced * (kg)	Annual Amount Currently Diverted (2023) (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 ** (%)
Pop Up, Donation)			STATIONS: Install textile donation and battery collection stations at or near SCAET and Residence 1.				
Tissue/Toweling - washroom related	7,852	2,816	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			1,511	19.2%
Tissue/Toweling/wipes - cleaning related	1,121	186					
Wood	16,800	16,800					100.0%
Wood Dust	2,949	2,949					100.0%
Yard Waste	0	0					
CAMPUS WIDE TOTALS	488,553	228,900				52,266	57.6%

* 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: 05/03/2024