2023 WASTE AUDIT REPORT

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

SHERIDAN COLLEGE

HMC CAMPUS

PREPARED BY

INNOVATE
Taking the waste out of garbage.

TABLE OF CONTENTS

EXECUTIVE SUMMARY

This waste audit was conducted November 15 and 16, 2023 at the Hazel McCallion (HMC) Campus of Sheridan College. The HMC Campus is the smallest Sheridan College campus in terms of student population and in terms of physical size. The campus has three buildings, with the A-wing consisting of four floors and the B and C-wings each having five, totaling more than 468,000 square feet and they include classrooms, studios, offices, cafeteria, recreational space, athletics facilities, washrooms, hallways, etc.

There are three campuses at Sheridan: Davis, Trafalgar & Hazel McCallion (HMC). All three campuses of Sheridan College have implemented a wide variety of diversion programs in an effort to get 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 HMC 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. Waste Bin Donation (#2 HDPE Plastic; One Time Event)
8. Clothing/Textile – Dress for Success Clothing Bins
9. Repair Café Events for Household Item Reuse
10. Freeuse Pop Up Shop 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.

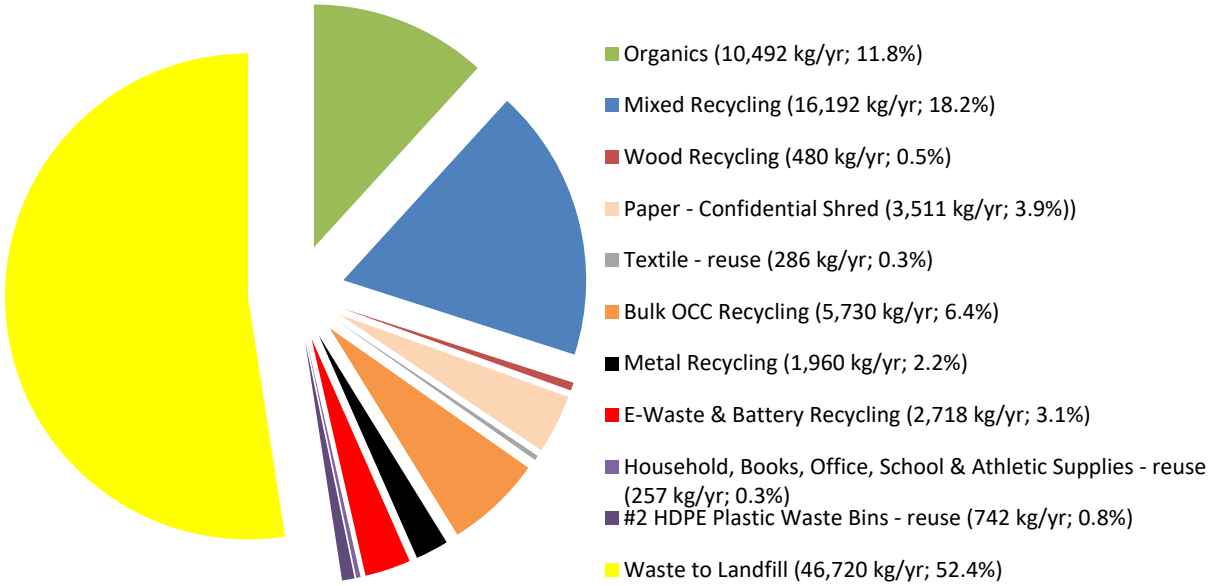
The waste reduction realized by these additional at-source reduction programs is not quantified for inclusion in this report however it is estimated that the water bottle refilling stations at HMC campus are reducing #1 PET Bottle generation at its 16 water bottle refilling stations by 2,408 kilograms 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.

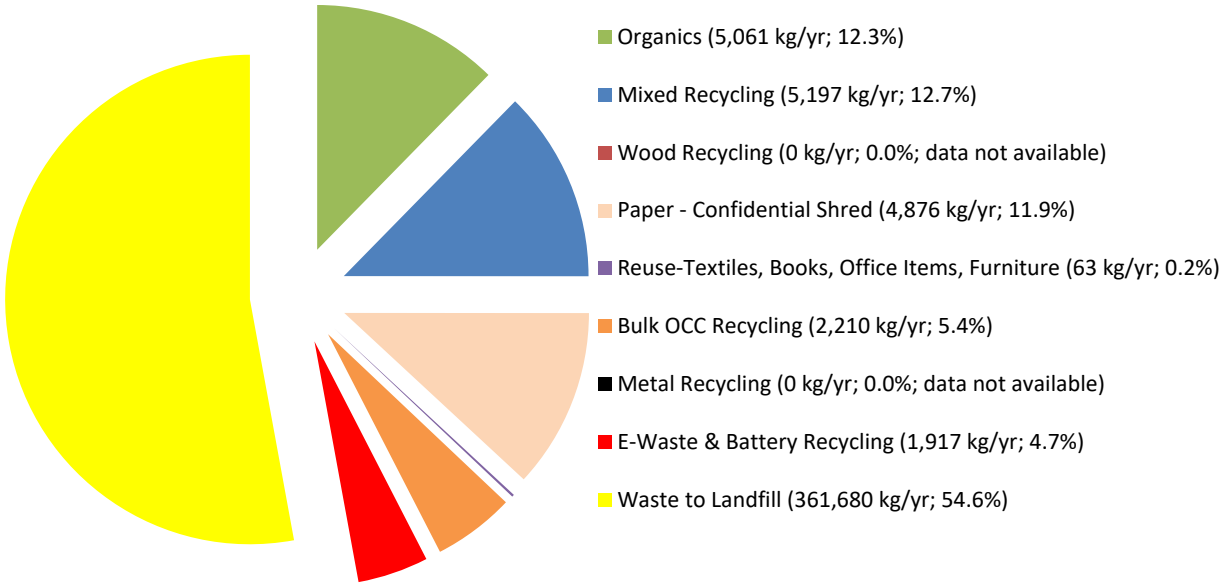
ANNUAL DIVERSION RATES OVER TIME

The 2023 waste diversion rate at the HMC 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.

HMC Campus 2023 Waste Diversion Rate: 47.6%



HMC Campus 2022 Waste Diversion Rate: 47.1%

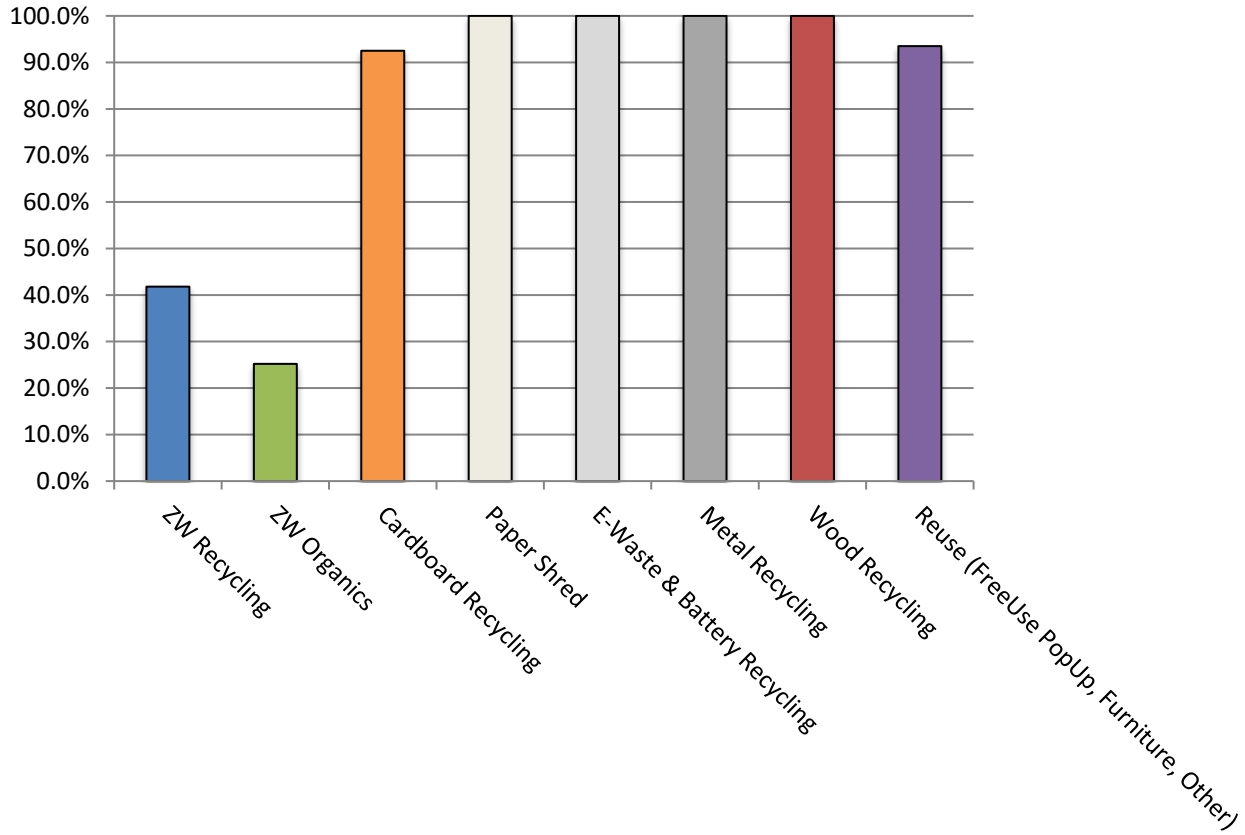


The total material generated and the diversion rate at the HMC Campus are both relatively unchanged from 2022.

OVERALL CAPTURE RATES BY DIVERSION PROGRAM

Capture rates for each diversion program were calculated at the HMC 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 rates for the ZW Recycling and Organics are low. The reuse programs are excellent at this Campus: the capture rate is very high and in 2023 there was 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 Shop and Repair Café.

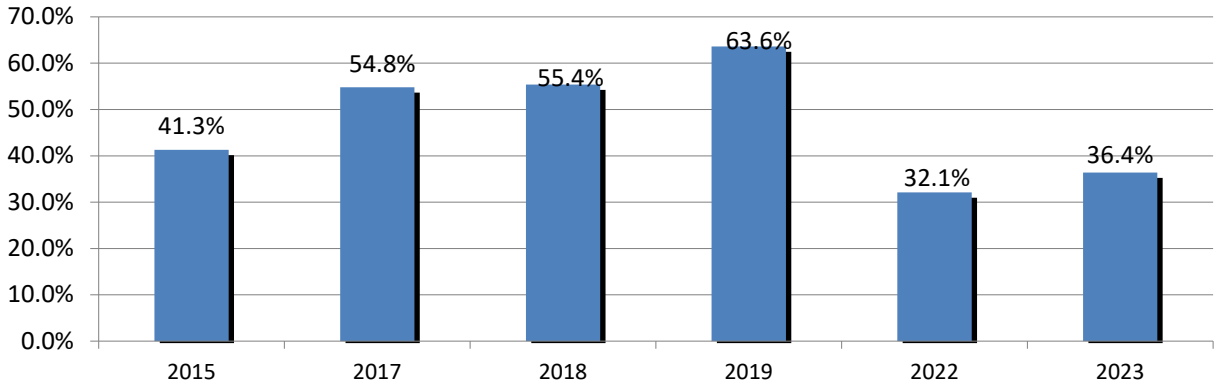
Capture Rates by Waste Diversion Collection Programs



ZW COLLECTION PROGRAM PERFORMANCE OVER-TIME

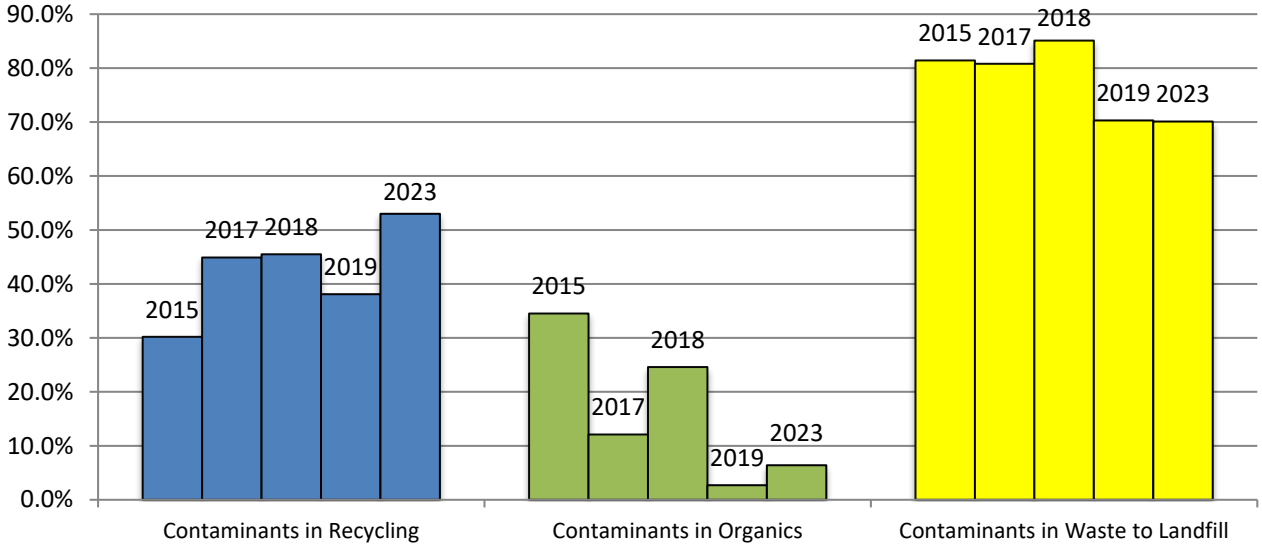
The ZW bin program waste diversion performance decreased dramatically in 2022 but has since modestly rebounded in 2023.

ZW Diversion Rates over Time (2015-2023)



ZW COLLECTION PROGRAM CONTAMINATION RATES OVER TIME

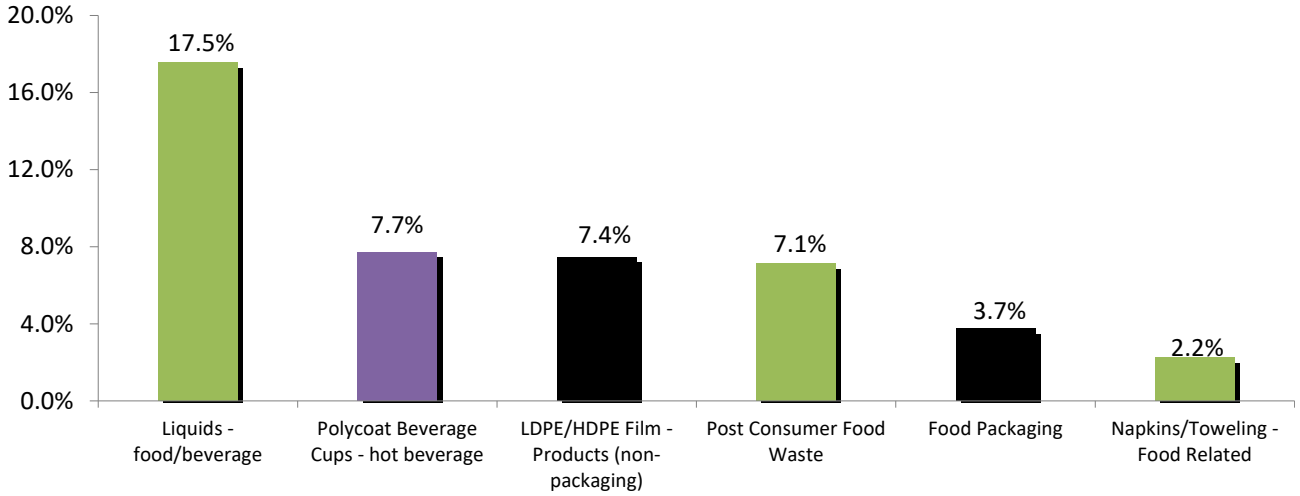
The 2023 HMC Campus contamination rates for each of the three ZW bin streams were calculated and compared against contamination rates in prior years. Contamination of ZW Recycling and ZW Organics have increased considerably since 2019 demonstrating a lack of compliance with sorting of materials into the appropriate receptacles. The ZW Waste stream disposal continues to remain high as a lot of recyclable material and organics are being disposed in the ZW Waste bins.



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 containers and pre- and post-consumer food waste are the most consistently improperly disposed material in the ZW Recycling and ZW Waste-to-Landfill, while there are few contaminants (and low participation) in the ZW Organics program. This suggests that mixed food waste (organic waste plus packaging) is not being sorted but is being disposed unsorted in either ZW Waste-to-Landfill or ZW Recycling.

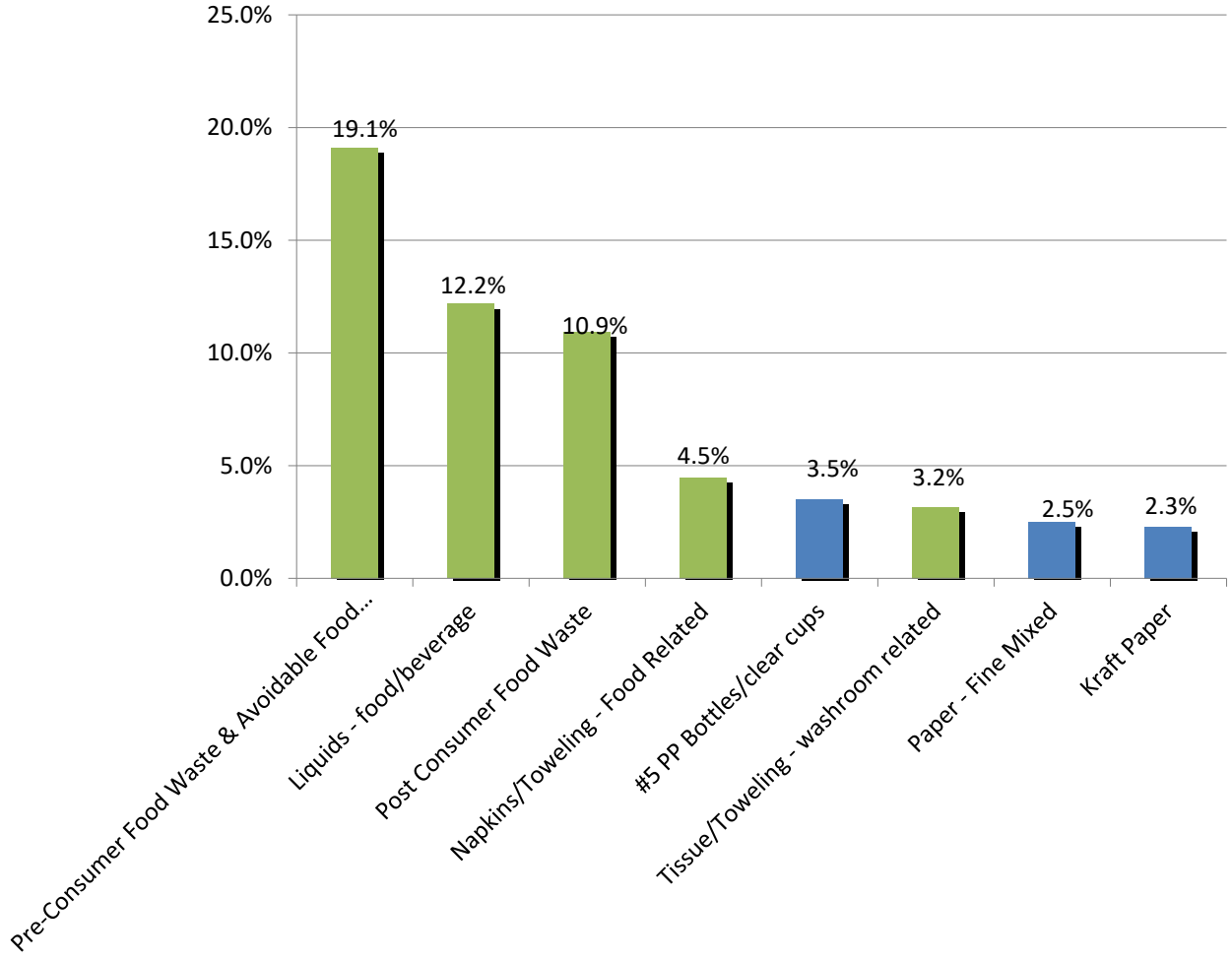
ZW Recycling Contaminants by Weight (2023)



ZW Organics Contaminants by Weight (2023)

There was little ZW Organics collected during the 24-hour sampling period and it had a very low contamination rate, consequently there were no contaminants in the ZW Organics stream present at more than 2.0% by weight.

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



ZW COLLECTION PROGRAM BY AREA

Waste diversion rates for the thirteen Areas sampled during the audit at the campus are presented below. You will note that the HMC ZW waste diversion rate of 36.4% is lower than the reported 2023 HMC campus-wide waste diversion rate (47.6%) 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	Percent By Weight of Material Stream Generated During the 24-hour Sampling Period			
	ZW Recycling	ZW Organics	ZW Waste-to-landfill	ZW Diversion Rate
A Wing 2nd Floor Learning Commons	0.0%*	0.0%*	100.0%	0.0%
A Wing 3&4 Floor Hallways	27.8%	19.8%	52.5%	47.5%

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
A Wing Food Service Back-of-House	0.0%	10.5%	89.5%	10.5%
A Wing Food Service Front-of-House	19.3%	15.1%	65.6%	34.4%
B Wing 2nd Floor Learning Commons	45.6%	7.4%	47.0%	53.0%
B Wing 3&4 Floor Hallways	34.9%	11.6%	53.5%	46.5%
B Wing Food Service Back-of-House	0.0%*	52.1%	47.9%	52.1%
B Wing Food Service Front-of-House	33.6%	19.2%	47.2%	52.8%
C Wing 1st Floor Food Service Back-of-House	26.4%	63.3%	10.3%	89.7%
C Wing 1st Floor Lounge	20.4%	7.2%	72.3%	27.7%
C Wing 3rd Floor SSU Offices	46.6%	30.4%	23.0%	77.0%
C Wing Athletics Weight Room & Washroom	3.3%	42.5%	54.2%	45.8%
Student Union Back-of-House	*0.0%	*0.0%	*0.0%	-

* Area ZW material 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. There are no 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).

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

1. A Wing Food Service Back-of-House
2. A Wing Food Service Front-of-House
3. B Wing 2nd Floor Learning Commons

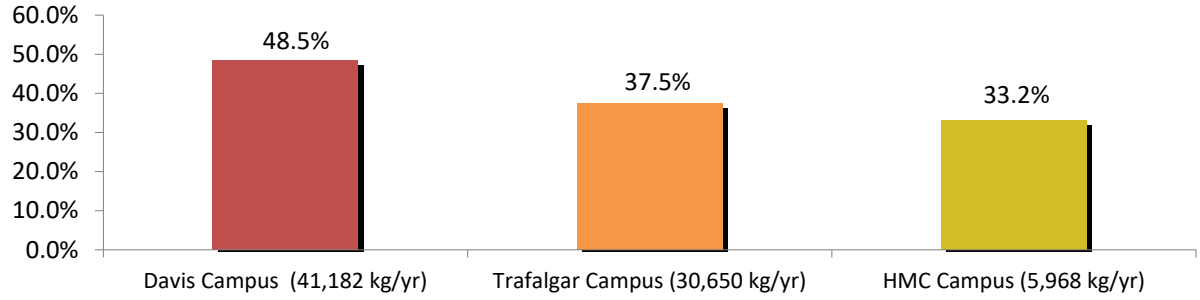
These are the Areas that should be targeted for early implementation of waste reduction workplans.

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 of 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 – in particular polycoat beverage cups.

The HMC 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 A Wing Food Services (Front and Back-of-House) and B Wing 2nd Floor 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 food services back-of-house provide retraining and/or signage to encourage staff to dispose of pre-consumer food waste in ZW Organics bins.

d. 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 5,353 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 #5 PP containers, kraft and fine paper, aluminum food/beverage cans 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: Food Service Front-of-House (both A and B Wing) and 3&4 Floor Hallways (both A and B Wing)
c. Use signage and education to eliminate the contamination of ZW Recycling with un-empty beverage containers, food waste, LDPE/HDPE film, polycoat cups, food packaging, tissue toweling and napkins.

Anticipated impact: reduction in waste-to-landfill of 3,436 kg per year (assumes capture of an additional 20% of the recyclable material currently disposed in waste-to-landfill).

3. 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: reduction in waste-to-landfill of 639 kg per year (assumes reduction in disposable cup use of 10% in first year).

Anticipated Result:

With the implementation of the above noted waste reduction plans, it is estimated that the waste diversion rate at the HMC Campus will increase from 47.6% to 58.1% and the HMC Campus will divert an additional 9,428 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 HMC Campus of Sheridan College was designed to:

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

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 HMC 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. Waste Bin Donation (#2 HDPE Plastic; One Time Event)
8. Clothing/Textile – Dress for Success Clothing Bins
9. Repair Café Events for Household Item Reuse
10. Freeuse Pop Up Reuse Events for:
    i. Office & School Supplies
    ii. Household Items
    iii. Books
    iv. Sporting Goods

Sheridan College's HMC 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 on November 15 and 16, 2023 at the HMC Campus.

Two data sets were employed to generate the annual waste generation rates of specific waste materials at the HMC Campus. First, the 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 HMC Campus has implemented the following diversion programs and events including:

1. Cardboard Recycling
2. Paper Shred Recycling
3. Metal Recycling
4. E-Waste Recycling
5. Battery Recycling
6. Wood Recycling
7. Waste Bin Donation (#2 HDPE Plastic; One Time Event)
8. Clothing/Textile – Dress for Success Clothing Bins
9. Repair Café Events for Household Item Reuse
10. 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 HMC. 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 HMC campus was divided into 13 Areas for the purpose of the waste audit which represented most but not all of the campus. The Areas audited included:

1. A Wing 2nd Floor Learning Commons
2. A Wing 3&4 Floor Hallways
3. A Wing Food Service Back-of-House
4. A Wing Food Service Front-of House
5. B Wing 2nd Floor Learning Commons
6. B Wing 3&4 Floor Hallways
7. B Wing Food Service Back-of-House
8. B Wing Food Service Front-of-House
9. C Wing 1st Floor Food Service Back-of-House
10. C Wing 1st Floor Lounge
11. C Wing 3rd Floor SSU Offices
12. C Wing Athletics Weight Room & Washrooms
13. 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 HMC Campus, Innovate sorted, weighed and evaluated 40 kilograms of organics, 23 kilograms of mixed recycling, and 64 kilograms of waste-to-landfill. Seven Areas were audited on the first day and six Areas were audited on the second audit day. Note that there was no material generated and/or delivered to the auditors from the Student Union Back-of-House during the sampling period.

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 HMC Campus is the smallest Sheridan College campus in terms of student population and in terms of physical size. The campus has three buildings, with the A-wing consisting of four floors and the B and C-wings each having five, totaling more than 468,000 square feet and they include classrooms, studios, offices, cafeteria, recreational space, athletics facilities, washrooms, hallways, etc.

HMC 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.

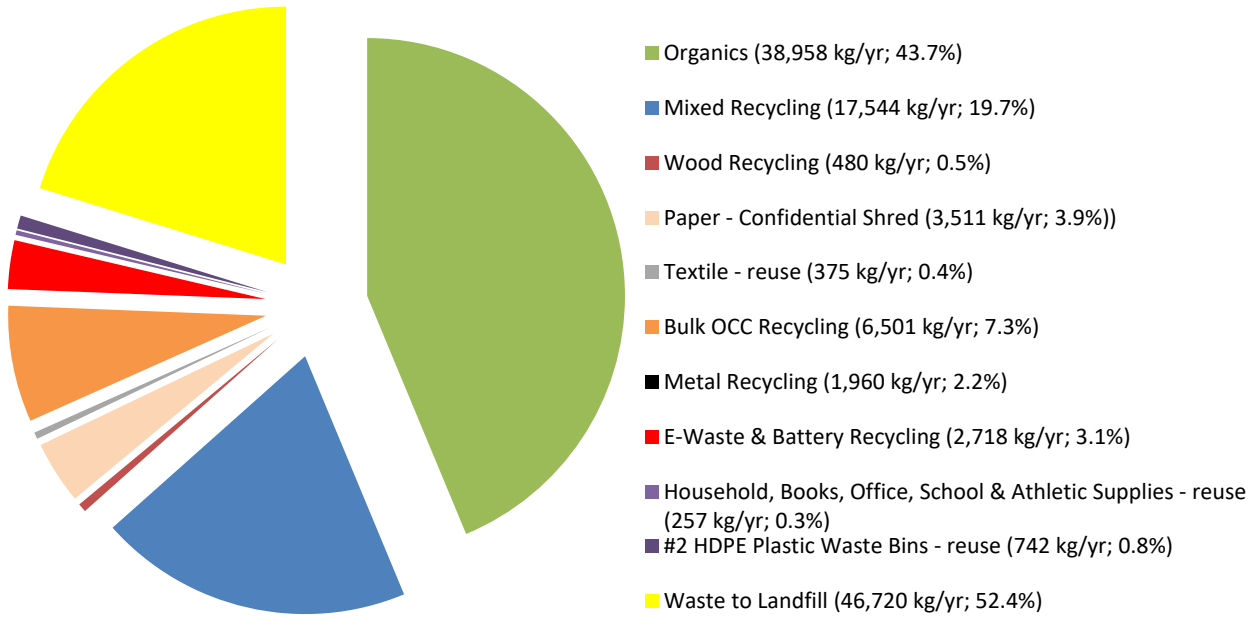
Staff collect materials from the three stream ZW bins and deposit the bags in dedicated receptacles: roll-carts for the organics, large containers in various sizes for the mixed recycling and a compactor for the waste to landfill.

2.0 RESULTS

2.1 WASTE GENERATION & WASTE DIVERSION

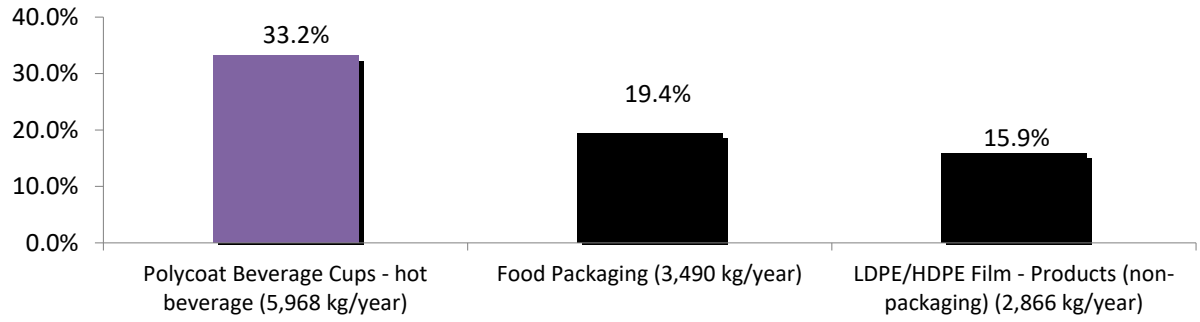
Analysis of all the specific wastes to be removed from Sheridan College HMC Campus in 2023 reveals that the campus could potentially achieve a waste diversion rate of 79.8% through the existing diversion programs. Figure 1 below shows the weight of the specific wastes being disposed at the campus in 2023 grouped by existing diversion, reuse and waste-to-landfill programs. This figure represents the HMC Campus potential for waste diversion using existing programs and assumes a 100% capture rate for all programs.

Figure 1: Waste Generation



Three specific waste types account for 12,324 kg per year (68.5% 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

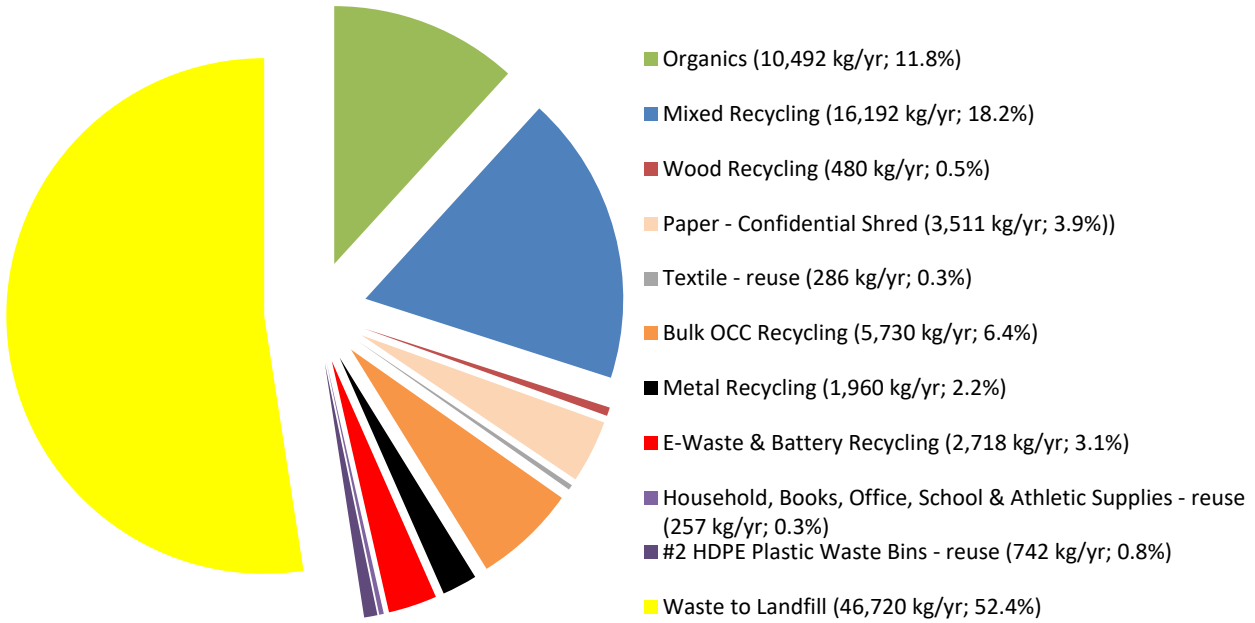


Strategies to reduce disposal in waste-to-landfill of these three streams will be important in Sheridan's goal of getting to Zero Waste. These specific wastes and possible strategies include:

1. Polycoat Beverage Cups – Hot:
    a. Switch to reusable coffee and beverage cups.
    b. Switch to a disposable cup that is an 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 HMC waste diversion rate is 47.6%. The Figure below shows the 2023 weight of material being collected through the existing waste collection programs.

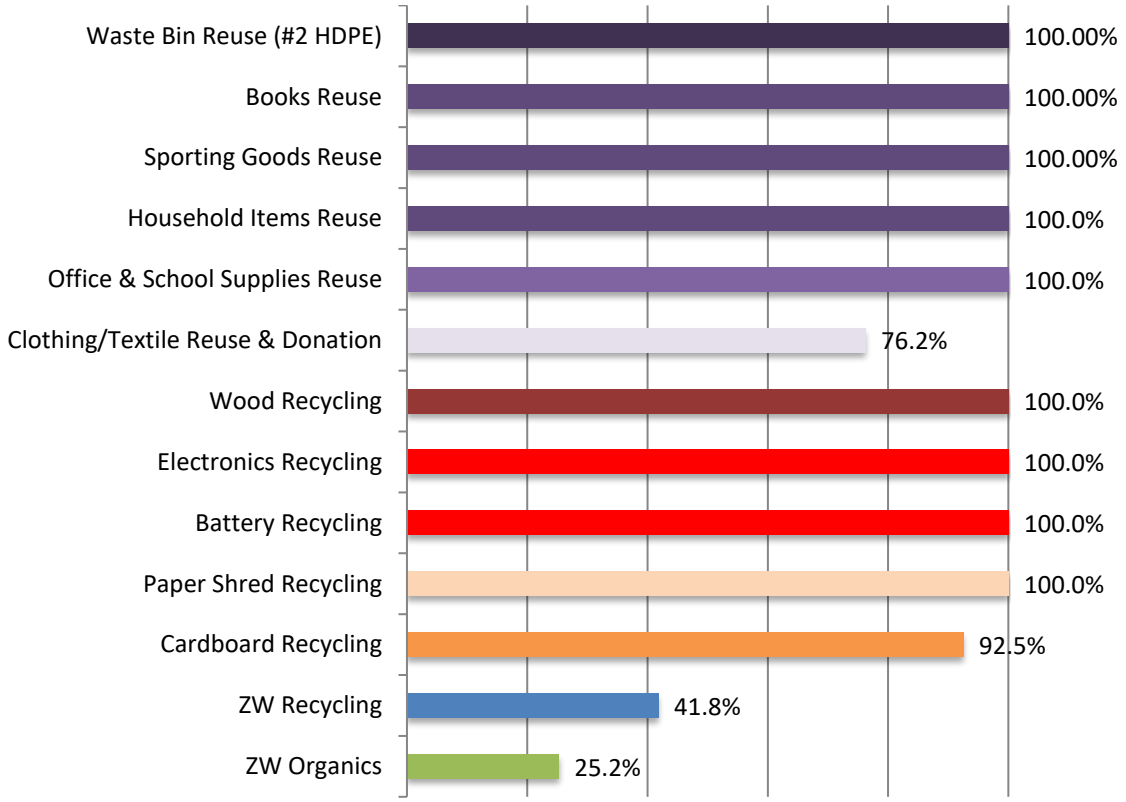
Figure 3: HMC Campus 2023 Waste Diversion



The Figure below shows the capture rates by the individual collection programs. The HMC Campus has ten 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 very high capture rates, however, ZW Organics and ZW Recycling capture rates could be significantly improved.

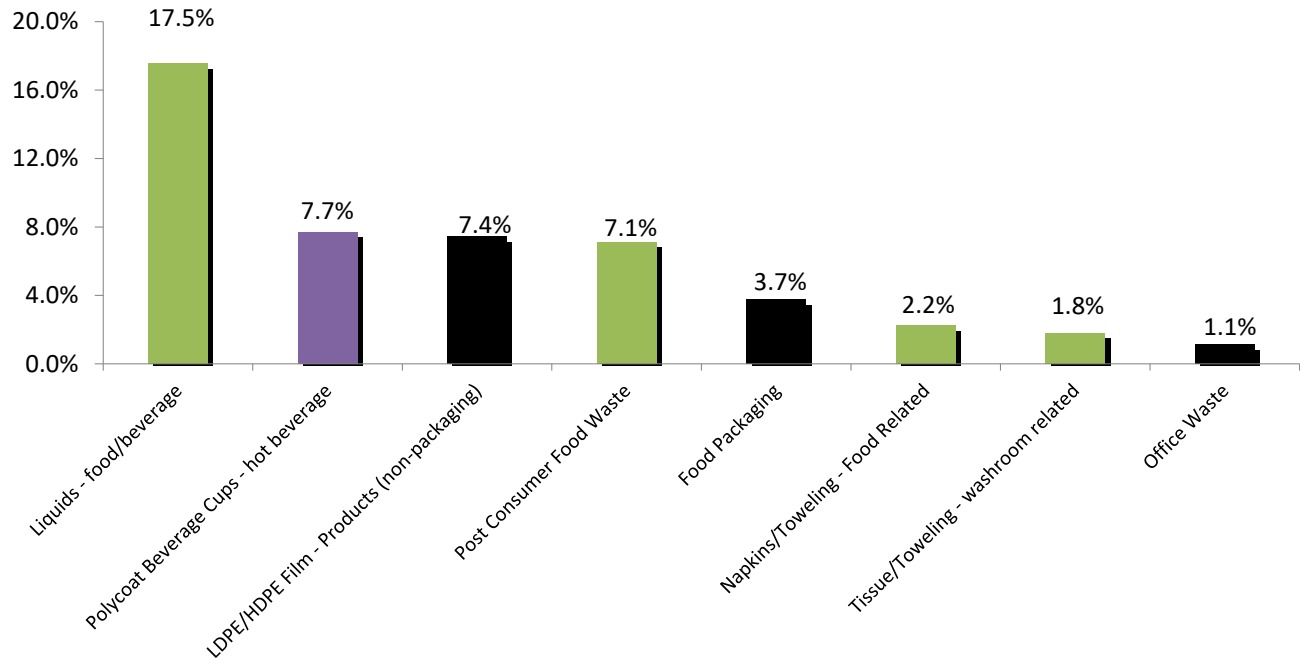
Figure 4: HMC Capture Rates by Collection Program



2.2 ZW RECYCLING COMPOSITION

The ZW Recycling contamination rate is high at 53.0% by weight, an increase from 38.1% in 2019. The most disposed contaminants (i.e., non-recyclable specific wastes) in the ZW Recycling at HMC 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)



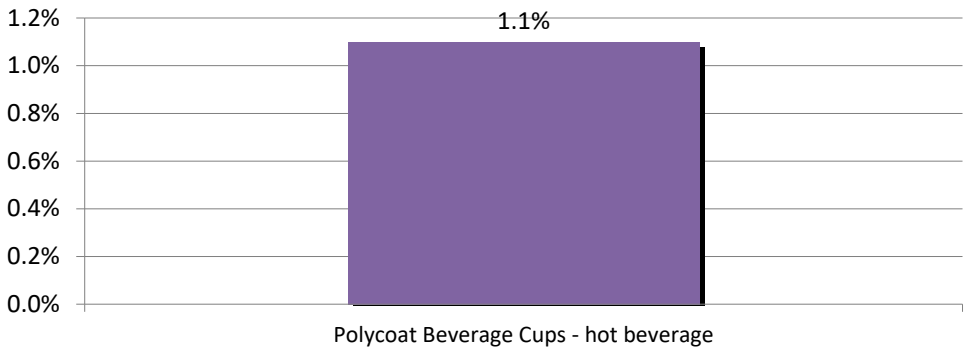
The waste reduction workplan should focus on those contaminants that can with minimal effort and cost be managed to be suitable for inclusion in ZW Recycling or eliminated from improper disposal. These include:

1. Liquids – food/beverage: encouraging staff, students and visitors to empty beverage containers prior to recycling them
2. 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.
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.

2.3 ZW ORGANIC COMPOSITION

The contamination rate in the ZW Organic bins remains low at 6.4% by weight, up moderately from 2.7% in 2019. There is only one specific waste that is a contaminant (i.e., non-organic specific waste) and present in ZW Organics at more than 1.0% by weight and that is polycoat beverage cups.

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:

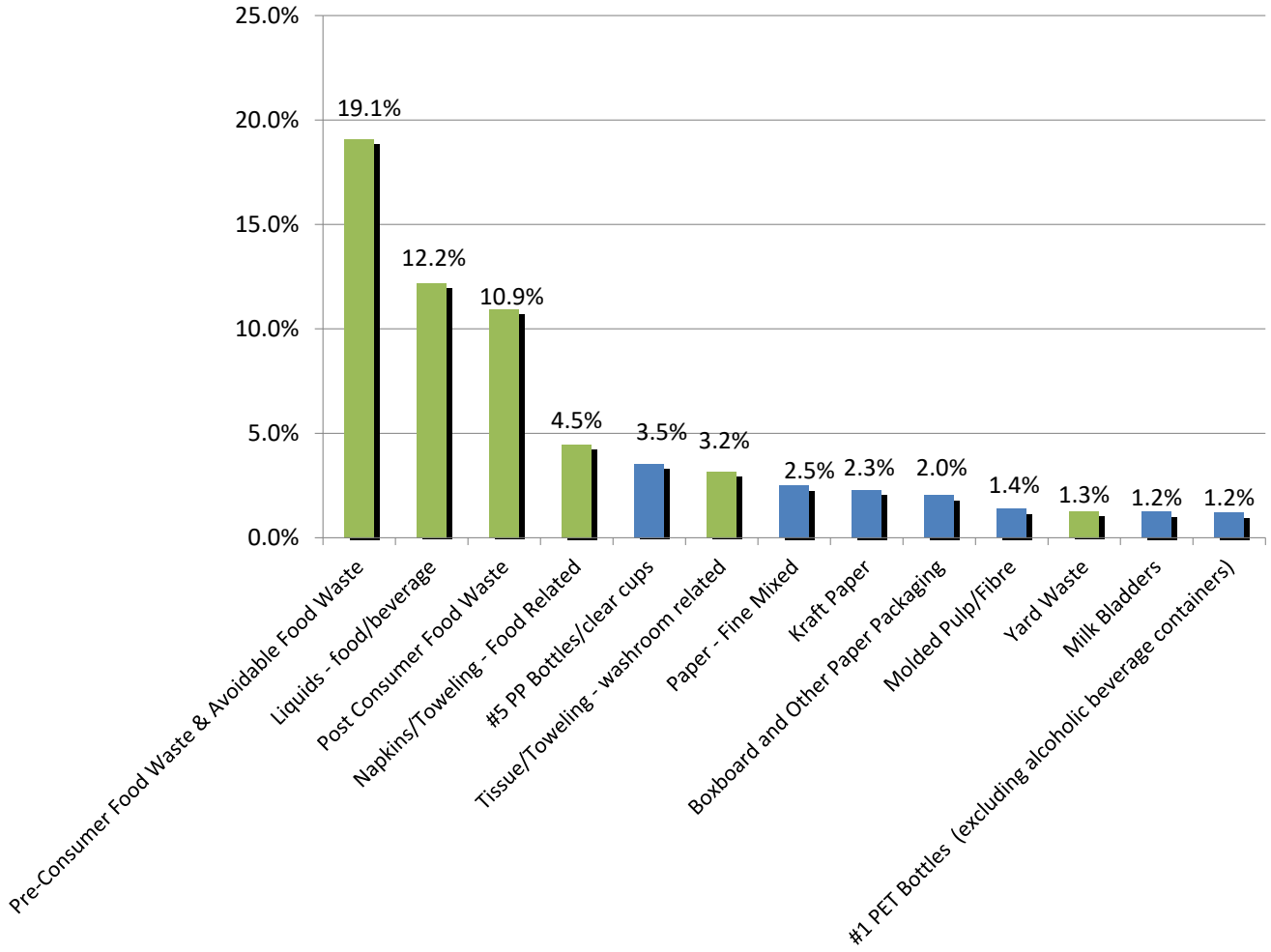
1. Polycoat beverage cups: promote reusable cups in food services wherever possible and continue to seek alternative disposables that are acceptable in ZW Recycling or ZW Organics programs.

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 70.1% (relatively unchanged from 2019 when it was 70.3%) and the contaminants were three-parts food waste suitable for the ZW Organics program to one-part recyclables suitable for ZW Recycling. This suggests that users are defaulting to disposing of organics in ZW waste-to-landfill and are not sorting food waste and containers/packaging into appropriate streams at HMC.

The top 10 disposed contaminants (i.e., organic or mixed recyclable wastes) disposed in the ZW waste-to-landfill bins at HMC 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. 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. Note that pre-consumer food waste was disposed of in the two Food Service Back-of-House Areas (A Wing and C Wing 1st Floor) where retraining of food service staff may be warranted.
2. 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.

3. #5 PP Bottles, fine and kraft paper, boxboard, molded pulp fibre, milk bladders and #1 PET bottles: encourage the capture of ZW Recyclables using education/signage with a focus on these recyclable materials.

2.5 ANALYSIS OF ZW BINS BY AREA

To identify opportunities to improve waste diversion, thirteen Areas of distinct waste generation were identified and audited. This sampling did not include every Area of the campus and indeed one of the selected Areas (Student Union Back-of-House) did not generate any ZW material during the sampling period, however it is more likely that the material from this Area failed to be delivered to the auditors.

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 36.4% (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: HMC 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
C Wing 1st Floor Food Service Back-of-House	26.4%	63.3%	10.3%	89.7%
C Wing 3rd Floor SSU Offices	46.6%	30.4%	23.0%	77.0%
B Wing 2nd Floor Learning Commons	45.6%	7.4%	47.0%	53.0%
B Wing Food Service Front-of-House	33.6%	19.2%	47.2%	52.8%
B Wing Food Service Back-of-House	0.0%	52.1%	47.9%	52.1%
A Wing 3&4 Floor Hallways	27.8%	19.8%	52.5%	47.5%
B Wing 3&4 Floor Hallways	34.9%	11.6%	53.5%	46.5%
C Wing Athletics Weight Room & Washroom	3.3%	42.5%	54.2%	45.8%
A Wing Food Service Front-of-House	19.3%	15.1%	65.6%	34.4%
C Wing 1st Floor Lounge	20.4%	7.2%	72.3%	27.7%
A Wing Food Service Back-of-House	0.0%*	10.5%	89.5%	10.5%
A Wing 2nd Floor Learning Commons	0.0%*	0.0%*	100.0%	0.0%
Student Union Back-of-House	0.0%*	0.0%*	0.0%*	N/A

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

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 2nd Floor Learning Commons	0.0%*
A Wing Food Service Back-of-House	0.0%*
B Wing Food Service Back-of-House	0.0%*
C Wing 3rd Floor SSU Offices	13.3%
C Wing 1st Floor Food Service Back-of-House	27.2%
A Wing 3&4 Floor Hallways	40.8%
C Wing 1st Floor Lounge	43.5%
B Wing 3&4 Floor Hallways	64.7%
A Wing Food Service Front-of-House	66.1%
B Wing Food Service Front-of-House	68.1%
B Wing 2nd Floor Learning Commons	69.5%
C Wing Athletics Weight Room & Washroom	75.0%
Campus-Wide	52.8%

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

The Table 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
A Wing 2nd Floor Learning Commons	0.0%
Student Union Back-of-House	0.0%
B Wing Food Service Back-of-House	0.0%
C Wing 1st Floor Food Service Back-of-House	0.0%
A Wing Food Service Front-of-House	4.3%
A Wing Food Service Back-of-House	10.3%
B Wing 2nd Floor Learning Commons	15.9%
A Wing 3&4 Floor Hallways	17.0%
B Wing 3&4 Floor Hallways	20.7%
C Wing 3rd Floor SSU Offices	32.6%
B Wing Food Service Front-of-House	37.2%
C Wing 1st Floor Lounge	46.3%

C Wing Athletics Weight Room & Washroom	51.3%
Campus-Wide	6.4%

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

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 HMC campus is 70.1%. 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
Student Union Back-of-House	0.0%*
C Wing 1st Floor Food Service Back-of-House	35.2%
C Wing 3rd Floor SSU Offices	50.4%
B Wing Food Service Front-of-House	54.8%
A Wing 3&4 Floor Hallways	61.4%
B Wing 3&4 Floor Hallways	63.2%
C Wing 1st Floor Lounge	68.9%
C Wing Athletics Weight Room & Washroom	69.5%
B Wing 2nd Floor Learning Commons	72.1%
B Wing Food Service Back-of-House	76.8%
A Wing Food Service Back-of-House	81.6%
A Wing Food Service Front-of-House	84.6%
A Wing 2nd Floor Learning Commons	88.7%
Campus-Wide	70.1%

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

There are no 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).

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

1. A Wing Food Service Back-of-House
2. A Wing Food Service Front-of-House
3. B Wing 2nd Floor Learning Commons

3.0 RECOMMENDATIONS

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 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.

The HMC 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 A Wing Food Service Front and Back-of-House and B Wing 2nd Floor 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 food services back-of-house provide retraining and/or signage to encourage staff to dispose of pre-consumer food waste in ZW Organics bins.
    d. 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 5,353 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 #5 PP containers, kraft and fine paper, aluminum food/beverage cans 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: Food Service Front-of-House (both A and B Wing) and 3&4 Floor Hallways (both A and B Wing)
c. Use signage and education to eliminate the contamination of ZW Recycling with un-empty beverage containers, food waste, LDPE/HDPE film, polycoat cups, food packaging, tissue toweling and napkins.

Anticipated impact: reduction in waste-to-landfill of 3,436 kg per year (assumes capture of an additional 20% of the recyclable material currently disposed in waste-to-landfill).

3. 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: reduction in waste-to-landfill of 639 kg per year (assumes reduction in disposable cup use of 10% in first year).

Anticipated Result:
With the implementation of the above noted waste reduction plans, it is estimated that the waste diversion rate at the HMC Campus will increase from 47.6% to 58.1% and the HMC Campus will divert an additional 9,428 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 (HMC 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 HMC 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	355	175	16	0	0	165
#1 PET - coloured thermoform packaging	Recycling	74	36	16	0	0	22
#1 PET Bottles (excluding alcoholic beverage containers)	Recycling	1,181	611	10	0	0	560
#1 PET Bottles > 5 Litres	Recycling	0	0	0	0	0	0
#2 HDPE Bottles and Jugs	Recycling	206	34	0	0	0	173
#2 HDPE Bottles and Jugs > 5 litres	Reuse & Donation (Waste Bins)	742	0	0	0	742	0
#2 Other HDPE Containers	Recycling	264	264	0	0	0	0
#5 Other PP Containers	Recycling	399	130	17	0	0	252
#5 PP Bottles/clear cups	Recycling	2,702	1,020	39	0	0	1,643
#6 PS - Expanded Polystyrene	Landfill	0	0	0	0	0	0
#6 PS - Non-expanded Polystyrene	Recycling	80	37	32	0	0	12
#7 Other Plastics	Landfill	500	5	1	0	0	494
Aluminum Alcoholic Beverage Cans	Recycling	0	0	0	0	0	0
Aluminum Foil & Foil Trays	Recycling	17	7	0	0	0	10
Aluminum Food & Other Beverage Cans	Recycling	780	649	0	0	0	132
Aseptic Containers (excluding alcoholic beverage containers)	Recycling	390	236	3	0	0	151
Batteries	Battery Recycling	81	0	0	81	0	0
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	Landfill	510	48	6	0	0	456

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	25	0	0	0	25	0
Boxboard and Other Paper Packaging	Recycling	1,654	664	43	0	0	947
Cables & Wires	Electronics Recycling	0	0	0	0	0	0
Coffee Grinds	Organics	0	0	0	0	0	0
Coffee pods	Landfill	36	29	7	0	0	0
Compostable cutlery	Organics	425	151	20	0	0	254
Compostable Plastic Bin Liners - Certified, Non-Packaging	Organics	47	0	47	0	0	0
Corrugated Cardboard (Loose & Bulk)	Cardboard Recycling	6,501	282	0	5,730	0	489
Food Packaging	Landfill	3,490	609	84	0	0	2,796
Gable Top Containers	Recycling	250	250	0	0	0	0
Glass Alcoholic Beverage Containers - Clear	Recycling	0	0	0	0	0	0
Glass Alcoholic Beverage Containers - Coloured	Recycling	0	0	0	0	0	0
Glass Other Beverage and Food - Clear	Recycling	634	634	0	0	0	0
Glass Other Beverage and Food - Coloured	Recycling	0	0	0	0	0	0
Gloves - Rubber & Nitrile	Landfill	1,491	66	12	0	0	1,413
Kraft Paper	Recycling	1,764	605	86	0	0	1,074
Lab Waste	Landfill	100	0	0	0	0	100
LDPE & HDPE - Flexible Film, Bag, Pouch	Landfill	0	0	0	0	0	0
LDPE/HDPE Film - Products (non-packaging)	Landfill	2,866	1,211	12	0	0	1,642
Liquids - food/beverage	Organics	8,650	2,854	102	0	0	5,694
Maintenance Waste	Landfill	0	0	0	0	0	0
Milk Bladders	Recycling	579	0	0	0	0	579
Molded Pulp/Fibre	Recycling	1,362	626	91	0	0	645
Napkins/Toweling - Food Related	Organics	2,564	364	115	0	0	2,085
Newsprint - Flyers, Inserts	Recycling	0	0	0	0	0	0
Office & School Supplies (FreeUse Pop Up & Donation)	Reuse & Donation	176	0	0	0	176	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	1,591	183	16	0	0	1,393
Other Electronics	Electronics Recycling	2,637	0	0	2,637	0	0
Other Metal (excluding scrap metal)	Recycling	1,960	0	0	1,960	0	0
Other Polycoat	Landfill	294	136	12	0	0	146
Other Waste	Landfill	53	7	0	0	0	45
Paper - Fine Mixed	Recycling	2,269	1,082	20	0	0	1,167
Paper - Shredded, Confidential	Paper Shred Recycling	3,511	0	0	3,511	0	0
Paper Food Packaging - paper plates, other	Organics	290	19	95	0	0	176
Personal Protective Equipment (Masks)	Landfill	7	0	0	0	0	7
Pet Waste - compostable bags	Organics	0	0	0	0	0	0
Plastic Cutlery	Landfill	223	71	8	0	0	144
Polycoat Beverage Cups - cold beverage	Landfill	418	71	10	0	0	337
Polycoat Beverage Cups - hot beverage	Landfill	5,968	1,255	120	0	0	4,594
Post-Consumer Food Waste	Organics	7,796	1,159	1,528	0	0	5,109
Pre-Consumer Food Waste & Avoidable Food Waste	Organics	16,697	0	7,777	0	0	8,921
Rags	Landfill	227	0	8	0	0	219
Scrap Metal	Metal Recycling	0	0	0	0	0	0
Small Home Appliances	Electronics Recycling	0	0	0	0	0	0
Small Household Items (Freeuse Pop Up, Donation, Repair)	Reuse & Donation	55	0	0	0	55	0
Spiral Wound Containers	Landfill	32	32	0	0	0	0
Sporting Goods & Games (Freeuse Pop Up, Donation)	Reuse & Donation	1	0	0	0	1	0
Steel Aerosol Cans	Recycling	0	0	0	0	0	0
Steel Alcoholic Beverage Cans	Recycling	0	0	0	0	0	0
Steel Food & Other Beverage Cans	Recycling	623	266	0	0	0	357

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	375	0	0	0	286	89
Tissue/Toweling - washroom related	Organics	1,903	291	138	0	0	1,475
Tissue/Toweling/wipes - cleaning related	Landfill	198	26	3	0	0	170
Wood	Wood Recycling	480	0	0	480	0	0
Wood Dust	Wood Dust Recycling	0	0	0	0	0	0
Yard Waste	Organics	587	0	0	0	0	587
	Grand Total	89,089	16,192	10,493	14,399	1,285	46,720

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

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

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

I. General Information (HMC)

Name of Owner and/or Operator of Entity(ies) and Company Name: Sheridan College Institute of Technology and Advanced Learning		
Name of Contact Person: Caroline Homes	Telephone #: 905 845 9430	Email address: Caroline.holmes@sheridancollege.ca
Street Address(es) of Entity(ies): 4180 Duke of York Blvd., Mississauga, Ontario, L5B 0G5		
Municipality: City of Mississauga		
Type of entity Educational Institution		

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

II. Description of Entity (HMC)

Provide a brief overview of the entity(ties):
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 on November 15 and 16, 2023 at the HMC Campus. Two data sets were employed to generate the annual waste generation rates of specific waste materials at the HMC Campus. First, the 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 HMC Campus has implemented the following diversion programs and events including: 1. Cardboard Recycling 2. Paper Shred Recycling 3. Metal Recycling 4. E-Waste Recycling 5. Battery Recycling 6. Wood Recycling

7. Waste Bin Donation (#2 HDPE Plastic; One Time Event)
8. Clothing/Textile – Dress for Success Clothing Bins
9. Repair Café Events for Household Item Reuse
10. 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 (HMC)

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
#1 PET 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	Not generated at this Campus.
#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	Waste bins no longer in use were donated for reuse.
#2 Other HDPE 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 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	Not generated in significant quantities at this Campus.
#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	Not generated at this Campus.
Aluminum Foil & Foil Trays	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 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	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.
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	Not generated at this Campus.
Glass Alcoholic Beverage Containers - Coloured	Not generated at this Campus.
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	Not generated at this Campus.
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 on Campus 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	Not generated in significant quantities at this Campus.
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	Not generated in significant quantities at this Campus.
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)	Not generated in significant quantities at this Campus.
Pet Waste - compostable bags	Not generated at this Campus.
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	Generated on Campus by students, staff and visitors and disposed as waste though some may be contaminating ZW recycling program.
Scrap Metal	Not generated at this Campus.
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	Not generated at this Campus.
Steel Alcoholic Beverage Cans	Not generated at this Campus.
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	Not generated at this Campus.
Yard Waste	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.
Note: When completing this form, write “n/a” in the columns where the entity will not produce any waste for a category of waste.	

IV. Management of Waste (HMC)

For each category of waste listed below, indicate which waste items will be disposed of 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.
#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. 53.6% 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. 70.4% 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. 52.6% diversion rate.
#1 PET Bottles > 5 Litres		Not generated at this Campus. 0.0% 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. 16.3% diversion rate.
#2 HDPE Bottles and Jugs > 5 litres		Waste bins no longer in use were donated for reuse. 100.0% diversion rate.
#2 Other HDPE 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. 100.0% 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. 36.8% 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. 39.2% diversion rate.
#6 PS - Expanded Polystyrene	Not generated at this Building	
#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. 85.4% diversion rate.
#7 Other Plastics	This is a waste for which there is no diversion program presently available.	
Aluminum Alcoholic Beverage Cans		Not generated at this Campus.
Aluminum Foil & Foil Trays		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.
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. 83.1% 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. 61.3% diversion rate.
Batteries		Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program. 100.0% 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. 42.7% diversion rate.
Cables & Wires		Not generated at this Campus.
Coffee Grinds		Not generated at this Campus.
Coffee pods	This is a waste for which there is no diversion program presently available. 100% is misdirected to recycling and is contaminating recycling stream.	
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. 40.3% diversion rate.
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. 100.0% diversion rate.
Corrugated Cardboard (Loose & Bulk)		Generated on Campus by students, staff and visitors and should be disposed in the single stream recycling program. 92.5% 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. 100.0% diversion rate.
Glass Alcoholic Beverage Containers - Clear		Not generated at this Campus.
Glass Alcoholic Beverage Containers - Coloured		Not generated at this Campus.
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		Not generated at this Campus. 0.0% 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. 39.1% diversion rate.
Lab Waste	This is a waste for which there is no diversion program presently available.	
LDPE & HDPE - Flexible Film, Bag, Pouch	Not generated at this Building	
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	Not generated at this Building	
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. 52.6% 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. 18.7% diversion rate.
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. 100.0% 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. 48.6% 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. 39.1% diversion rate.
Personal Protective Equipment (Masks)	Not generated at this Building	
Pet Waste - compostable bags		Not generated at this Campus.
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. 34.5% diversion rate.
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. 46.6% diversion rate.
Rags	This is a waste for which there is no diversion program presently available.	
Scrap Metal		Not generated at this Campus.
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	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.
Steel Aerosol Cans		Not generated at this Campus.
Steel Alcoholic Beverage Cans		Not generated at this Campus.
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. 42.7% 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. 76.2% 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. 22.5% diversion rate.

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 in the single stream recycling program. 100.0% diversion rate.
Wood Dust		Not generated at this Campus.
Yard Waste		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.

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

V. Estimated Quantity of Waste Produced Annually – HMC – 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	355			0			190			165		
#1 PET - coloured thermoform packaging	74			0			52			22		
#1 PET Bottles (excluding alcoholic beverage containers)	1,181			0			621			560		
#1 PET Bottles > 5 Litres	0			0			0			0		
#2 HDPE Bottles and Jugs	206			0			34			173		
#2 HDPE Bottles and Jugs > 5 litres	742			742			0			0		
#2 Other HDPE Containers	264			0			264			0		
#5 Other PP Containers	399			0			147			252		
#5 PP Bottles/clear cups	2,702			0			1,059			1,643		
#6 PS - Expanded Polystyrene	0			0			0			0		
#6 PS - Non-expanded Polystyrene	80			0			68			12		
#7 Other Plastics	500			0			6			494		

Aluminum Alcoholic Beverage Cans	0			0			0			0		
Aluminum Foil & Foil Trays	17			0			7			10		
Aluminum Food & Other Beverage Cans	780			0			649			132		
Aseptic Containers (excluding alcoholic beverage containers)	390			0			239			151		
Batteries	81			0			81			0		
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	510			0			54			456		
Books	25			25			0			0		
Boxboard and Other Paper Packaging	1,654			0			707			947		
Cables & Wires	0			0			0			0		
Coffee Grinds	0			0			0			0		
Coffee pods	36			0			36			0		
Compostable cutlery	425			0			171			254		
Compostable Plastic Bin Liners - Certified, Non-Packaging	47			0			47			0		
Corrugated Cardboard (Loose & Bulk)	6,501			0			6,012			489		
Food Packaging	3,490			0			693			2,796		
Gable Top Containers	250			0			250			0		
Glass Alcoholic Beverage Containers - Clear	0			0			0			0		
Glass Alcoholic Beverage Containers - Coloured	0			0			0			0		
Glass Other Beverage and Food - Clear	634			0			634			0		

Glass Other Beverage and Food - Coloured	0			0			0			0		
Gloves - Rubber & Nitrile	1,491			0			78			1,413		
Kraft Paper	1,764			0			690			1,074		
Lab Waste	100			0			0			100		
LDPE & HDPE - Flexible Film, Bag, Pouch	0			0			0			0		
LDPE/HDPE Film - Products (non-packaging)	2,866			0			1,223			1,642		
Liquids - food/beverage	8,650			0			2,957			5,694		
Maintenance Waste	0			0			0			0		
Milk Bladders	579			0			0			579		
Molded Pulp/Fibre	1,362			0			717			645		
Napkins/Toweling - Food Related	2,564			0			479			2,085		
Newsprint - Flyers, Inserts	0			0			0			0		
Office & School Supplies (FreeUse Pop Up & Donation)	176			176			0			0		
Office Waste	1,591			0			198			1,393		
Other Electronics	2,637			0			2,637			0		
Other Metal (excluding scrap metal)	1,960			0			1,960			0		
Other Polycoat	294			0			148			146		
Other Waste	53			0			7			45		
Paper - Fine Mixed	2,269			0			1,102			1,167		
Paper - Shredded, Confidential	3,511			0			3,511			0		
Paper Food Packaging - paper plates, other	290			0			113			176		
Personal Protective Equipment (Masks)	7			0			0			7		

Pet Waste - compostable bags	0			0			0			0		
Plastic Cutlery	223			0			79			144		
Polycoat Beverage Cups - cold beverage	418			0			81			337		
Polycoat Beverage Cups - hot beverage	5,968			0			1,375			4,594		
Post Consumer Food Waste	7,796			0			2,687			5,109		
Pre-Consumer Food Waste & Avoidable Food Waste	16,697			0			7,777			8,921		
Rags	227			0			8			219		
Scrap Metal	0			0			0			0		
Small Home Appliances	0			0			0			0		
Small Household Items (Freeuse Pop Up, Donation, Repair)	55			55			0			0		
Spiral Wound Containers	32			0			32			0		
Sporting Goods & Games (Freeuse Pop Up, Donation)	1			1			0			0		
Steel Aerosol Cans	0			0			0			0		
Steel Alcoholic Beverage Cans	0			0			0			0		
Steel Food & Other Beverage Cans	623			0			266			357		
Textiles/Clothing (Freeuse Pop Up, Donation)	375			286			0			89		
Tissue/Toweling - washroom related	1,903			0			428			1,475		

Tissue/Toweling/wipes - cleaning related	198			0			29			170		
Wood	480			0			480			0		
Wood Dust	0			0			0			0		
Yard Waste	587			0			0			587		
Total	89,089			1,285			41,084			46,720		
Percent Change (total C ÷ total A x 100) from Base Year:												
2023 Diversion Rate: 2022 Diversion Rate:	47.6% 47.1%											

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

- Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste reduction program.
- Specific waste categories appearing in RED were ones employed during 2012 base audit

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

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

1.	Do you have a management policy in place that promotes the purchasing and/or use of materials or products that consist of recycled and/or reused materials or products? If yes, please describe.
	Sheridan's Sustainable Procurement at Sheridan, being section 5 in the broader institutional ***Procurement Policy,*** *is as follows:* *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: 09/28/2024

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

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

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

I. General Information (HMC)

Name of Owner and/or Operator of Entity(ies) and Company Name: Sheridan College Institute of Technology and Advanced Learning		
Name of Contact Person: Caroline Holmes	Telephone #: 905 845 9430	Email address: Caroline.holmes@sheridancollege.ca
Street Address(es) of Entity(ies): 4180 Duke of York Blvd., Mississauga, Ontario, L5B 0G5		
Municipality: City of Mississauga		
Type of entity Educational Institution		

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

II. Description of Entity (HMC)

Provide a brief overview of the entity(ties):
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 on November 15 and 16, 2023 at the HMC Campus. Two data sets were employed to generate the annual waste generation rates of specific waste materials at the HMC Campus. First, the 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 HMC Campus has implemented the following diversion programs and events including: 1. Cardboard Recycling 2. Paper Shred Recycling 3. Metal Recycling 4. E-Waste Recycling 5. Battery Recycling 6. Wood Recycling 7. Waste Bin Donation (#2 HDPE Plastic; One Time Event) 8. Clothing/Textile – Dress for Success Clothing Bins 9. Repair Café Events for Household Item Reuse

10. 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 (HMC)

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.	
#1 PET 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	
#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	
#2 Other HDPE Containers	
#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	
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	
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)	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.
Food Packaging	
Gable Top Containers	
Glass Alcoholic Beverage Containers - Clear	
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 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.
Personal Protective Equipment (Masks)	
Pet Waste - compostable bags	
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	
Steel Alcoholic Beverage Cans	
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)	

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	

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

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

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

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
Source Separation and 3Rs Program	Schedule for Completion
1. 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 and hallways (underperforming Areas), 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 in the first year.	December 31, 2024
2. ZW Recycling Strategy: a. Use signage and education to improve the capture of specific recyclables with a focus on the capture of other #5 PP containers, kraft paper, molded pulp, boxboard, fine paper, steel cans, glass bottles 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. c. Use signage and education to eliminate the contamination of ZW Recycling with food waste, coffee cups and napkins. d. Focus this strategy on <u>all hallways</u>, B Wing Back-of-House and J Wing Learning Commons. Anticipated Impact: Capture additional 20% recyclables in the first year.	December 31, 2024
3. Elimination/Substitution Strategy for Polycoat Cup Waste & Disposable Food Package 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: Reduce disposal of disposable cups by 10% in the first year.	December 31, 2024

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

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

VII. Estimated Waste Produced by Material Type and the Projected Amount (HMC)

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	355	190	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.			33	62.9%
#1 PET - coloured thermoform packaging	74	52	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.			4	76.3%
#1 PET Bottles (excluding alcoholic beverage containers)	1,181	621	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.			112	62.1%
#1 PET Bottles > 5 Litres	0	0				0	
#2 HDPE Bottles and Jugs	206	34	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.			35	33.0%
#2 HDPE Bottles and Jugs > 5 litres	742	742				0	100.0%

#2 Other HDPE Containers	264	264				0	100.0%
#5 Other PP Containers	399	147	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.			50	49.4%
#5 PP Bottles/clear cups	2,702	1,059	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.			329	51.4%
#6 PS - Expanded Polystyrene	0	0					
#6 PS - Non-expanded Polystyrene	80	68	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	88.3%
#7 Other Plastics	500	6					
Aluminum Alcoholic Beverage Cans	0	0				0	
Aluminum Foil & Foil Trays	17	7	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	52.9%
Aluminum Food & Other Beverage Cans	780	649	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.			26	86.5%

Aseptic Containers (excluding alcoholic beverage containers)	390	239	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	69.1%
Batteries	81	81					100.0%
Bleached Long Polycoat Fibre Cartons (includes ice cream containers)	510	54					
Books	25	25					100.0%
Boxboard and Other Paper Packaging	1,654	707	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.			189	54.2%
Cables & Wires	0	0					
Coffee Grinds	0	0				0	#DIV/0!
Coffee pods	36	36					
Compostable cutlery	425	171	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			76	17.9%
Compostable Plastic Bin Liners - Certified, Non-Packaging	47	47	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)	6,501	6,012	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.			98	94.0%
Food Packaging	3,490	693					
Gable Top Containers	250	250					100.0%

Glass Alcoholic Beverage Containers - Clear	0	0					
Glass Alcoholic Beverage Containers - Coloured	0	0					
Glass Other Beverage and Food - Clear	634	634					100.0%
Glass Other Beverage and Food - Coloured	0	0					
Gloves - Rubber & Nitrile	1,491	78					
Kraft Paper	1,764	690	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.			215	51.3%
Lab Waste	100	0					
LDPE & HDPE - Flexible Film, Bag, Pouch	0	0					
LDPE/HDPE Film - Products (non-packaging)	2,866	1,223					
Liquids - food/beverage	8,650	2,957	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.	1,708			20.0%
Maintenance Waste	0	0					
Milk Bladders	579	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.			116	20.0%
Molded Pulp/Fibre	1,362	717	ZW RECYCLING STRATEGY: Promote capture of more			129	62.1%

			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	2,564	479	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			625	24.4%
Newsprint - Flyers, Inserts	0	0					
Office & School Supplies (FreeUse Pop Up & Donation)	176	176					100.0%
Office Waste	1,591	198					
Other Electronics	2,637	2,637					100.0%
Other Metal (excluding scrap metal)	1,960	1,960					100.0%
Other Polycoat	294	148					
Other Waste	53	7					
Paper - Fine Mixed	2,269	1,102	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.			233	58.9%
Paper - Shredded, Confidential	3,511	3,511					100.0%
Paper Food Packaging - paper plates, other	290	113	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.			53	18.3%
Personal Protective Equipment (Masks)	7	0					
Pet Waste - compostable bags	0	0					
Plastic Cutlery	223	79					

Polycoat Beverage Cups - cold beverage	418	81	COFFEE CUPS: Promote reusable cups wherever possible and/or switch to a compostable cup that is acceptable in an organics program.	42			29.4%
Polycoat Beverage Cups - hot beverage	5,968	1,375	COFFEE CUPS: Promote reusable cups wherever possible and/or switch to a compostable cup that is acceptable in an organics program.	597			33.0%
Post Consumer Food Waste	7,796	2,687	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			1,533	19.7%
Pre-Consumer Food Waste & Avoidable Food Waste	16,697	7,777	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			2,676	16.0%
Rags	227	8					
Scrap Metal	0	0					
Small Home Appliances	0	0					
Small Household Items (Freeuse Pop Up, Donation, Repair)	55	55					100.0%
Spiral Wound Containers	32	32					
Sporting Goods & Games (Freeuse Pop Up, Donation)	1	1					100.0%
Steel Aerosol Cans	0	0				0	
Steel Alcoholic Beverage Cans	0	0				0	
Steel Food & Other Beverage Cans	623	266	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.			71	54.1%

Textiles/Clothing (Freeuse Pop Up, Donation)	375	286					76.2%
Tissue/Toweling - washroom related	1,903	428	ZW ORGANICS STRATEGY: Promote capture of more organics and less contaminants through education, signage as well as placement of receptacles and consider adding amenities.			442	23.2%
Tissue/Toweling/wipes - cleaning related	198	29					
Wood	480	480					100.0%
Wood Dust	0	0					
Yard Waste	587	0					
CAMPUS WIDE TOTALS	**89,089**	**42,369**		**2,347**		**7,081**	**58.1%**

* 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: 09/28/2024

2023-Sheridan Waste Audit-HMC FINAL(unsigned)

Final Audit Report 2024-09-28

Created:	2024-08-15
By:	Caroline Holmes (caroline.holmes@sheridancollege.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJtXgchAw82CcisgH9zEtv4LxTqhAqZtW

"2023-Sheridan Waste Audit-HMC FINAL(unsigned)" History

Document created by Caroline Holmes (caroline.holmes@sheridancollege.ca)
2024-08-15 - 7:38:57 PM GMT- IP address: 64.229.18.122

Document emailed to Herbert Sinnock (herbert.sinnock@sheridancollege.ca) for signature
2024-08-15 - 7:40:58 PM GMT

Email viewed by Herbert Sinnock (herbert.sinnock@sheridancollege.ca)
2024-08-15 - 7:42:14 PM GMT- IP address: 72.136.106.123

New document URL requested by Herbert Sinnock (herbert.sinnock@sheridancollege.ca)
2024-09-23 - 6:21:18 PM GMT- IP address: 142.214.83.26

Email viewed by Herbert Sinnock (herbert.sinnock@sheridancollege.ca)
2024-09-28 - 2:12:02 PM GMT- IP address: 52.102.12.69

Document e-signed by Herbert Sinnock (herbert.sinnock@sheridancollege.ca)
Signature Date: 2024-09-28 - 2:24:25 PM GMT - Time Source: server- IP address: 50.115.186.18

Agreement completed.
2024-09-28 - 2:24:25 PM GMT