



waste reduction

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**Trent University
2022 Solid Non-Hazardous Waste Audit**

Prepared for:

Trent University
1600 West Bank Drive
Peterborough, Ontario, K9L 0G2

Prepared by:

Waste Reduction Group Inc
214 Merton Street, Suite 101
Toronto, Ontario, M4S 1A6

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214 Merton Street, Suite 101, Toronto ON, M4S 1A6
info@wastereductiongroup.ca
Customer Service: 416 823 4554
Fax: 289 997 6979

Waste Reduction Group Inc.
www.wastereductiongroup.ca

Executive Summary

Trent University retained the services of Waste Reduction Group Inc to conduct a solid non-hazardous waste audit at its two campuses located in Peterborough and Oshawa, Ontario. Samples of waste were collected over three (3) days in October 2022, totalling 1366.79 kg of materials from garbage, recycling, paper, organic and cardboard stream. Waste materials collected for the audit were labelled to indicate the building that generated the wastes.

The following summarizes the overall waste stream compositions determined from the audit:

Material	Garbage	Cardboard	Paper	Recycling	Organic
Mixed Containers	21.9%	--	6.2%	68.3%	0.4%
Residual Materials	17.5%	--	0.4%	0.8%	0.4%
Compostable Fibres	13.6%	--	6.5%	1.2%	3.9%
Organic Food Waste	13.3%	--	1.6%	0.3%	93.7%
Mixed Papers	12.9%	--	68.6%	16.7%	0.4%
LDPE Plastic Films #4	6.5%	--	0.9%	2.4%	0.1%
E- Waste	4.1%	--	--	0.1%	--
Coffee Cups	3.3%	--	6.1%	1.0%	0.1%
Metal	2.2%	--	--	0.4%	--
Corrugated Cardboard	2.1%	100.0%	8.5%	6.8%	0.004%
PPE	1.3%	--	0.02%	0.1%	0.004%
Service Accessories	0.9%	--	0.4%	0.8%	0.05%
Any other Trent Branded package, -like item	0.2%	--		1.2%	0.02%
Wood	0.2%	--	0.4%	0.01%	0.004%
Compostable Dishware	0.1%	--	0.5%	--	0.8%
Non-recyclable primary packaging	0.1%	--	--	--	--
Batteries	0.002%	--	--	--	--
All other Trent branded items	--	--	--	0.01%	--
Contamination Rate	--	0%	22.9%	31.7%	1.6%

Waste diversion programs implemented on campus include cardboard, mixed containers, mixed papers, confidential papers, organics, scrap metals, scrap woods, electronics, bulbs, batteries, printer toners, oil and grease, yard wastes, wood pallet reuse, donations/Swap Shop, LCBO/Beer Store returns and waste reduction initiatives including water bottle filling stations, double sided printing policies, refillable coffee mug program and take-out boat reductions. Through discussions with Trent University personnel, estimates of the annual amounts of solid non-hazardous waste materials disposed, reduced, reused, recycled and composted were determined. The following table summarizes the overall annual quantities of waste materials generated, diverted and disposed in 2022.

Overall Annual Quantities of Materials Diverted & Disposed

Material	Total Annual Amount	
	Metric Tonnes	Percent
Disposed to Landfill	310.69	20.3%
Materials Reduced	3.50	0.2%
Materials Reused	8.62	0.6%
Materials Recycled	1098.27	71.8%
Materials Composted	108.02	7.1%
Total Waste Generated	1529.10	100%

Based on the total annual amount of waste generated and materials reduced, reused, recycled and composted, the waste diversion at Trent University was determined to be approximately 80%. The provincial objective is 60% waste diversion. Waste diversion rates for the Peterborough and Durham campuses were determined to be 79% and 90% respectively. Trent University's management team are committed to maintaining and improving their waste diversion rate in order to minimize the amount of materials disposed to landfill.

Table of Contents

Executive Summary.....	i
1 Introduction	1
2 Preparation for Waste Audit.....	1
2.1 Pre-Audit Plan	1
2.2 Audit Profile	1
2.3 Audit Objective.....	2
2.4 Audit Scope	3
2.5 Audit Criteria	3
2.6 Acceptance Criteria	3
2.7 Waste Audit Team Identification	3
2.8 Confidentiality.....	3
3 Methodology.....	4
4 Waste Audit Results	4
4.1 Garbage Quantities & Distribution	5
4.2 Garbage Composition	5
4.2.1 Overall Garbage Composition	5
4.2.2 Peterborough Campus Garbage Composition	7
4.2.3 Durham Campus Garbage Composition.....	8
4.3 Percentage of Recyclables in Garbage.....	8
4.4 Cardboard Quantities & Distribution	10
4.5 Cardboard Composition	10
4.5.1 Overall Cardboard Composition.....	10
4.5.2 Peterborough Campus Cardboard Composition.....	11
4.5.3 Durham Campus Cardboard Composition	11
4.6 Paper Quantities & Distribution.....	11
4.7 Paper Composition.....	12
4.7.1 Overall Paper Composition	12
4.7.2 Peterborough Campus Paper Composition	13
4.7.3 Durham Campus Paper Composition.....	13
4.8 Mixed Recycling Quantities & Distribution	13
4.9 Mixed Recycling Composition	13
4.9.1 Overall Mixed Recycling Composition.....	13
4.9.2 Peterborough Campus Mixed Recycling Composition.....	15
4.9.3 Durham Campus Mixed Recycling Composition	15
4.10 Organic Quantities & Distribution.....	15
4.11 Organic Composition.....	15
4.11.1 Overall Organic Composition	15
4.11.2 Peterborough Campus Organic Composition	16
4.11.3 Durham Campus Organic Composition.....	17
5 Diversion Programs & Waste Systems.....	18
5.1 Waste Diversion Programs.....	18
5.2 Waste Disposal Systems.....	20
6 Performance Metrics	21
6.1 Waste Diversion Rate.....	21

6.2	Capture Rate	21
6.3	Year over Year Change in Waste Generation.....	22
6.3.1	Year-over-Year Change in Diverted Quantities.....	23
6.3.2	Year-over-Year Change in Garbage Disposed	23
7	Waste Audit Summary & Waste Reduction Work Plan	23
8	Conclusions & Recommendations	24

Appendices

Appendix A	Supporting Documentation
Appendix B	Waste Audit Data
Appendix C	Peterborough Campus - Waste Audit Summary
Appendix D.....	Peterborough Campus - Waste Reduction Work Plan Summary
Appendix E	Durham Campus - Waste Audit Summary
Appendix F	Durham Campus - Waste Reduction Work Plan Summary

1 Introduction

Trent University (TrentU) retained the services of Waste Reduction Group Inc to conduct a solid non-hazardous waste audit for the educational institution. Trent U operates two campuses, located in Peterborough and Oshawa. The waste audit examined representative samples of waste from seven (7) different areas on the campuses over a three (3) day period in October 2022. The goal of the waste audit was to gain an understanding of the quantities and composition of solid non-hazardous wastes generated at the educational institution.

TrentU conducted the solid non-hazardous waste audit to comply with the requirements of O.Reg. 102/94, confirm compliance with O.Reg.103/94 and to further improve upon their present waste reduction, reuse and recycling programs implemented on-campus.

2 Preparation for Waste Audit

2.1 Pre-Audit Plan

A waste audit plan was developed by Waste Reduction Group prior to the waste audit being conducted in coordination with TrentU. The standard waste audit plan described the activities and arrangements for the waste audit, and was adapted to the specific needs of the client and sites to be audited.

2.2 Audit Profile

Trent University is a public university located at 1600 West Bank Drive, Peterborough, Ontario, with a satellite campus in Oshawa, which serves the Regional Municipality of Durham. TrentU is a multi-building community that has a population of approximately 12,649 students and staff that generate waste and divertible materials (refer to Appendix A for supporting documentation). The university is operational 24 hours per day, 7 days per week. Refer to Figures A1 and A2, Appendix A, for site plans of the two campuses.

Discussions were held with TrentU personnel to review existing waste management and recycling programs implemented on campus. Table 1 summarizes the waste management and diversion programs implemented at the two campuses:

Table 1: Waste Management & Diversion Program Summary

Material Stream	Peterborough Campus	Durham Campus
Garbage	Disposed to landfill via private contactor	Disposed to landfill via private contactor
Cardboard	Recycled via private contactor	-----
Mixed Papers	Recycled via private contactor	-----
Cardboard & Mixed Papers	-----	Recycled via private contactor
Mixed Containers	Recycled via private contactor	Recycled via private contactor
Confidential Papers	Recycled via private contactor	Recycled via private contactor
Scrap Metals	Recycled via private contactor	-----
Scrap Woods	Recycled via private contactor	-----
Organics	Composted on-site	Composted via private contactor
Oil & Grease	Recycled via private contactor	Recycled via private contactor

Batteries	Recycled via private contactor	Recycled via private contactor
Electronic Wastes	Recycled via private contactor	Recycled via private contactor
Bulbs & Ballasts	Recycled via private contactor	Recycled via private contactor
Construction & Demolition	Recycled via private contactor	-----
Wood Pallets	Reused via private contactor	-----
Printer Toners	Reused via private contactor	Recycled via private contactor
Swap Shop	Reused via private contactor	-----
Lab Glass	Recycled via private contactor	Recycled via private contactor
Lab Plastics	Recycled via private contactor	Recycled via private contactor
Yard Wastes	-----	Recycled via private contactor
Waste Reduction Initiatives	Internal programs	-----

The facility's NAICS code is '61131 – Universities'. Refer to Appendix A for a summary of additional information collected for the waste audit.

2.3 Audit Objective

The objective and purpose of the solid non-hazardous waste audit was to:

- Comply with Part X of O.Reg. 102/94 'Waste Audits and Waste Reduction Work Plans', which requires the operator of an educational institution with more than 350 students enrolled per year, to conduct an annual waste audit and prepare and implement a waste reduction work plan (Refer to Appendix A for a partial excerpt of O.Reg.102/94);
- Confirm compliance with Section 14 of O.Reg.103/94 'Industrial, Commercial and Institutional Source Separation Programs' and Part X 'Educational Institutions' of the Schedule attached to the Regulation (Refer to Appendix A for a partial excerpt of O.Reg.103/94).
- Determine the annual waste diversion rate for TrentU resulting from existing waste reduction, reuse, and recycling programs;
- Identify point of generation and quantify composition of wastes at TrentU;
- Identify any additional opportunities for waste reduction and diversion that may exist at TrentU;
- Address any specific concerns or opportunities identified during the study.

2.4 Audit Scope

To satisfy the objective and purpose of the waste audit, the following scope of work was completed:

- Prepared and submitted a Pre Audit Plan and questionnaire to the Client prior to the waste audit being conducted;
- Collected data pertaining to waste composition at the campuses between October 12 and 14, 2022;
- Determined the total quantity of waste materials diverted from landfill by TrentU through current reduction, reuse, and recycling programs;
- Completed a Waste Audit Report (per MECP protocol) that addressed the amount, nature and composition of the waste, the manner by which the waste was generated, including management decisions and policies that relate to the production of waste, and the way in which the waste is managed on campus; and
- Completed a Waste Reduction Work Plan (per MECP protocol) regarding plans to reduce, reuse and recycle waste on campus. The report set out who will implement each part of the plan, when each part will be implemented and what the expected results shall be.

2.5 Audit Criteria

According to the Recycling Council of Ontario's Standard Waste Audit Methodology, the waste audit must be conducted to meet the requirements of the relevant municipal, provincial or federal regulation. Therefore, the waste audit was conducted to satisfy the requirements of O.Reg.102/94. The report was also prepared in order to satisfy the Recycling Council of Ontario's Standard Waste Audit Methodology.

2.6 Acceptance Criteria

Prior to the waste audit, the Client was notified of what was expected for the waste audit, in terms of process for staging the audit, collection and labelling of samples, safe storage of the sample as well as acceptable levels of contamination for all reused, recycled and disposed materials.

2.7 Waste Audit Team Identification

The site visit and physical waste audit was conducted by a two (2) person team from Waste Reduction Group.

2.8 Confidentiality

Waste Reduction Group confirms that all data and information collected during the physical audit as well as compiled during report preparation was and will be kept strictly confidential.

3 Methodology

Based on previous waste audit experience and information gathered by TrentU, a waste audit schedule was developed. The waste audit was performed between October 12 and 14, 2022. In coordination with the TrentU staff, twenty-four hour samples of waste were collected from each of the identified buildings and/or locations on the waste audit schedule.

Bags of garbage were collected and brought to a designated collection and waste audit area by TrentU staff. The weights of waste materials from each building were recorded. Refer to Appendix A for a copy of the Scale Calibration Certificate.

Waste materials were then unloaded, sorted into individual waste categories, weighted, re-bagged and disposed of in the appropriate garbage or recycling bins. Waste samples were sorted by a qualified team from Waste Reduction Group. Materials source separated by TrentU for recycling were not collected and categorized during the audit however the annual quantity of all diverted materials was reviewed and included in the audit results.

Waste material categories were established prior to the audit based on O.Reg.103/94 requirements for source separation at educational institutions, including:

- Aluminum food or beverage cans (including cans made primarily of aluminum);
- Cardboard (corrugated);
- Fine paper;
- Glass bottles and jars for food or beverages;
- Newsprint; and
- Steel food or beverage cans (including cans made primarily of steel).

In addition to these standard categories other important waste streams such as other mixed containers (PET, HDPE, polypropylene, aseptic), organic wastes, paper towels, mixed plastics, Styrofoam, yard waste, electronic waste, scrap wood, scrap metal and special wastes (i.e. batteries, bulbs and ballasts) were included depending on what auditors found in the samples. Refer to Appendix A for a copy of a typical material sort sheet used for the waste audit.

4 Waste Audit Results

The following sections summarize the overall results of the waste audit. Refer to Appendix C and E for complete Report of a Waste Audit for Peterborough Campus and Durham Campus respectively. Refer to Appendix D and F for complete Waste Reduction Work Plans for Peterborough Campus and Durham Campus respectively. The 'Report of a Waste Audit' and 'Waste Reduction Work Plans' were generated based on Ministry of the Environment, Conservation & Parks (MECP) requirements. This documentation provides a profile for each solid waste stream generated on-site, including:

- The name of the material, product or waste stream;
- A description of how the waste is generated;
- A description of the management decisions and policies that affect the generation of this material;

- A description of the acceptance criteria for this stream;
- A description of the source separation program for this stream;
- Determination if the waste stream is divertible in current viable markets and a related explanation if the material is deemed not divertible.

4.1 Garbage Quantities & Distribution

A key aspect of O. Reg. 102/94 is for waste generators to gain a good understanding of the areas of their operation that generate the most waste, how it is generated, as well as the waste composition. One can use this information to focus their recycling and waste reduction efforts efficiently and effectively.

Table 2 summarizes the quantity and distribution of garbage materials collected for the waste audit.

Table 2: Quantity & Distribution of Garbage

Campus	Building Name	Garbage Waste Audit Sample	
		Sample Weight (kg)	Distribution (%)
Peterborough	Otonabee College	88.99	15.8%
	DNA	24.00	4.3%
	Outside Bins	40.20	7.1%
	Athletics	53.88	9.6%
	Blackburn Hall	71.32	12.7%
	Gzowski	145.88	25.9%
Durham		139.30	24.7%
Total		563.58	100.0%

Therefore, Peterborough Campus and Durham Campus generated approximately 75% and 25% of the total garbage sample weight respectively. Gzowski, Otonabee College and Blackburn Hall generated the most garbage at the Peterborough Campus, representing approximately 54% of the overall garbage sample.

4.2 Garbage Composition

4.2.1 Overall Garbage Composition

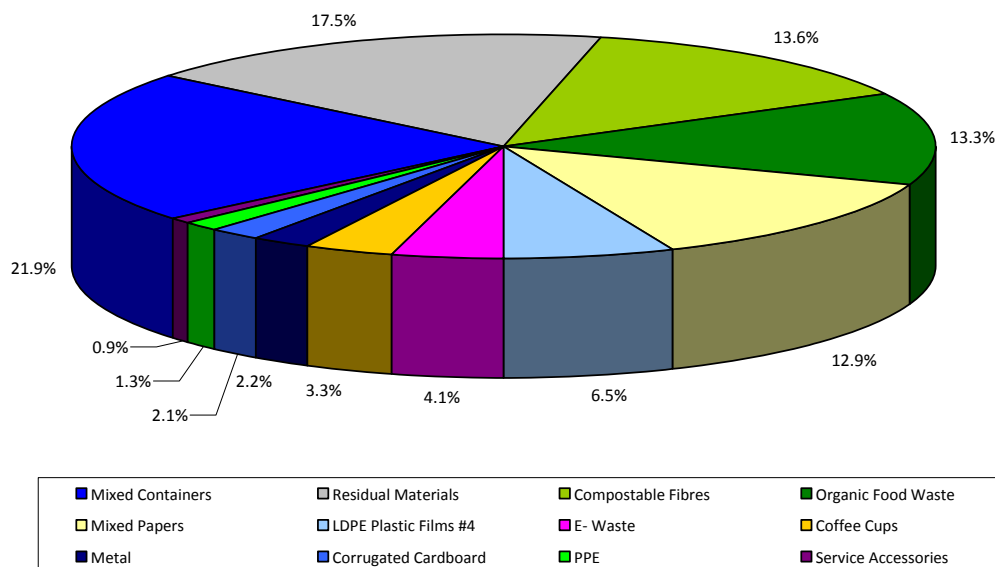
The total weight of garbage collected and sorted for the audit was approximately 563.58 kg. Table 3 summarizes the composition from Peterborough Campus, Durham Campus and the overall university.

Table 3: Garbage Stream Composition

Material	Peterborough Campus	Durham Campus	Overall University
Mixed Containers	21.0%	24.6%	21.9%
Residual Materials	22.0%	3.9%	17.5%
Compostable Fibres	12.2%	17.8%	13.6%
Organic Food Waste	10.8%	20.9%	13.3%
Mixed Papers	14.8%	7.0%	12.9%
LDPE Plastic Films #4	4.2%	13.3%	6.5%
E- Waste	5.5%	--	4.1%
Coffee Cups	2.9%	4.4%	3.3%
Metal	2.9%	0.3%	2.2%
Corrugated Cardboard	1.6%	3.5%	2.1%
PPE	0.7%	3.2%	1.3%
Service Accessories	0.9%	0.8%	0.9%
Any other Trent Branded package, -like item	0.3%	--	0.2%
Wood	0.1%	0.5%	0.2%
Compostable Dishware	0.1%	0.05%	0.1%
Non-recyclable primary packaging	0.1%	--	0.1%
Batteries	0.002%	--	0.002%
Total	100%	100%	100%

Figure 1 summarizes the university's overall combined garbage composition determined from the waste audit. Refer to Appendix A for a photo summary of typical items found during the sorting activities.

Figure 1: Overall University Garbage Composition



Note: Materials present in quantities <0.5% not included in graph for clarity.

Mixed containers represented 21.9% of the overall garbage stream, or 68.1 MT annually. TrentU has implemented a recycling program for mixed containers. Results suggest that improved

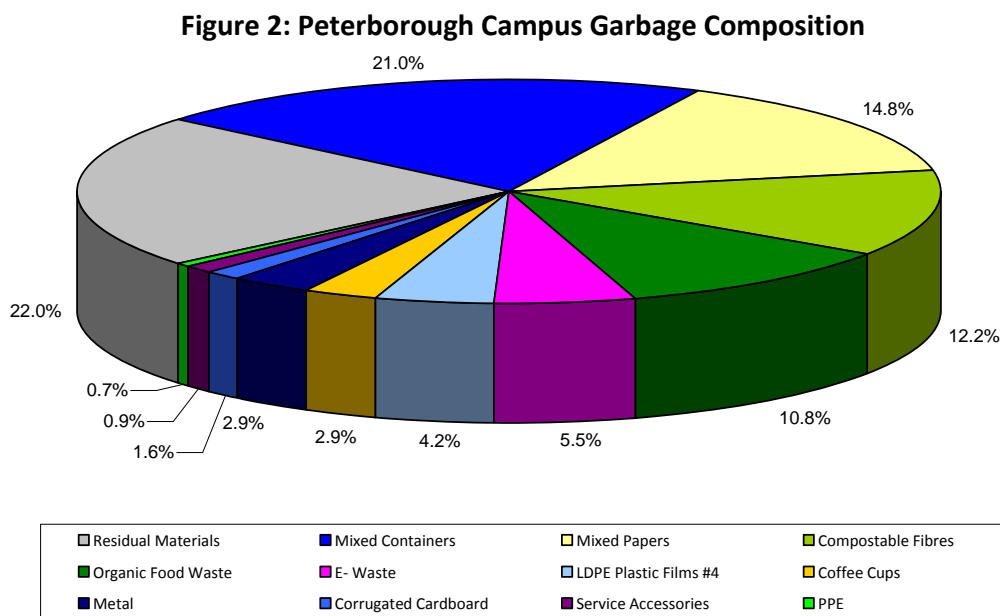
collection systems and/or labels, program promotion and/or student/employee/cleaner education may be required to capture more of these materials. Aluminum, steel and glass food & beverage containers are mandatory recyclables per O.Reg.103/94 for educational institutions.

Compostable fibres and organic food wastes represented 13.6% and 13.3% of the overall garbage stream sample respectively, or 42.3 MT and 41.2 MT annually. An organics program is implemented in some areas on campus. Compostable fibres and organic materials are currently not mandatory recyclable materials per O.Reg.103/94. However, according to Ontario’s Food and Organic Waste Policy Statement, it is proposed that ICI Sectors will have to reduce and/or recover food and organic wastes between 50%-70% by 2025.

Mixed papers represented 12.9% of the overall garbage stream sample, or 40.0 MT annually. TrentU has implemented a recycling program for mixed papers. Results suggest that improved collection systems and/or labels, program promotion and/or student/employee/cleaner education may be required to capture more of these materials. Fine papers and newsprint are mandatory recyclables per O.Reg.103/94 for educational institutions.

4.2.2 Peterborough Campus Garbage Composition

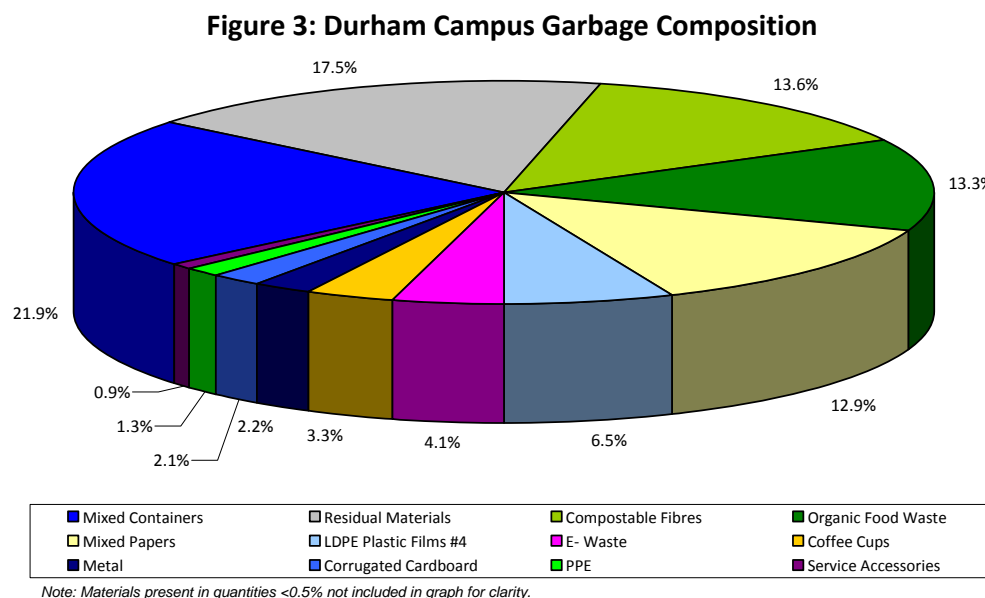
Figure 2 represents the overall garbage composition determined from Peterborough Campus based on the waste audit results. Refer to Appendix A for a photo summary of typical items found during the sorting activities.



Note: Materials present in quantities <0.5% not included in graph for clarity.

4.2.3 Durham Campus Garbage Composition

Figure 3 represents the garbage composition determined from Durham Campus based on the waste audit results.



Summary tables and graphs for each campus and building per waste generation functional area, including material composition, weights and percentages, are included in Appendix B. Refer to Appendix A for a photo summary of typical items found during the sorting activities.

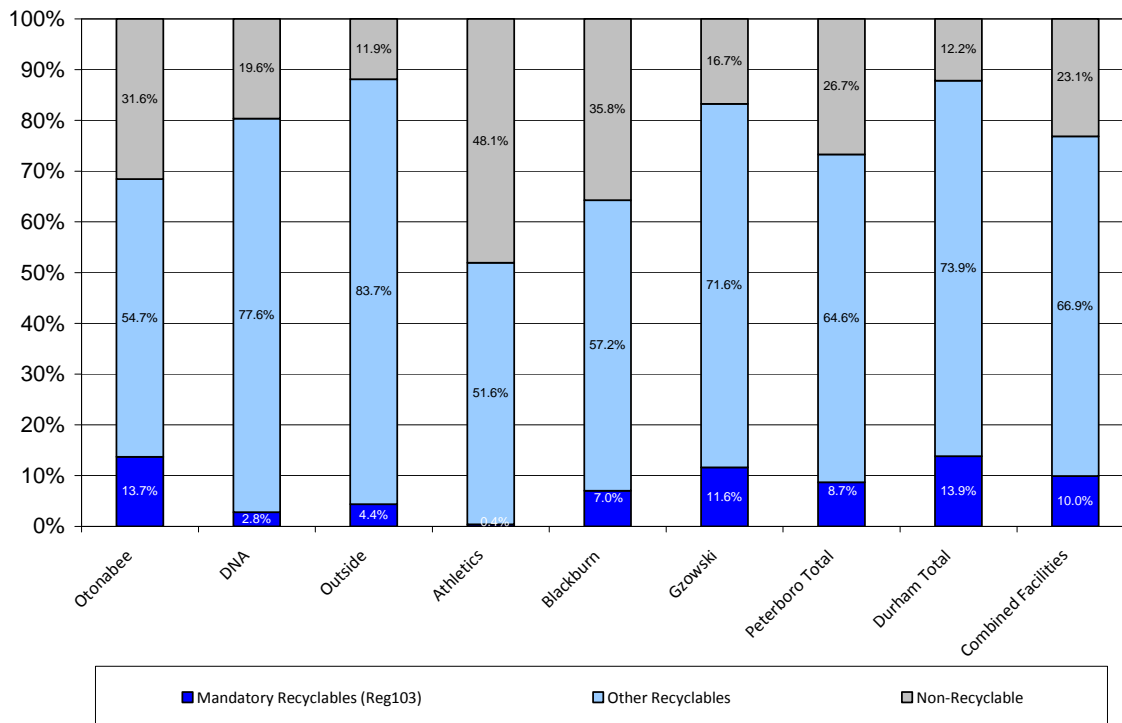
4.3 Percentage of Recyclables in Garbage

O.Reg. 103/94 requires that ‘educational institutions’ source separate the following materials (at a minimum):

- Aluminum food or beverage cans (including cans made primarily of aluminum);
- Cardboard (corrugated);
- Fine paper;
- Glass bottles and jars for food or beverages;
- Newsprint; and
- Steel food or beverage cans (including cans made primarily of steel).

Figure 4 summarizes the quantity of these ‘mandatory’ recyclable materials found in the garbage samples compared to ‘other recyclable’ materials (i.e. organics, paper towels, etc) and ‘non-recyclable’ materials.

Figure 4: Percent Recyclables in Garbage Stream



The data suggests that TrentU had a ‘mandatory’ recyclable content of 10.0% in the combined garbage of the university. The main ‘mandatory’ recyclable materials were aluminum cans, fine papers and cardboard. ‘Other Recyclables’ represented 66.9% of the sample and consisted mainly of compostable fibres and organic food wastes. Non-recyclables represented approximately 23.1% of the sample.

Peterborough Campus had a ‘mandatory’ recyclable content of 8.7% in the combined garbage of the campus. The main ‘mandatory’ recyclable materials were fine paper and aluminum cans. ‘Other Recyclables’ represented 64.6% of the sample and consisted mainly of compostable fibres, organics and non-mandatory recyclable paper fibres. Non-recyclables represented approximately 26.7% of the sample.

Durham Campus had a ‘mandatory’ recyclable content of 13.9% in the combined garbage of the campus. The main ‘mandatory’ recyclable materials were glass containers and cardboard. ‘Other Recyclables’ represented 73.9% of the sample and consisted mainly of organics and compostable fibres. Non-recyclables represented approximately 12.2% of the sample.

4.4 Cardboard Quantities & Distribution

Table 4 summarizes the quantity and distribution of cardboard materials collected for the waste audit.

Table 4: Quantity & Distribution of Cardboard Sample

Campus	Building Name	Cardboard Waste Audit Sample	
		Sample Weight (kg)	Distribution (%)
Peterborough	Otonabee College	0.00	--
	DNA	0.00	--
	Outside Bins	0.00	--
	Athletics	0.00	--
	Blackburn Hall	0.00	--
	Gzowski	0.00	--
Durham		5.70	100.0%
Total		5.70	100.0%

Therefore, Durham Campus generated the only sample collected for the waste audit.

4.5 Cardboard Composition

4.5.1 Overall Cardboard Composition

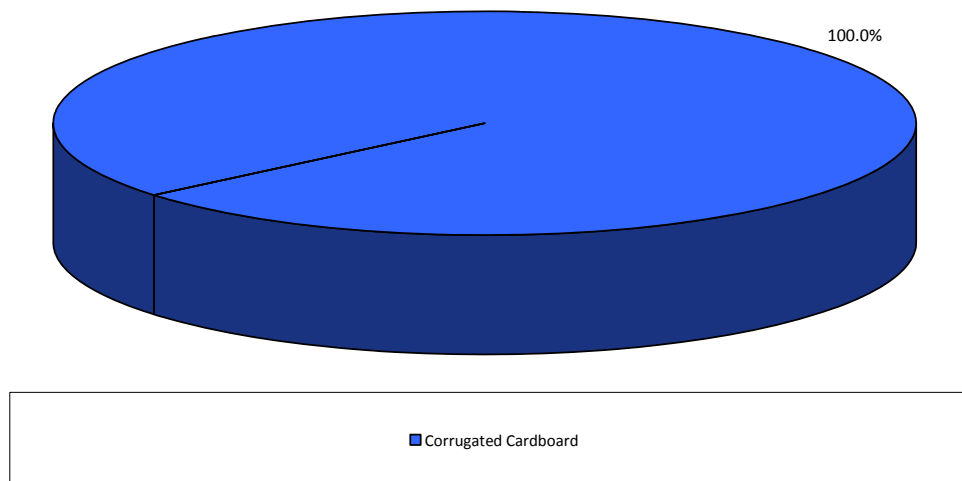
The total weight of cardboard collected and sorted for the audit was approximately 5.70 kg. Table 5 summarizes the composition from Peterborough Campus, Durham Campus and the overall university.

Table 5: Cardboard Stream Composition

Material	Peterborough Campus	Durham Campus	Overall University
Corrugated Cardboard	--	100.0%	100.0%
Total	--	100.0%	100.0%
Contamination Rate	--	0%	0%

Figure 5 summarizes the university's overall combined cardboard composition determined from the waste audit.

Figure 5: Overall University Cardboard Composition



Summary tables and graphs for each campus and building per waste generation functional area, including material composition, weights and percentages, are included in Appendix B.

4.5.2 Peterborough Campus Cardboard Composition

Peterborough Campus did not generate a cardboard sample during the waste audit period.

4.5.3 Durham Campus Cardboard Composition

Durham Campus generated the only cardboard sample during the waste audit period. It was found to contain no contamination.

4.6 Paper Quantities & Distribution

Table 6 summarizes the quantity and distribution of paper materials collected for the waste audit.

Table 6: Quantity & Distribution of Paper Sample

Campus	Building Name	Paper Waste Audit Sample	
		Sample Weight (kg)	Distribution (%)
Peterborough	Otonabee College	24.00	43.5%
	DNA	16.90	30.6%
	Outside Bins	11.99	21.7%
	Athletics	0.00	0.0%
	Blackburn Hall	1.01	1.8%
	Gzowski	1.31	2.4%
Durham		0.00	0.0%
Total		55.21	100.0%

Therefore, Peterborough Campus was the only campus to generate a paper sample for the waste audit. Otonabee College, DNA and Outside bins generated the most paper at the Peterborough Campus, representing approximately 96% of the paper sample.

4.7 Paper Composition

4.7.1 Overall Paper Composition

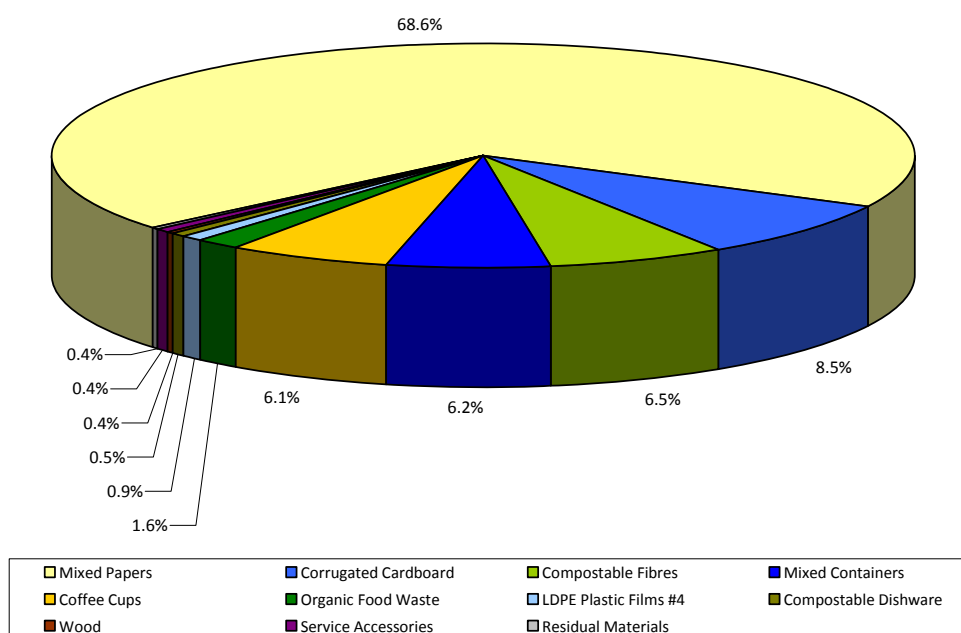
The total weight of paper collected and sorted for the audit was approximately 55.21 kg. Table 7 summarizes the composition from Peterborough Campus, Durham Campus and the overall university.

Table 7: Paper Stream Composition

Material	Peterborough Campus	Durham Campus	Overall University
Mixed Papers	68.6%	--	68.6%
Corrugated Cardboard	8.5%	--	8.5%
Compostable Fibres	6.5%	--	6.5%
Mixed Containers	6.2%	--	6.2%
Coffee Cups	6.1%	--	6.1%
Organic Food Waste	1.6%	--	1.6%
LDPE Plastic Films #4	0.9%	--	0.9%
Compostable Dishware	0.5%	--	0.5%
Wood	0.4%	--	0.4%
Service Accessories	0.4%	--	0.4%
Residual Materials	0.4%	--	0.4%
PPE	0.02%	--	0.02%
Total	100%	--	100%
Contamination Rate	22.9%	--	22.9%

Figure 6 summarizes the university's overall combined paper composition determined from the waste audit.

Figure 6: Overall University Paper Composition



4.7.2 Peterborough Campus Paper Composition

Peterborough Campus generated the only paper sample during the waste audit period. It was found to contain a contamination rate of 22.9%. Refer to Figure 6 for a graph of the composition.

4.7.3 Durham Campus Paper Composition

Durham Campus did not generate a cardboard sample during the waste audit period.

4.8 Mixed Recycling Quantities & Distribution

Table 8 summarizes the quantity and distribution of mixed recycling materials collected for the waste audit.

Table 8: Quantity & Distribution of Mixed Recycling Sample

Campus	Building Name	Mixed Recycling Waste Audit Sample	
		Sample Weight (kg)	Distribution (%)
Peterborough	Otonabee College	29.50	5.7%
	DNA	247.67	47.7%
	Outside Bins	37.83	7.3%
	Athletics	0.60	0.1%
	Blackburn Hall	0.06	0.0%
	Gzowski	203.94	39.2%
Durham		0.00	0.0%
Total		519.60	100.0%

Therefore, Peterborough Campus was the only campus to generate a mixed recycling sample for the waste audit. DNA and Gzowski generated the most mixed recycling material at the Peterborough Campus, representing approximately 87% of the paper mixed recycling sample.

4.9 Mixed Recycling Composition

4.9.1 Overall Mixed Recycling Composition

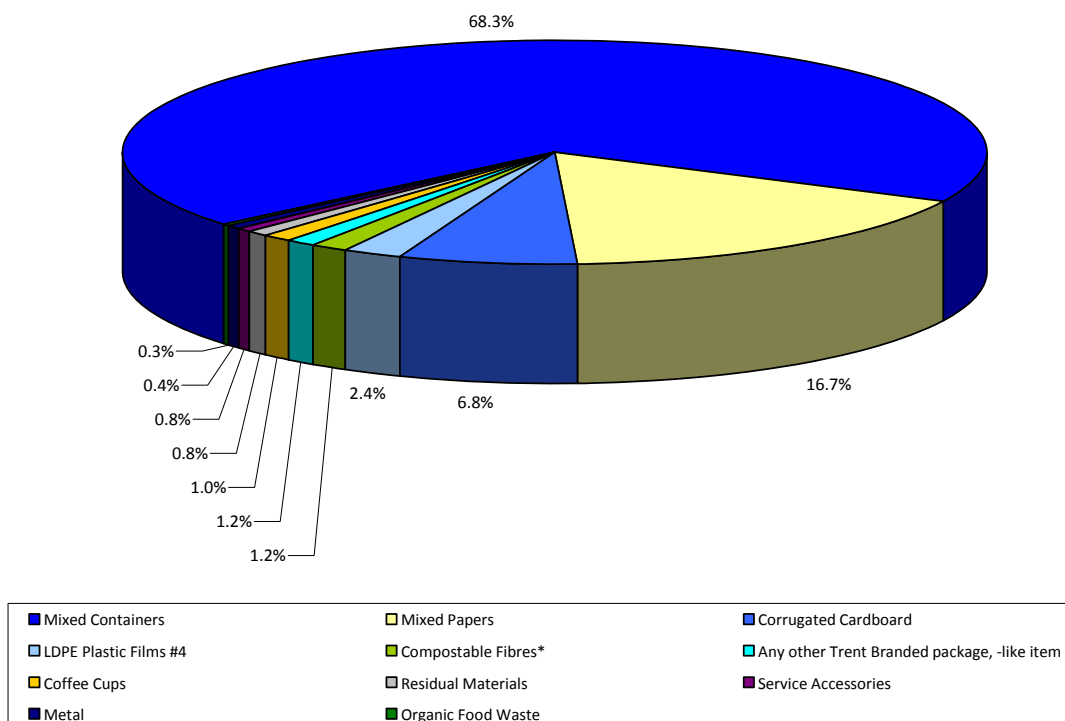
The total weight of mixed recycling collected and sorted for the audit was approximately 519.60 kg. Table 9 summarizes the composition from Peterborough Campus, Durham Campus and the overall university.

Table 9: Mixed Recycling Stream Composition

Material	Peterborough Campus	Durham Campus	Overall University
Mixed Containers	68.3%	--	68.3%
Mixed Papers	16.7%	--	16.7%
Corrugated Cardboard	6.8%	--	6.8%
LDPE Plastic Films #4	2.4%	--	2.4%
Compostable Fibres*	1.2%	--	1.2%
Any other Trent Branded package, -like item	1.2%	--	1.2%
Coffee Cups	1.0%	--	1.0%
Residual Materials	0.8%	--	0.8%
Service Accessories	0.8%	--	0.8%
Metal	0.4%	--	0.4%
Organic Food Waste	0.3%	--	0.3%
E- Waste	0.1%	--	0.1%
PPE	0.1%	--	0.1%
Wood	0.01%	--	0.01%
All other Trent branded items	0.01%	--	0.01%
Total	100%	--	100%
Contamination Rate	31.7%	--	31.7%

Figure 7 summarizes the university’s overall combined mixed recycling composition determined from the waste audit.

Figure 7: Overall University Mixed Recycling Composition



4.9.2 Peterborough Campus Mixed Recycling Composition

Peterborough Campus generated the only mixed recycling sample during the waste audit period. It was found to contain a contamination rate of 31.7%. Refer to Figure 7 for a graph of the composition.

4.9.3 Durham Campus Mixed Recycling Composition

Durham Campus did not generate a mixed recycling sample during the waste audit period.

4.10 Organic Quantities & Distribution

Table 10 summarizes the quantity and distribution of garbage materials collected for the waste audit.

Table 10: Quantity & Distribution of Organic Sample

Campus	Building Name	Organic Waste Audit Sample	
		Sample Weight (kg)	Distribution (%)
Peterborough	Otonabee College	93.47	42.0%
	DNA	18.72	8.4%
	Outside Bins	0.00	0.0%
	Athletics	2.40	1.1%
	Blackburn Hall	0.00	0.0%
	Gzowski	96.23	43.2%
Durham		11.89	5.3%
Total		222.71	100.0%

Therefore, Peterborough Campus and Durham Campus generated approximately 94.7% and 5.3% of the total organic sample weight respectively. Gzowski and Otonabee College generated the most organics at the Peterborough Campus, representing approximately 85% of the sample.

4.11 Organic Composition

4.11.1 Overall Organic Composition

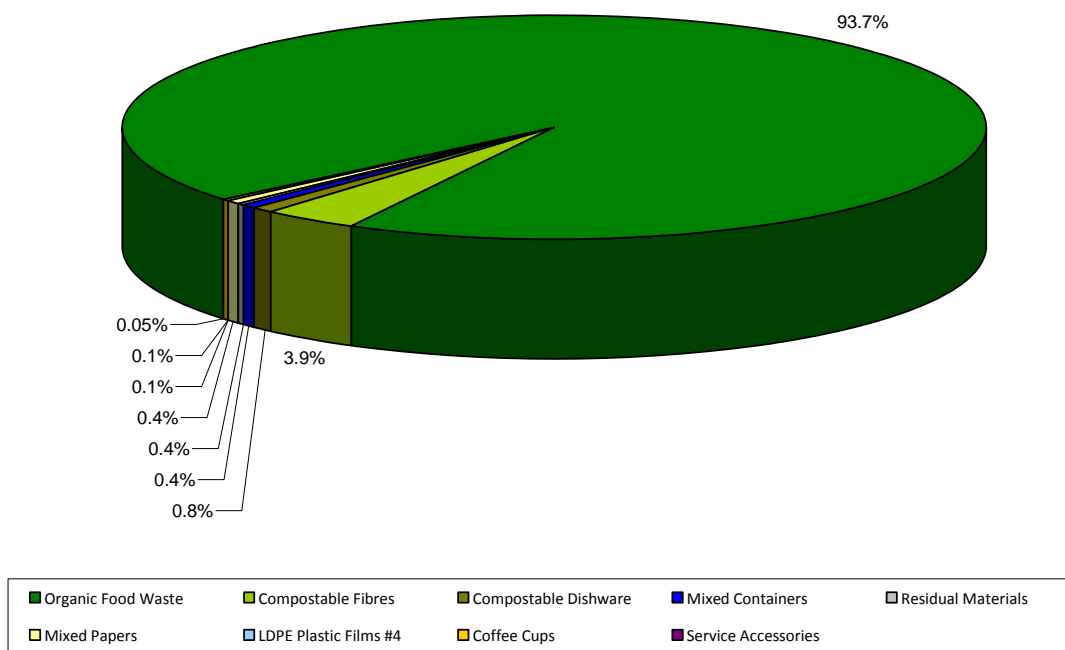
The total weight of organics collected and sorted for the audit was approximately 222.71 kg. Table 11 summarizes the composition from Peterborough Campus, Durham Campus and the overall university.

Table 11: Organic Stream Composition

Material	Peterborough Campus	Durham Campus	Overall University
Organic Food Waste	93.7%	94.2%	93.7%
Compostable Fibres	4.0%	1.8%	3.9%
Compostable Dishware	0.8%	1.1%	0.8%
Mixed Containers	0.4%	1.7%	0.4%
Residual Materials	0.4%	--	0.4%
Mixed Papers	0.4%	0.8%	0.4%
LDPE Plastic Films #4	0.1%	0.3%	0.1%
Coffee Cups	0.1%	0.1%	0.1%
Service Accessories	0.1%	--	0.05%
Any other Trent Branded package, -like item	0.02%	--	0.02%
Corrugated Cardboard	--	0.1%	0.004%
Wood	0.005%	--	0.004%
PPE	0.005%	--	0.004%
Total	100%	100%	100%
Contamination Rate	1.5%	2.9%	1.6%

Figure 8 summarizes the university's overall combined organic composition determined from the waste audit.

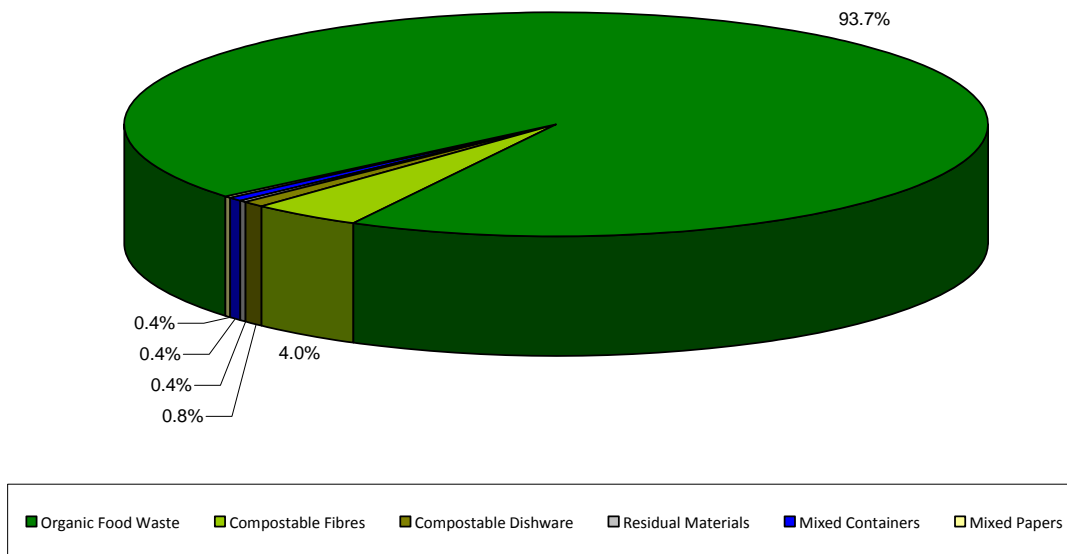
Figure 8: Overall University Organic Composition



4.11.2 Peterborough Campus Organic Composition

Figure 9 represents the overall organic composition determined from Peterborough Campus based on the waste audit results.

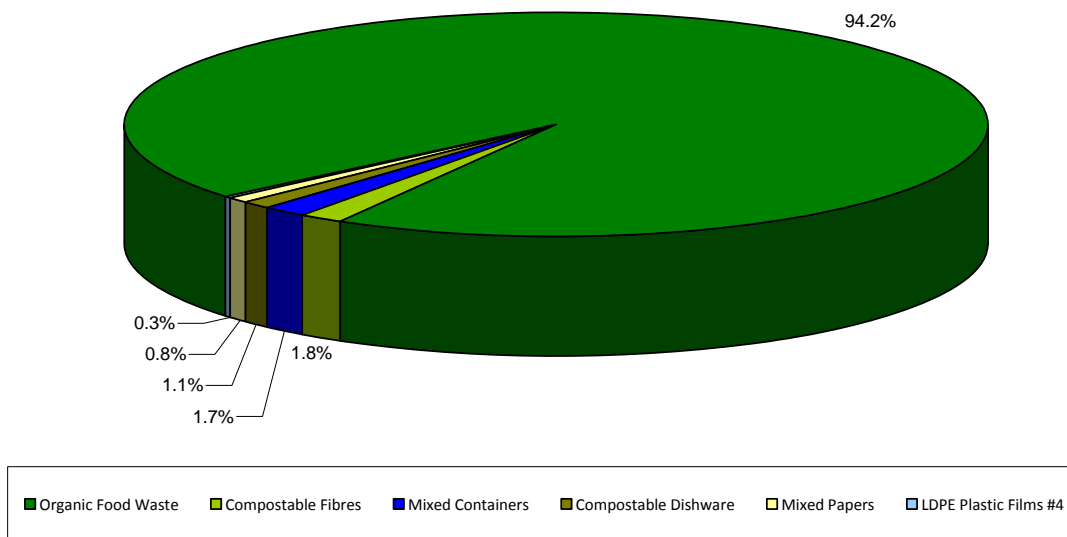
Figure 9: Peterborough Campus Organic Composition



4.11.3 Durham Campus Organic Composition

Figure 10 represents the organic composition determined from Durham Campus based on the waste audit results.

Figure 10: Durham Campus Organic Composition



Summary tables and graphs for each campus and building per waste generation functional area, including material composition, weights and percentages, are included in Appendix B.

5 Diversion Programs & Waste Systems

5.1 Waste Diversion Programs

Waste diversion programs have been implemented at TrentU to reduce/reuse/recycle/compost a wide range of materials summarized below.

Cardboard: Cardboard recycling is provided across campus. Cardboard boxes are flattened and placed in dedicated bins. Cardboard bins at the Peterborough campus and Durham campus are serviced by private contractor as required.

Mixed Containers: Mixed containers include assorted plastics food and beverage containers (PET, HDPE, LDPE, PP, and PS), aluminum and metal cans, glass food and beverage containers, gable top containers and aseptic containers (i.e. tetra paks, etc). Mixed containers are collected throughout campus in dedicated recycle depots, primarily concentrated in high waste generating areas. Collected materials are disposed into 95 gallon totes by staff and/or students. Totes are serviced at the Peterborough campus and Durham campus by private contractor as required.

Mixed Papers: Mixed papers include a range of items such items as (but not limited to) newspapers, fine papers, envelopes, magazines, brochures, boxboard, packing paper, shipping/receiving supplies, paper bags and other clean food paper products. Mixed papers are collected throughout campus in dedicated recycle depots, primarily concentrated in high waste generating areas. Collected materials are disposed into 95 gallon totes by staff and/or students. Totes are serviced at the Peterborough campus and Durham campus by private contractor as required.

Confidential Papers: Confidential papers are collected mainly in office/administrative areas in secure consoles or totes. All shredded materials were recycled.

Organics: Organic based food waste is collected in some locations for composting.

Scrap Metals: Recyclable metals are collected by TrentU staff. Scrap metal recycling service is provided by private contractor as required.

Scrap Woods/Pallets: Recyclable woods are collected by TrentU staff. Scrap wood recycling service is provided by private contractor as required. Reusable wood pallets are also returned to suppliers or taken for use off-property.

Oil & Grease: Oil & grease is collected from food service areas across campus, and stored in dedicated containers. Service was provided by private contractor as required.

Electronics Wastes: Electronic wastes are collected across campus and stored in dedicated locations. Service is provided as required.

Bulbs & Ballasts: Fluorescent bulbs and ballasts are collected across campus and stored in dedicated totes. Service is provided as required.

Batteries: Batteries are collected in small dedicated containers across campus. Collected batteries are stored in dedicated totes. Service is provided as required.

Printer Toner Cartridges: Printer toners are collected across campus and to suppliers for reuse as required.

Move-in LDPE & Poly: This material is collected and service is provided as required.

Lab Glass & Plastics: Lab glass and plastic material programs are implemented at TrentU. Service is provided by private contractor on an as required basis.

Yard Wastes: TrentU Durham campus grasscycles which involves leaving yard clippings on-site after lawn cutting.

Donations/Swap Shop: Used material programs are implemented at TrentU including used furniture and clothing donations, as well as the operation of an on-campus Swap Shop.

LCBO/Beer Store Returns: Used liquor, wine and beer bottles are returned to the LCBO/Beer Store. It is unknown how many cases are returned annually.

Reduction Programs: TrentU has added a number of waste reduction programs on campus. These include water bottle filling stations, double-sided printing options on printers/photocopiers and a reusable mug discount program in food service areas. In addition, TrentU started charging \$1 for take-out boat containers, which caused a reduction in the amount of containers used by students.

Table 12 summarizes the estimated annual amount of waste materials diverted from landfills due to waste diversion programs implemented at the university (based on latest available annual data).

Table 12: Waste Diversion Summary

Waste Material	Diversion Program	Peterborough Campus	Durham Campus	Total Diversion	
		Tonnes	Tonnes	Tonnes	Percent of Total Diversion
Cardboard	Recycled	338.46	5.29	343.75	28.3%
Mixed Papers	Recycled	314.76	2.98	317.73	26.2%
Mixed Containers	Recycled	360.64	1.00	361.64	29.8%
Confidential Papers	Recycled	10.33	31.63	41.96	3.5%
Scrap Metals	Recycled	4.46	--	4.46	0.4%
Scrap Wood	Recycled	11.73	--	11.73	1.0%
Organics	Recycled	88.47	19.55	108.02	8.9%
Oil & Grease	Recycled	4.09	0.50	4.59	0.4%
Batteries	Reused	0.18	0.50	0.68	0.06%
Electronic Wastes	Recycled	5.29	--	5.29	0.4%
Bulbs & Ballasts	Recycled	0.00	0.00	0.00	0%
Coffee Pods	Recycled	0.02	--	0.02	--
Move-in LDPE	Recycled	0.05	--	0.05	--
Move-in Poly	Recycled	0.14	--	0.14	--
Lab Glass	Recycled	0.86	0.22	1.08	0.09%
Lab Plastics	Recycled	0.05	0.01	0.07	0.005%
Wood Pallets	Reused	2.35	--	2.35	0.19%
Printer Toners	Reused	0.00	0.10	0.10	0.01%
Swap Shop	Reused	5.90	--	5.90	0.5%
LCBO Returns	Reused	0.27	--	0.27	0.02%
Waste Reduction Initiatives	Reduced	3.50	--	3.50	0.29%
Total Diverted		1151.56	61.77	1213.33	100.0%

Therefore, the total amount of waste material diverted from landfill was approximately 1213.33 metric tonnes. Evidence of annual quantity data obtained from TrentU and/or service providers is provided in Appendix A. Waste diversion programs implemented on campus exceed the minimum requirements of O.Reg.103/94 for educational institutions.

5.2 Waste Disposal Systems

Regular solid non-hazardous waste is collected across campus by TrentU staff and placed in dedicated bins located in designated waste handling areas. Peterborough campus generated approximately 303.74 MT and Durham campus generated approximately 6.95 MT. Private contractors service each campus as required. The total quantity of solid non-hazardous waste disposed to landfill was estimated to be approximately 310.69 metric tonnes.

6 Performance Metrics

6.1 Waste Diversion Rate

Waste Diversion Rate is the percentage of waste materials that a facility diverts from landfill due to reduce, reuse and recycling (i.e. 3Rs) programs versus the total amount of waste generated (i.e. 3Rs plus disposed). According to the MECP, Waste Diversion Rate is calculated as follows:

$$\text{Waste Diversion Rate} = \frac{\text{Total Waste Diverted (3Rs)}}{\text{Total Waste Generated}} * 100\%$$

Based on the total annual amount of waste generated and diverted at Trent University, the overall waste diversion rate was determined to be approximately 80%. Table 13 summarizes the quantities of wastes diverted and disposed. TrentU's waste diversion rate exceeds the MECP provincial objective of 60% waste diversion. Waste diversion rates for the Peterborough and Durham campuses were determined to be 79% and 90% respectively.

Table 13: Waste Diversion Rate Summary

Material Stream	Peterborough Campus		Durham Campus		Overall University	
	Annual Total		Annual Total		Annual Total	
	Tonnes	Percent	Tonnes	Percent	Tonnes	Percent
Disposed to Landfill	303.74	20.9%	6.95	10.1%	310.69	20.4%
Materials Reduced	3.50	0.240%	--	--	3.50	0.2%
Materials Reused	8.52	0.6%	0.10	0.15%	8.62	0.6%
Materials Recycled	1051.06	72.2%	42.12	61.3%	1093.18	71.7%
Materials Composted	88.47	6.1%	19.55	28.4%	108.02	7.1%
Total Waste Generated	1455.29	100.0%	68.72	100.0%	1524.02	100.0%
WASTE DIVERSION RATE		79.1%		89.9%		79.6%

6.2 Capture Rate

Capture rate is the proportion of divertible waste materials which are successfully diverted from disposal compared to the total amount of the divertible waste materials generated. According to the Recycling Council of Ontario, Capture Rate is calculated as follows:

$$\text{Capture Rate} = \frac{\text{Total Divertible Material Captured (3Rs)}}{\text{Total Divertible Material Generated}} * 100\%$$

Thus, capture rate assists in determining the effectiveness of recycling programs. Table 14 summarizes the capture rate for the main divertible materials at the university.

Table 14: Capture Rate Summary

Divertible Material	Peterborough Campus			Durham Campus			Overall University		
	Generated	Diverted	Capture Rate	Generated	Diverted	Capture Rate	Generated	Diverted	Capture Rate
	MT	MT	%	MT	MT	%	MT	MT	%
Cardboard	343.30	338.46	98.6%	4.37	4.13	94.5%	347.67	342.59	98.5%
Mixed Containers	424.57	360.64	84.9%	2.71	1.00	36.9%	427.28	361.64	84.6%
Mixed Papers	359.74	314.76	87.5%	36.24	4.13	11.4%	395.98	318.89	80.5%
Organics	121.15	88.47	73.0%	21.00	19.55	93.1%	142.15	108.02	76.0%
Confidential Papers	10.33	10.33	100.0%	31.63	31.63	100.0%	41.96	41.96	100.0%
Scrap Metals	13.19	4.46	33.8%	--	--	--	13.19	4.46	33.8%
Swap Shop	5.90	5.90	100.0%	--	--	--	5.90	5.90	100.0%
Oil & Grease	4.09	4.09	100.0%	0.50	0.50	100.0%	4.59	4.59	100.0%
Coffee Pods	0.02	0.02	100.0%	--	--	--	0.02	0.02	100.0%
Scrap Wood/Pallets	14.30	14.08	98.5%	--	--	--	14.30	14.08	98.5%
Batteries	0.19	0.18	96.2%	0.50	0.50	100.0%	0.69	0.68	99.0%
Printer Toners	0.00	0.00		0.10	0.10	100.0%	0.10	0.10	100.0%
Ewastes	21.87	5.29	24.2%	--	--	--	21.87	5.29	24.2%
Move-in LDPE	0.05	0.05	100.0%	--	--	--	0.05	0.05	100.0%
Move-in Poly	0.14	0.14	100.0%	--	--	--	0.14	0.14	100.0%
Lab Glass	0.86	0.86	100.0%	0.22	0.22	100.0%	1.08	1.08	100.0%
Lab Plastics	0.05	0.05	100.0%	0.01	0.01	100.0%	0.07	0.07	100.0%
LCBO Returns	0.27	0.27	100.0%	--	--	--	0.27	0.27	100.0%
Reduction Programs	3.50	3.50	100.0%	--	--	--	3.50	3.50	100.0%
Total	1323.51	1151.56	87.0%	97.28	61.77	63.5%	1420.80	1213.33	85.4%

Overall, capture rates of materials ranged between approximately 24% and 100%. Electronic wastes and Scrap metals had the lowest values of 24.2% and 33.8% respectively. The overall capture rate of all recyclables for the overall university was determined to be 85.4%.

Capture rates at Peterborough Campus ranged between approximately 24% and 100%. Electronic wastes had the lowest value. Capture rates at Durham Campus ranged between approximately 11% and 100%. Mixed papers had the lowest value.

6.3 Year over Year Change in Waste Generation

Waste diversion rate and capture rate do not always demonstrate how effective a site's 3R programs are operating. This is due to the continual change of many important factors involved in waste and recyclable material generation on campus, such as number of students enrolled, floor area of buildings, etc. As student numbers change or more buildings are added to the campus, quantities of waste and recyclables change making it difficult to have a direct comparison of data between years. It is recommended that TrentU start tracking 'Year over Year' changes in the amount of wastes disposed and/or materials recycled per standard unit. This allows direct comparison of data from year to year, thus assisting the university in gaining an understanding of the effectiveness of their waste diversion programs. For TrentU, the most applicable standard unit is Full-time equivalent students, or FTE. This analysis was also conducted for the overall university.

6.3.1 Year-over-Year Change in Diverted Quantities

The 'Year-over-Year Change in Diverted Quantities' is the indicator of the amount of materials diverted from disposal through reduce, reuse and/or recycle activities per Student Enrolment compared to previous data. Table 15 summarizes the results for the 2022 year. A positive year-over-year change indicates waste diversion programs are improving over time.

Table 15: Yr-over-Yr Change in Waste Diversion Quantities

Period	Total Materials Diverted (MT)	Student Enrolment	Annual Diverted Quantity (kg/student)	Yr-over-Yr Change in Diverted Quantity (kg)
2016	1253.50	8475.15	147.90	--
2018	1702.14	8940	190.40	+42.50
2019	1366.16	8940	152.81	-37.59
2021	1287.80	12160	105.90	-46.91
2022	1213.33	12649	95.92	-9.98

6.3.2 Year-over-Year Change in Garbage Disposed

The 'Year over Year Change in Garbage Disposed' is the indicator of the amount of reduction in waste materials disposed to landfill due to waste diversion activities on campus. Table 16 summarizes the results for the 2022 year. A reduction in the year over year value will indicate the university is continually reducing wastes disposed to landfill.

Table 16: Yr-over-Yr Change in Garbage Disposed

Period	Total Materials Disposed to Landfill (MT)	Student Enrolment	Annual Disposed Quantity (kg/student)	Yr-over-Yr Change in Disposed Quantity (kg)
2016	308.87	8475.15	36.44	--
2018	263.52	8940	29.47	-6.97
2019	313.80	8940	35.10	+5.63
2021	295.56	12160	24.31	-10.79
2022	310.69	12649	24.56	-0.25

7 Waste Audit Summary & Waste Reduction Work Plan

Refer to Appendix C and Appendix D for the Waste Audit Summary and the Waste Reduction Work Plan for Peterborough Campus. Refer to Appendix E and Appendix F for the Waste Audit Summary and the Waste Reduction Work Plan for Durham Campus. The last page of each set of forms in the appendices need to be signed by an authorized person at the University.

According to O.Reg. 102/94, the Waste Reduction Work Plans (Appendix D & F) or a summary of the plans must be posted at the University in a place where staff/students can review it. If a summary is posted, the entire Work Plan should also be made available for review by any staff/student upon request.

8 Conclusions & Recommendations

Based on the results of the solid non-hazardous waste audit conducted for TrentU, the following conclusions can be made. Recommendations presented below are intended to assist TrentU in maximizing their waste diversion potential.

- In 2022, it was estimated that TrentU disposed an overall total of approximately 310.69 tonnes of solid waste in landfills. Approximately 1213.33 tonnes of waste materials were diverted through waste diversion programs. This represents a waste diversion rate of approximately 80%. The provincial objective is 60% waste diversion.
- Waste diversion rates for the Peterborough and Durham campuses were determined to be 79% and 90% respectively.
- TrentU maintains waste diversion programs for cardboard, mixed containers, mixed papers, confidential papers, organics, scrap metals, scrap woods, electronics, bulbs, batteries, printer toners, oil and grease, yard wastes, construction & demolition, coffee pods, move-in LDPE and poly, lab glass, lab plastics, wood pallet reuse, donations/Swap Shop, LCBO/Beer Store returns and waste reduction initiatives including water bottle filling stations, double sided printing policies, refillable coffee mug program and take-out boat reductions. These programs exceed the requirements of O.Reg.103/94 for educational institutions.
- Peterborough Campus and Durham Campus generated approximately 75% and 25% of the total garbage sample weight respectively. Gzowski, Otonabee College and Blackburn Hall generated the most garbage at the Peterborough Campus, representing approximately 54% of the overall garbage sample.
- Overall, TrentU had a 'mandatory' recyclable content of 10.0% in the combined garbage of the university. The main 'mandatory' recyclable materials were aluminum cans, fine papers and cardboard. 'Other Recyclables' represented 66.9% of the sample and consisted mainly of compostable fibres and organic food wastes. Non-recyclables represented approximately 23.1% of the sample.
- Peterborough Campus had a 'mandatory' recyclable content of 8.7% in the combined garbage of the campus. The main 'mandatory' recyclable materials were fine paper and aluminum cans. 'Other Recyclables' represented 64.6% of the sample and consisted mainly of compostable fibres, organics and non-mandatory recyclable paper fibres. Non-recyclables represented approximately 26.7% of the sample.
- Durham Campus had a 'mandatory' recyclable content of 13.9% in the combined garbage of the campus. The main 'mandatory' recyclable materials were glass containers and cardboard. 'Other Recyclables' represented 73.9% of the sample and consisted mainly of organics and compostable fibres. Non-recyclables represented approximately 12.2% of the sample.
- Overall, capture rates of materials ranged between approximately 24% and 100%. Electronic wastes and Scrap metals had the lowest values of 24.2% and 33.8% respectively. The overall capture rate of all recyclables for the overall university was determined to be 85.4%.

- Capture rates at Peterborough Campus ranged between approximately 24% and 100%. Electronic wastes had the lowest value. Capture rates at Durham Campus ranged between approximately 11% and 100%. Mixed papers had the lowest value.
- Mixed containers represented 21.9% of the overall garbage stream, or 68.1 MT annually. TrentU has implemented a recycling program for mixed containers. Results suggest that improved collection systems and/or labels, program promotion and/or student/employee/cleaner education may be required to capture more of these materials. Aluminum, steel and glass food & beverage containers are mandatory recyclables per O.Reg.103/94 for educational institutions.
- Compostable fibres and organic food wastes represented 13.6% and 13.3% of the overall garbage stream sample respectively, or 42.3 MT and 41.2 MT annually. An organics program is implemented in some areas on campus. Compostable fibres and organic materials are currently not mandatory recyclable materials per O.Reg.103/94. However, according to Ontario's Food and Organic Waste Policy Statement, it is proposed that ICI Sectors will have to reduce and/or recover food and organic wastes between 50%-70% by 2025.
- Mixed papers represented 12.9% of the overall garbage stream sample, or 40.0 MT annually. TrentU has implemented a recycling program for mixed papers. Results suggest that improved collection systems and/or labels, program promotion and/or student/employee/cleaner education may be required to capture more of these materials. Fine papers and newsprint are mandatory recyclables per O.Reg.103/94 for educational institutions.
- The total weight of cardboard collected and sorted for the audit was approximately 5.70 kg, and was found to contain 100% cardboard. The entire cardboard sample was generated at Durham Campus. The Peterborough Campus did not generate a cardboard sample.
- The total weight of mixed recycling collected and sorted for the audit was approximately 519.60 kg. The entire sample was generated at the Peterborough campus. The mixed recycling sample was found to have a contamination rate of 31.7%.
- The total weight of papers collected and sorted for the audit was approximately 55.21 kg. The entire sample was generated at the Peterborough campus. The paper sample was found to have a contamination rate of 22.9%.
- The total weight of organics collected and sorted for the audit was approximately 222.71 kg. Approximately 95% of the sample was generated at the Peterborough campus. The overall organic sample was determined to have a contamination rate of 1.6%. The Peterborough campus organic sample was found to have a contamination rate of 1.5%. The Durham campus organic sample was found to have a contamination rate of 1.5%.
- It is recommended that a study be conducted to verify mixed container and mixed paper tote weights as well as to conduct an inventory of bins on-campus. It is recommended that the total number of totes picked-up per week be verified (per season to account for temporal variability).
- It is recommended that a study be conducted to verify organic weights as well to conduct an inventory of bins on-campus. It is recommended that the total number of totes picked-up per week be verified.

- It is recommended that TrentU conduct studies to add and improve reduction and reuse weights to improve the university's diversion rate. For example, waste reduction credits can be calculated for the university's double-sided printing policy, refillable water bottle stations and clothing donation programs.
- Continue to make use of multi-compartment containers (i.e. recycling depots) for waste collection and recycling as much as possible. Remove all solitary waste bins on campus. We recommend only having waste bins that are attached to or close to multi-compartment recycling containers.
- Ensure TrentU's Environmental Policy is clearly visible in all common areas throughout campus. Emphasize TrentU's commitment to environmental stewardship in its newsletters, brochures, annual reports and contracts. Regular newsletters promoting the school's waste reduction programs, goals and concerns will increase student/staff cooperation.
- Continue to increase awareness of current recycling programs through staff and student education programs. Such programs can include brief training programs as well as placement of posters in strategic locations around campus, and posting information regarding campus goals and recycling, reuse, and reduction rates at the school. A suggestion box or email address may be helpful in communicating student/staff concerns and suggestions when developing or changing existing diversion programs.
- It is important that all staff and students at TrentU be made aware of all available recycling programs. TrentU staff should provide easy access to contact information for questions and/or help regarding the various recycling programs. The recycling programs should have as much consistency as possible across campus.
- Throughout the year, waste should be collected in clear plastic garbage bags instead of black garbage bags. This practice allows cleaning staff to monitor waste collection, as well as to ensure that separated waste streams are disposed of in the correct containers/areas. Some of our clients find it beneficial to use clear bags that have a slight blue tint for use in recycling containers.
- Support and encourage the purchase and use of "environmentally friendly", reusable or recyclable materials and packaging, and/or those that contain recycled content.
- In order to be successful, the waste diversion program must have the full support of TrentU's management team.
- According to O.Reg. 102/94, the Waste Reduction Work Plans (Appendix D & F) or a summary of the plan must be posted at the facility in a place where it can be viewed. If a summary of the work plan is posted, the full Work Plan must be made available for review upon request by any of the university's staff or students.
- The waste audit report and waste reduction work plan must be retained on file for a minimum of five years.
- A waste audit report and waste reduction work plan must be conducted and updated annually.

Appendix A

Supporting Documentation

About

[TRENTU.CA](#) / [ABOUT](#) / TRENT BY THE NUMBERS

Trent By the Numbers

Students*

12,649 Students in 2022/23 (heads)

Peterborough

- 9,719 undergraduate
- 753 graduate

Durham

- 2,082 undergraduate
- 95 graduate

415 Indigenous

1,682 International

Trent Facts

- 1964 – year Trent was founded
- 20:1 student to faculty ratio
- 100+ diverse and dynamic academic programs across the arts, sciences, social sciences and professional programs
- 54,000 alumni worldwide
- Employees
 - third largest employer in Peterborough: 1,697 full & part-time employees
 - 155 employees in Durham
- Economic Impact
 - \$675 annual economic impact (9% of local GDP) in Peterborough
 - \$77 million annual economic impact in Durham Region

Peterborough Campus

- 90 minutes to downtown Toronto
- Approximately 1,400 acres
- 30 km of hiking trails
- 12x per day GO buses run from campus to the GTA

Durham Greater Toronto Area Campus

- 40 minutes to Union Station in downtown Toronto
- Located in the GTA, minutes from Highway 401 and Oshawa GO Station
- 3 City of Oshawa recreation centres Trent students can access

Prestigious Schools of Study

- **School of Business:** a Business School with a difference, Trent students can combine Finance, Accounting, Management, Entrepreneurship, HR, Information Systems and E-Commerce with just about any other subject – arts or science
- **School of the Environment:** Trent is Canada's leading environmental university
- **School of Education:** leading and innovative academic programs at Trent to educate and inspire our teachers of tomorrow
- **Chanie Wenjack School for Indigenous Studies:** Trent is proud of our long-standing reputation as a leader in Indigenous education and reconciliation
- **Trent/Fleming School of Nursing:** the top choice university for future nurses, Trent offers integrated, collaborative academic programs of the highest standard
- **School for the Study of Canada:** Canadian Studies was born at Trent
- **School of Graduate Studies:** Trent offers a growing number of prestigious graduate programs

Varsity & Athletics

- 12 varsity teams: Excalibur men's and women's varsity teams represent Trent at the highest level of competition in the OUA and CUFLA. Varsity teams include: Rowing – Rugby – Lacrosse – Soccer – Volleyball – Curling.

Figure A1: Peterborough Campus Site Map



Legend

- 1. Bata Library
- 2. University Court
- 3. Champlain College
- 4. Great Hall
- 5. Bookstore
- 6. Alumni House
- 7. Lady Eaton College
- 8. Lady Eaton College Dining Hall
- 9. Lady Eaton Bridge
- 10. Faryon Bridge
- 11. Otonabee College - Residences
- 12. Otonabee College - Academics
- 13. Otonabee College Dining Hall
- 14. Champlain College Annex
- 15. Campus Heights - Residences
- 16. Wenjack Theatre
- 17. Enweying, Peter Gzowski College, First Peoples House of Learning
- 18. Benedict Gathering Place
- 19. Nozhem: First Peoples Performance Space
- 20. Gzowski College Dining Hall
- 21. Tipi
- 22. Science Complex
- 23. Environmental Science Centre
- 24. Chemical Sciences Building
- 25. DNA Buildings and Life & Health Sciences Complex
- 26. Trent Athletics Centre
- 27. Justin Chiu Stadium
- 28. Julian Blackburn Hall
- 29. Mackenzie House
- 30. Archaeology Centre
- 31. Stan Adamson Power House
- 32. Trent Child Care
- 33. Camp Kawartha Environment Centre
- 34. Rooftop Gardens
- 35. Student Centre
- 36. Trent Sports Fields
- 37. Future home of Arena & Aquatics Complex
- 38. Future home of Cleantech Commons
- 39. Experimental Farm & Marketing Garden
- 40. Crime Scene House
- 41. Trent Rowing Club
- 42. Seasoned Spoon Gardens

- Blue Permit Parking
- Red Permit Parking
- Green Permit Parking
- Yellow Permit Parking
- AC Community Member Parking
- Pay & Display Parking
- City Transit Bus Stops
- GO Bus Stop
- Traffic Lights
- Pathways
- Rooftop Pathways

Figure A2: Durham Campus Site Map



OSHAWA • THORNTON ROAD CAMPUS

Legend

1. Trent University Oshawa	Parking Lot
2. Oshawa Civic Recreation Complex	Bus Stops
3. Oshawa Shopping Centre	GO/VIA Station
4. Robert McLaughlin Gallery	
5. Oshawa Bus Station	
6. Lakeridge Health	
7. Durham College	
8. UOIT	



Waste Audit Related Information

1. Purchasing Policies at TrentU: Recycled & Reused Content

TrentU Sustainability Department continues to work toward further institutionalization of good practice through policy development. The following policies have been implemented at the university:

- Environment and Sustainability Policy, 2014
- Fair Trade Purchasing Policy for Apparel at Trent University, 2002
- Policy on Environmentally Sustainable Procurement, 2017 (original policy: Environmental Procurement Policy, 1995)
- Policy on Single Unit Bottled Water at Trent University, 2010
- Policy on Resource Recovery & Waste Diversion, 2017
- Guide to being a temporary food service provider on campus.
- Guide for construction and demolition waste diversion.
- Purchasing Policy for Fair Trade Certified Products, 2008

Refer to attached copies of the policies.

2. Base Year

The base year for waste audit reporting is 2013.

3. Other Inspections, Audits & Assessments

The most recent waste audit was conducted for TrentU by Waste Reduction Group Inc in November 2018. The waste audit report was issued in March 2018 (refer to Waste Reduction Group Project P0911).

4. Waste Generation Index

The waste generation index was calculated for TrentU based on the total number of students enrolled during the year of study. According to TrentU, 2018 enrolment numbers were 8940 students (7413 undergraduate (Peterborough), 1032 undergraduate (Durham) and 495 graduate (Refer to attachment in Appendix A).

5. Operational Days

TrentU remains at least partially operational 365 days per year. Residences are constantly operational, while classes and offices typically do not run on weekends and holidays.

6. Other Materials

TrentU has implemented diversion programs for many non-traditional materials. It was not anticipated that these materials would be found in the garbage generated from typical day-to-day operations. Records for all recycled materials were verified for all streams where information was available.

Waste Audit Related Information

7. Profile of each solid waste stream generated on campus

Refer to the 'Report o Waste Audit' attached in Appendix C. The report summarizes the amount, nature, and composition of the waste, the manner by which the waste is generated, including management decisions and policies that relate to the generation of waste; and the way in which the waste is generated.

8. Chain of Disposition for each generated material

Please refer to the following page for table of results. Information was based on the highest level of detail provided by the respective waste service providers:

Environment & Sustainability Policy



Category: *Operations*
Approval: *PVP*
Responsibility: *VP Finance and Administration*
Date: *Date initially approved: October 10, 2014*
Date of last revision: N/A

Purpose/Reason for Policy:

To foster and create the conditions for environmental sustainability through all areas of our learning, teaching, research and service as stated in Trent's Vision and Mission Statements.

Scope of this Policy:

This policy will provide direction to the university community in decision-making concerning activities that may impact the environment. It is a statement of Trent University's environmental values and expectations.

Policy Statement:

Trent University is committed to protecting the environment, conserving natural resources, and rehabilitating degraded environments in activities relevant to the university and its operations.

Trent University will work to develop and implement a systematic framework and accompanying set of policies for environment and sustainability issues including for example energy, transportation, finance, buildings, campus grounds, waste, purchasing, residences, food, curriculum and research.

Trent University will foster open dialogue and critical debate at Trent and with the broader community regarding environmental and sustainability issues.

The University has a responsibility, as an institutional citizen, to provide leadership in the environmental and sustainability decision-making processes and initiatives of our community and to contribute to the stewardship of our regional environment.

Responsibilities:

The responsibility to reduce our impacts on the natural environment rests on the entire Trent community and as such, we all have a role in implementing this policy to the greatest extent that we can.

The President and each Vice President will provide leadership for environmental sustainability within the purview of their respective responsibilities and include objectives and successes in their annual planning and reporting where appropriate.

The Sustainability Coordinator, reporting to the Vice President (Finance and Administration), will internally coordinate and communicate policies, programs and activities undertaken to protect the environment and conserve resources. The Sustainability Coordinator will provide an annual report to the President/Vice President Executive Committee (PVP) that will then be shared with the Senate, the Board of Governors, and the Trent Community.

The Environmental Advisory Board will provide a forum for sharing information, discussing and advancing environmental and sustainability issues relevant to the university and its operations. The Environmental Advisory Board provides initial university review of environmental strategies, guidelines and policies about environmental issues that are proposed by members of the university. The EAB will also develop recommendations for new environmental strategies, guidelines and policies. The EAB will be comprised of faculty, staff, students, and community members. The Environmental Advisory Board will develop and review proposals and policies about environmental issues. The Environmental Advisory Board will work in concert with the Sustainability Coordinator.

Students, including for example the Trent Central Students Association, Sustainable Trent or members of the Greening the Campus course, will be key champions for new initiatives and environmental innovations. Their voices will be critical to the work of the Environmental Advisory Board and the Sustainability Office.

<i>Contact Officer</i>	<i>Chair, Environmental Advisory Board</i>
<i>Date for Next Review</i>	<i>2019/October/30</i>
<i>Related Policies, Procedures and Guidelines</i>	<i>Environmental Procurement Fair Trade Purchasing for Apparel Purchasing Policy for Fair Trade Certified Goods Enterprise Risk Management Health and Safety Bottled Water, Single Unit Nature Areas Committee</i>
<i>Policies Superseded by This Policy</i>	<i>Environmental Policy, 2001</i>

Environmental Advisory Board Terms of Reference



Contact Officer

Chair of the Environmental Advisory Board

Purpose

To provide the terms of reference for the Environmental Advisory Board.

Guideline

The Environmental Advisory Board's mandate is to provide a forum for discussing and advancing environmental and sustainability issues relevant to the university and its operations.

The Environmental Advisory Board provides initial university review of environmental strategies, guidelines and policies about environmental issues that are proposed by members of the university. The EAB will also develop recommendations for new environmental strategies, guidelines and policies.

The Environmental Advisory Board will provide advice for senior administration or other members of the university community as requested.

The EAB will be comprised of faculty, staff, students, and community members. The membership will be renewed annually and may include:

- Chair (appointed by Senate)
- One other faculty member (appointed by Senate)
- College Head
- 2 staff representatives
- 1 TCSA representative
- 1 Sustainable Trent representative
- 1 GSA representative
- Sustainability Coordinator
- Physical Resources representative
- Housing Services Representative
- Community Member(s)
- Oshawa Campus Representative

The EAB will seek to meet four times annually and will operate on a consensus model of decision making. Minutes will be recorded and shared with the university community on the EAB website. Administrative support for the committee will be provided by the office of the VP Finance and Administration.

Date Approved	<i>October 10, 2014</i>
Approval Authority	<i>Environmental Advisory Board</i>

Fair Trade Purchasing Policy for Apparel at Trent University

"Trent University recognizes the dignity and worth of every person and aims to create a climate of understanding and respect".

-- Trent University Policy on Discrimination and Harassment, Preamble

Preamble:

The purpose of this purchasing policy is to ensure that apparel manufactured for Trent University is made under humane working conditions in compliance with accepted international standards and local laws and to improve working conditions and labour practices in the apparel industry worldwide.

This policy applies to all apparel purchases made by Trent University Administrative and Academic Departments, Trent Athletics and its affiliated sports teams, the Trent Bookstore, the Trent food service provider, the Trent Central Student Association and its affiliated groups, the Graduate Students' Association and independent vendors selling apparel on the university campus.

The International Labour Organization (ILO), of which Canada is a member, has set forth internationally recognized conventions and recommendations outlining minimum standards of basic labour rights and other standards regulating working conditions. This code is based upon the conventions and declarations of the ILO, including, without limitation, those listed in Appendix A to this Code as well as the UN Universal Declaration on Human Rights and the UN Convention on the Rights of the Child.

Companies providing this apparel will require all suppliers, licensees and contractors involved in the manufacture of products for Trent University to observe the standards of this Code. Trent University intends to co-operate with university, student and other organizations in monitoring working conditions, collecting information and collectively negotiating with suppliers and licensees to ensure the provisions of this code are enacted. Effective implementation of this policy is a long-term process that will take commitment on the part of students, apparel suppliers and university staff and administrators.

This code is not a substitute for union representation, and shall not be used or promoted as an alternative to union recognition, collective bargaining or a collective agreement. Furthermore, nothing in this code is intended to pre-empt or override standards that are set by a process of collective bargaining by independent unions and associations of the workers' choice.

Definitions:

The term "code" means this document in its entirety.

The term "supplier" shall include all persons or entities that manufacture apparel sold or distributed by or on behalf of the University and its affiliated groups (as noted above).

The term "licensee" shall include all persons or entities that have entered an agreement with the University to manufacture items bearing the name, trademarks, and/or images of the University.

The term "contractor" shall include each contractor, subcontractor, vendor, or manufacturer that is

engaged in a manufacturing process that results in a finished product for the consumer. The term "manufacturing process" shall include the assembly, packaging, and decoration of apparel.

The term "employer" shall include all persons or entities that employ the workers sewing, assembling, packaging or decorating apparel sold or distributed on behalf of Trent University.

The term "homeworker" shall include all persons who are engaged in the manufacturing process of apparel sold or distributed on behalf of Trent University and work out of their own homes, using their own equipment.

The term "child" means any person less than 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, or less than 14 if minimum age law is set in accordance with developing country exceptions under the ILO Minimum Age Convention (Convention 138).

The term "displaced child worker" means any child worker who can be shown to have been regularly at work during the employers' relationship with the Licensee.

The term "interested third party" means any individual or group concerned with or affected by the labour conditions of workers at the sites involved in the manufacturing process of apparel for Trent University.

Standards

Compliance with Local Laws: Suppliers, Licensees and Contractors must comply, at a minimum, with all applicable legal requirements of the country in which products are manufactured. Where this Code and the applicable laws of the country of manufacture differ, the standard that provides the greater right, benefit or protection shall apply.

Living Wages: Wages and benefits paid for a standard working week shall meet at least legal or industry minimum standards of the applicable country and always be sufficient to meet basic needs of workers and to provide some discretionary income.¹ Wages will be paid in a timely manner directly to the employee in cash, cheque or the equivalent. All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment and of the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages for disciplinary measures shall not be permitted² nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.

Hours of Work: Hours of work shall comply with applicable laws and industry standards in the applicable country. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period. Overtime work (more than 48 hours per week) shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

Child Labour: No person shall be employed at an age younger than 15 (or 14, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows for such an exception). Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section. Suppliers and Licensees agree to work in conjunction with labour, governmental, human rights, and non-

governmental organizations, as determined by the University, Supplier or Licensee, and workers, to minimize the negative impact on any child released from employment as a result of the enforcement of the Code.³ Workers under the age of 18 shall not be exposed to situations in the workplace that are hazardous, unsafe, or unhealthy.

Forced Labour: There shall be no use of forced labour, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise. Workers shall not be required to lodge financial deposits or their original identity papers with their employers and shall be free to leave their employer after reasonable notice.

Safe and Hygienic Working Conditions: At all times, the workplace shall be kept clean, hygienic and safe, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Safe handling information and training shall be provided regularly for relevant tasks, materials and equipment. Workers shall have access to clean toilet facilities and potable water. If appropriate, sanitary facilities for food storage shall be provided. Where workers are handling hazardous materials, safety showers shall be provided and accessible at all times in case of an accident. Appropriate and sufficient first aid supplies shall always be on site. Trained medical professionals shall be readily available to administer first aid, deal with emergencies and treat workers' occupational health problems. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

Non-discrimination: There shall be no discrimination in hiring, salary, benefits, performance evaluation, discipline, promotion, dismissal, retirement or retirement benefits on the basis of age, sex, pregnancy, maternity leave status, marital status, race, nationality, country of origin, social or ethnic origin, disability, sexual orientation, religion, political beliefs, or union membership.⁴ Workers will be permitted to take maternity leave and will be able to return to their former employment at least at the same rate of pay and benefits.

Harassment and Abuse: Physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment, shall not be tolerated. No employee shall be subjected to the involuntary use of contraceptives or pregnancy testing.

Freedom of Association and the Right to Bargain Collectively: The right of all workers to form and join trade unions of their own choosing and to bargain collectively shall be recognised (as per ILO Conventions 87 and 98). Particular regard is to be given to Articles 2, 3, and 4 of Convention 87 as follows:

Article 2: Workers and employers, without distinction whatsoever, shall have the right to establish and, subject only to the rules of the organization concerned, to join organizations of their own choosing without previous authorization.

Article 3: 1. Workers' and employers' organizations shall have the right to draw up their constitutions and rules, to elect their representatives in full freedom, to organize their administration and activities and to formulate their programmes.

Article 4: Worker and employer organizations shall not be liable to be dissolved or suspended by administrative authority.

Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions (as per ILO Convention 135 and Recommendation 143). Particular attention is to be given to Article 1 of Convention 135 as follows:

Article 1: Workers' representatives in the undertaking shall enjoy effective protection against any act prejudicial to them, including dismissal, based on their status or activities as a workers' representative or on union membership or participation in union activities in so far as they act in

conformity with existing laws or collective agreements or other jointly agreed arrangements.

Employers shall not hinder or interfere with any attempts of the workers to organize a trade union. Where the right to freedom of association and collective bargaining is restricted under law, the employer will allow (in consultation, as possible, with affiliates of the International Textile, Garment and Leather Workers' Federation 5), and will not hinder, the development of parallel means for independent and free association and bargaining.

Homeworkers: Homeworkers shall be given reasonable quotas such that the volume can be met in a regular work week and the piece rate or other form of remuneration shall constitute a living wage. Homeworkers shall be allowed to join and participate in workers' support organizations of their own choosing. The employer shall provide training in relevant matters of occupational health and safety to homeworkers. The other provisions of this code shall also apply to homeworkers. Employers shall keep adequate records of their employees' names, addresses, rate of pay and number of hours worked each week in order to make this information available for monitoring purposes.

Pricing and Timelines: Suppliers and licensees shall ensure that prices negotiated for work performed are sufficient to allow for compliance with this code. In addition, the supplier or licensee shall ensure that realistic production timelines are provided to Contractors and homeworkers to comply with this Code.

Principles of Implementation

Commitment: All university apparel suppliers and licensees shall give the code and its implementation an informed and explicit endorsement.

Awareness Raising: Suppliers and licensees shall be responsible for ensuring that contractors involved in the manufacture of the clothing for the university and affiliated groups (as identified in this policy's preamble) are made aware of the code.

Workers whose work is covered by the code shall be made aware of the code and implementation principles or procedures orally and through the posting of standards in a prominent place in the local languages spoken by employees and managers.

Public Disclosure: The company names, owners, and/or officers, addresses, contact information and nature of the business association, including the steps performed in the manufacturing process, of all the licensees' contractors and manufacturing plants which are involved in the manufacturing process of apparel for the university shall be made publicly accessible (for example, on an Internet database).

Monitoring and Independent Verification: All university apparel licensees and suppliers and their contractors shall accept the principle that the implementation of this policy will be assessed through monitoring and independent verification. They shall co-operate with ministry of labour and other government-sanctioned investigations and audits of employer compliance with local labour and other relevant legislation. Workers and interested third parties shall be provided with a confidential means to report failure to observe the Code and shall be otherwise protected in this respect.

Reporting: Each university supplier and licensee will submit annual compliance reports to designated monitors and the university, which will include the information discussed under the Public Disclosure clause and a summary of the steps taken, and/or difficulties encountered, during the preceding year in implementing and enforcing the Code at each site. Contents of the

compliance reports shall be considered public information (by posting it on the Internet and providing hardcopies upon request).

Remediation Procedure: Trent University commits to working with other Canadian universities and monitoring bodies to: negotiate and implement agreed schedules for corrective actions with suppliers, licensees or contractors failing to observe the terms of the Code, i.e. a continuous improvement approach, and where serious breaches of the Code persist, to terminate any business relationship with the supplier, licensee or contractor concerned. When abusive conditions at a production worksite are exposed to public view, the supplier, licensee or contractor must endeavour to correct conditions and not to 'cut and run' from that site. Likewise, suppliers, licensees and all contractors shall not shift orders from a production worksite solely in response to successful worker organization and collective bargaining.

Endnotes

1. In defining wages that meet basic needs, factors that should be taken into account include the average number of dependents and the average number of wage earners per family in the sector in each country, local "market basket" surveys of the cost of goods and services needed by an average family, as well as data from local governments, labour and human rights organizations, and UN agencies.
2. This clause does not apply to a formal legal and legitimate process of discipline without pay for reasons such as proof of theft of materials. Illegitimate reasons for deductions or suspension, such as not meeting a quota on time, taking 'too many' bathroom breaks or participating in a union drive, shall not be permitted.
3. The process of minimizing the negative impact on child workers means adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced child workers. Adequate transitional economic assistance consists of a stipend to enable such children to attend and remain in school until no longer a child. Wherever possible, it is expected that the employer shall endeavour to hire an adult from the child's household at an income level which complies with the Living Wage provision in this Code.
4. "Retirement" in this context does not mean that a worker must be retained past the local legal age of retirement.
5. The International Textile, Garment and Leather Workers' Federation is an International Trade Secretariat bringing together 217 affiliated organisations in 110 countries, with a combined membership of over 10 million workers.

Appendix A

International Labour Organization Conventions and Declarations Of Particular Relevance

The International Labour Organization (ILO), of which Canada is a member, has set forth internationally recognized conventions and recommendations outlining minimum standards of basic labour rights and other standards regulating working conditions. This code is based upon the conventions and declarations of the ILO, including, without limitation, those listed below.

- Convention 29 and Recommendation 35 on Forced Labour, 1929
- Convention 87 on Freedom of Association and Protection of the Right to Organize, 1948
- Convention 95 on Protection of Wages, 1949
- Convention 98 on the Right to Organize and Collective Bargaining, 1949

Convention 100 on Equal Remuneration, 1951
Convention 105 on the Abolition of Forced Labour, 1957
Convention 111 on Discrimination (Employment and Occupation), 1958
Convention 117 on Social Policy (Basic Aims and Standards), 1962
Convention 122 on Employment Policy, 1964
Convention 130 on Medical Care and Sickness Benefits, 1969
Convention 131 on Minimum Wage Fixing, 1970
Convention 135 and Recommendation 143 on Workers' Representatives, 1971
Convention 138 and Recommendation 146 on Minimum Age, 1973
Convention 148 on Working Environment (Air Pollution, Noise and Vibration), 1977
Convention 155 and Recommendation 164 on Occupational Health and Safety, 1981
Convention 159 on Vocational Rehabilitation and Employment of Disabled Persons, 1983
Convention 174 on Prevention of Major Industrial Accidents, 1993
Convention 177 on Home Work, 1996
Convention 182 and Recommendation 190 on the Prohibition and Immediate Elimination of the Worst Forms of Child Labour, 1999
Convention 183 on Maternity Protection
Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy, 1977
Declaration on Fundamental Principles and Rights at Work, 1998

Approved: December 10, 2002 – President's Executive Group (PEG)

POLICY



Policy on Environmentally Sustainable Procurement

Category:	Operations
Approval:	PVP
Responsibility:	Associate Vice-President, Financial Services & Associate Vice-President, Facilities Management
Date:	Date approved: March 27, 2017 Supersedes: <i>Environmental Procurement Policy January 27, 1995</i>

Definitions:

Environmentally Sustainable Procurement: The acquisition of goods and services that strives to minimize the environmental impact of producing, using and disposing of the products and, as it applies, the delivery of services. This includes selecting products with attributes such as energy efficiency, recycled content, recyclability, durability, decreased maintenance, low toxicity and minimal packaging. Purchasing decisions are guided by evaluating the product attributes as well as its associated operational, utilities and maintenance impacts.

Sustainable Product Design: Products that are designed to be reused, recycled and/or composted at end of use/life.

Purpose/Reason for Policy:

The intent of this policy is to reduce the environmental impact of Trent University operations by ensuring departments are using an environmentally sustainable approach when making purchasing decisions.

Scope of this Policy:

This policy applies to all University staff and faculty who are responsible for making purchases of goods and services on behalf of the University and by tenants and clubs/groups affiliated with Trent University who purchase goods and services for use on University grounds or for University activities.

This policy applies to all products and services purchased by the University for use in Trent University owned or operated buildings and external spaces, including but not limited to Symons Campus, Durham Campus and University operated residences and buildings at other locations.

Any procurement related to food, food service and/or events serving food will include provisions to support the serving of local, organic and Fair Trade food at Trent; as well as provisions to reduce and divert associated food packaging. Reusable dining ware (ceramic plates, bowl, cutlery, etc.) should be stipulated as the first consideration for dine-in service, special events and meetings. RFX points should be following the hierarchy of the greatest award for reusable, then compostable, then recyclable and the lowest (none) for landfill destined waste.

Some goods and services may be considered for an exemption from this policy such as the procurement of professional services (lawyers, accountants, consultants) and potentially sole-sourced research equipment.

This Policy supports the University's *Environment & Sustainability Policy* (Oct. 2014), as part of a systemic framework to provide leadership in environmental sustainability by enhancing decision-making processes to contribute to the stewardship of our environment and supporting actions to reduce the carbon footprint of University operations.

Policy Statement:

The University is committed to actions that conserve and protect the environment and will continue to implement those actions whenever possible. The University will reduce, reuse, recycle, and minimize energy and water use through sound purchase decisions and by optimizing procedures. The University will formally consider the upfront and on-going environmental impact of a product or service in the purchasing process.

Trent University supports the responsible acquisition of goods and services that conserve natural resources. This includes selecting products with environmental benefits such as reduced energy consumption, recycled content, recyclability, durability, decreased maintenance, low toxicity and minimal packaging.

Purchasing specifications in RFX documents are to follow the ***Guidelines to Environmentally Sustainable Procurement*** when purchasing in product categories where industry sustainability standards have normalized such as, but not limited to: lighting, electronic equipment, fridges, freezers and other appliances, stationary supplies, paper products, cleaning supplies, furniture, computers, cell phones, vending machines, and laboratory equipment. Purchases of equipment with significant energy consumption will include an estimated cost of utility consumption over the expected life of the equipment as a component of the total cost in a competitive tendering process.

Where guidelines are not provided or available for a specific good or service, RFX documents will include scoring criteria which rewards Bidders whose product/service and/or company practices meet the sustainable objectives of the University, with a minimum of 10% of available points.

Responsibilities:

Purchasing Department: The Purchasing Department will promote the purchase of environmentally sustainable products and services in accordance to the above policy statement, and the attached procedures and guidelines.

Sustainability Office: The Sustainability office will review the *Guidelines to Environmentally Sustainable Procurement* on an annual basis and amend as required. The Sustainability Office will provide guidance to Purchasing and all other departments regarding sustainable products and services and new technologies as they emerge.

Trent University Departments: All Trent University Departments will consider the environmental impact of a product or service in the purchasing process (RFX, Quotes, etc.) and will be guided by the *Guidelines to Environmentally Sustainable Procurement* and the attached Procedures. Trent University Departments will further aim to reduce the requirement to purchase materials by participating in ***reuse programs*** (e.g. swap shop, etc.), as well as ***reduction programs*** (e.g. reducing the amount of printed materials required to be purchased by increasing electronic processes and procedures, double siding all printing, etc.)

Contact Officer	<i>Associate Vice President, Facilities Management</i>
Date for Next Review	<i>April 1, 2022</i>
Related Policies, Procedures and Guidelines	<i>Procedure for Environmentally Sustainable Procurement Guidelines for Environmentally Sustainable Procurement Environment & Sustainability Policy</i>
Policies Superseded by This Policy	<i>Environmental Procurement Policy Jan. 27, 1995</i>

PROCEDURE



Procedure for Environmentally Sustainable Procurement

Contact Officer

*Manager of Administration and Sustainability &
Manager of Purchasing Services*

PROCEDURE	Purpose	To outline actions to be taken by all departments to promote the purchase of environmentally sustainable products and services as per the <i>Policy on Environmentally Sustainable Procurement</i> .
	Procedure	
	<i>Purchasing Department and Sustainability Office</i>	<p><i>Step 1: Internal Policy, Procedure & Guidelines Awareness</i></p> <p>Spread awareness of the University's <i>Policy on Environmentally Sustainable Procurement</i>, Procedures and Guidelines to all faculty/staff and others who purchase goods and services for Trent University. Send a clear message that all departments are responsible to meet the sustainable objectives of the University.</p>
	<i>All Faculty & Staff who purchase goods/services</i>	<p><i>Step 2: Before Purchasing Needs Assessment</i></p> <p>2.1 Trent University Departments will review their need to purchase new materials by first participating reuse programs (e.g. swap shop), as well as reduction programs (e.g. reducing the amount of printed materials required to be purchased by increasing electronic processes and procedures, double siding all printing, etc.)</p> <p>2.2 Review the <i>Guidelines to Environmentally Sustainable Procurement</i> to aid in all procurement decision making.</p>
	<i>Purchasing Department</i>	<p><i>Step 3: Supplier Awareness of Policy, Procedures & Guidelines</i></p> <p>3.1 Work with end users and the Sustainability Office to develop environmentally sustainable specifications for products or services which Purchasing will then procure in the marketplace.</p> <p>3.2 Procurement practices should inform suppliers of the University's position on environmental sustainability, e.g. RFX documents that include minimum environmental standards, or allocate points for environmental initiatives.</p> <p>3.3 Work with existing suppliers to minimize the environmental footprint of their product or services e.g. reduction of packaging, consolidated shipments, increased use of recycled materials.</p>
<i>Purchasing Department with Faculty & Staff who purchase goods/services</i>	<p><i>Step 4: RFX Process - Include Sustainability Criteria</i></p> <p>RFX documents will include the minimum specifications as outlined in the <i>Guidelines to Environmentally Sustainable Procurement</i> when purchasing products which have credible industry sustainability standards such as, but not limited to: lighting, electronic equipment, fridges, freezers and other</p>	

	<p>appliances, stationary supplies, paper products, cleaning supplies, furniture, computers, cell phones, vending machines, and laboratory equipment.</p> <p>Where guidelines are not provided or available for a specific good or service, RFX documents will include scoring criteria which rewards Bidders whose product/service and/or company practices meet the sustainable objectives of the University, with a minimum of 10% of available points.</p> <p>Possible scoring criteria could include: <i>Sustainable Product Design</i>, durability, reusability, recycled content, hazardous material content, energy efficiency, packaging, shipping methods and how environmentally sensitive suppliers are in their operations.</p> <p>When purchasing equipment with significant energy consumption, RFX documents will need to request utility use (i.e. kw, m³) and life expectancy of the proposed equipment, so that, with the number of hours of operating time (from the end user) and utility rates (from Sustainability Office) that the total cost for each option includes the estimated cost of utility consumption over the expected life of the equipment.</p>
<i>Purchasing Department with Faculty & Staff who purchase goods/services</i>	<p>Step 5: Review & Amend Current Processes for Improvement</p> <p>Review RFX documents and specifications for goods and services to ensure that whenever possible and economical, they are amended to provide for the expanded use of products and services that meet the requirements of Trent’s Guideline for Sustainable Procurement, (e.g. have a high level of post-consumer, recycled content or optimize energy efficiency) while respecting the intended use/need of the product or service.</p>
<i>Purchasing Department with Faculty & Staff who purchase goods/services</i>	<p>Step 6: Collaborate with EAB and Sustainability Office</p> <p>Collaborate with the Environmental Advisory Board and Sustainability Office personnel to identify new environmentally friendly products and services and improvements/changes in industry standards.</p>
<i>Sustainability Office</i>	<p>Step 7: Update Guidelines Annually</p> <p>Annually update the <i>Guidelines to Environmentally Sustainable Procurement</i> to include the most current criteria and green technologies, and make available to Purchasing and all other departments.</p>
Date Approved	<i>Month Day Year</i>
Approval Authority	<i>PVP</i>
Date of Commencement	<i>2017 March 28</i>
Amendment Dates	<i>amended (Year Month Day)</i>
Date for Next Review	<i>2018 April 1</i>
Related Policies, Procedures and Guidelines	<i>Policy on Environmentally Sustainable Procurement Guidelines for Environmentally Sustainable Procurement Environment & Sustainability Policy (Oct. 2014)</i>

GUIDELINE



Guidelines for Environmentally Sustainable Procurement

Contact Officer

Sustainability Coordinator, Facilities Management



Purpose

















To set minimum standards and guidelines for the selection of goods and services for the University in such a way that minimizes the negative impacts to the environment.

Guidelines

There are two hierarchal sections to this Guide. The first sets minimum standards for products that have well-established, third party verified green certifications. The second assists with products where evaluating sustainability aspects may not be as clear. When using certifications, it is imperative that purchasing language specifies current certification version and for the specific product category.

Tier One: Criteria for products with well-established, main-stream sustainability criteria.

Product Category	Minimum Standard	Secondary Criteria	Supplemental Criteria
<p>Paper – Office and Sanitary</p>	<p>All paper must be made from 100% post-consumer recycled material (very few, specialty use, exceptions may apply)</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Chlorine-free <input type="checkbox"/> non-toxic, natural or water based adhesives and inks <input type="checkbox"/> order generic, high-volume products in bulk <input type="checkbox"/> optimize virtual options <input type="checkbox"/> minimize printed orders by requiring fixed pricing on smaller ‘top-up’ runs
<p>Office Supplies</p>			<ul style="list-style-type: none"> <input type="checkbox"/> non-toxic, natural or water based adhesives <input type="checkbox"/> refillable, rechargeable, and/or reusable items, <input type="checkbox"/> recycled content <input type="checkbox"/> compostable products <input type="checkbox"/> non-toxic or water based inks, glues, correction tape, etc. <input type="checkbox"/> order generic, high-volume products in bulk

Product Category		Minimum Standard	Secondary Criteria	Supplemental Criteria
Electronics	Computers			<input type="checkbox"/> Buy computers, appliances, vending machines, and other equipment that operate with maximum energy efficiency <input type="checkbox"/> made with post-consumer recycled materials <input type="checkbox"/> PVC free products (RoHS?) <input type="checkbox"/> Printers/photo copiers with duplex capability and compatible with 100% post-consumer recycled paper <input type="checkbox"/> products with minimal packaging that can be recycled
	Appliances/Food Service Equipment			
	Lighting	All new lighting must be LED. 		
	Office Equipment			
	HVAC Equipment			
Cleaning Supplies*	Chemicals	 and/or		<input type="checkbox"/> Floor Machines that use no or minimal chemicals <input type="checkbox"/> Power equipment that emits sound at <70dBA <input type="checkbox"/> use water most efficiently
	Cleaning Machines	  		
Furniture		Conduct needs assessment striving to first reuse assets through Trent's Swap Shop.	  	<input type="checkbox"/> used furnishings <input type="checkbox"/> post-consumer recycled content <input type="checkbox"/> natural materials <input type="checkbox"/> PVC free furniture <input type="checkbox"/> Low/no VOC emissions <input type="checkbox"/> Using foams free of CFCs/HCFCs <input type="checkbox"/> modular/adaptable

* Recognizing that there are cleaning functions such as the removal of graffiti where products available on the market have not yet been able to meet both the stated minimum standard and the function of removing the graffiti, Trent will

strive to test new products as we become aware of them and continue to ask suppliers to bring forward new certified products as they become available.

Tier Two: Criteria for Products/Services without well-established sustainability criteria.

For anything that may be purchased that does not fall into the first section there may be a less clear path to determine the environmental attributes of the product. Language must be included that allows for assessment of the product, the product performance and/or the supplying company’s environmental commitment. Ten percent of the total evaluation points must be assigned to this section.

If the respondents are to provide electricity, gas or water savings calculations in their proposals, please contact the Sustainability Office for the updated relevant standardized utility rates that should be stated in the RFX for comparison purposes.

Language similar to the following could be used in RFX documents:

In our evaluation, Trent has allocated 10% of scoring criteria to assess environmental attributes of your product/service and/or your company. Please provide an overview of the environmental aspects of your product such as recycled content, VOC emissions, energy consumption, etc. Additionally, please provide an overview of your company’s commitment to the environment. This could include use of renewable energy, effort to reduce emissions related to transportation, strategies to reduce packaging, etc.

We ask that you limit your written response to this section to two pages. We welcome links to further information that may substantiate your claims however understand that the intent is to score based on the information contained in the two-page limit.

Understand that our emphasis is first on the product/service and then on your company.

References:

National Resources Canada Energy Products Guide

Related Policies / Procedures

Policy on Environmentally Sustainable Procurement
Procedure for Environmentally Sustainable Procurement
Environment & Sustainability Policy (Oct. 2014)

Links

Energy Star <https://www.energystar.gov/buildings>
National Resources Canada Energy Products Guide <https://www.nrcan.gc.ca/energy/products/12509>

Date Approved	2017 March 27
Last Updated	2017 March 27 (the guidelines are to be updated annually)
Approval Authority	AVP of Facilities Management

POLICY



Policy on Single Unit Bottled Water At Trent University

Category: *Operations*

Approval: *PVP*

Responsibility: *Associate Vice-President, Student Services*

Date initially approved: September, 2010

Date: *Date of implementation: September, 2011*

Date of last revision: New policy

Definitions:

Single Unit Bottled Water:

Drinking water (often spring water) that is put into bottles of less than 11.5 litres (3 gallons). This excludes vitamin enriched, flavored, and sparkling water. This term excludes communal water coolers.

Purpose/Reason for Policy:

The policy aims to reduce environmental and social harm from commercial bottled water, by encouraging the consumption of municipal tap water on campus.

Scope of this Policy:

This policy applies to all Trent University managed or contracted outlets, including but not limited to the cafeterias located in all Colleges, Trent in Oshawa, at all Trent University sanctioned events, in vending machines, the Trent University Bookstore and Pubs.

This policy applies to all departments, clubs and groups and contractors affiliated with Trent University.

This policy will not apply in the case of emergencies or health and safety issues.

All new facilities at Trent University will require at least one water fountain.

Policy Statement:

Trent University will not permit the sale or purchase of bottled water on University property.

Approved, PVP, September, 2010
Effective, September 2011

Responsibilities

Physical Resources Department is to install fountains in all buildings across campus as resources permit and to maintain fountains as needed.

<i>Contact Officer</i>	<i>Associate Vice President, Student Services</i>
<i>Date for Next Review</i>	<i>September, 2012</i>
<i>Related Policies, Procedures and Guidelines</i>	<i>Water Policy Overview; Water Bottle Communication Plan</i>
<i>Policies Superseded by This Policy</i>	

Approved, PVP, September, 2010
Effective, September 2011

POLICY



Policy on Resource Recovery & Waste Diversion

Category:	<i>Operations</i>
Approval:	<i>PVP</i>
Responsibility:	<i>Associate Vice-President, Facilities Management</i>
Date:	<i>Date initially approved: March 27, 2017</i> <i>Date of implementation: March 28, 2017</i> <i>Date of last revision: New policy</i>

Definitions:

Waste Diversion: Waste diversion refers to the management of waste through reduction, reuse, composting and/or recycling instead of disposal to landfill.

Waste Diversion Transition Act, 2016: A Provincial act to repeal the Waste Diversion Act, 2002. The purpose of this Act is to promote the reduction, reuse and recycling of waste, to provide for the operation of waste diversion programs, and support the shift in waste governance to Ontario's *Resource Recovery and Circular Economy Act, 2016*.

Building Resource Recovery Stations: These stations are located inside of buildings and include colour-coded signage and matching bins for resource recovery. These stations will meet the Trent standard for Building Resource Recovery Stations (see Attachment A). Limitations of municipal recovery systems available may dictate minor differences between each campus (i.e. containers, paper, cardboard, and waste). All stations will include compost bins where appropriate and where composting service is available. Compost bins will not be placed inside areas where there is signage indicating that food is specifically not allowed in the space, unless for a special event where food is being provided. Some recovery stations will have additional collection for specialty recyclable materials including batteries, cell phones, and printer cartridges.

External Resource Recovery Stations: These stations are located outside of buildings on campus, and will include separate bins for recycling containers and paper as well as a bin for landfill waste. These stations will meet the Trent standard for External Resource Recovery Stations (see Attachment A).

Purpose/Reason for Policy:

The policy aims to position the University to lead by example by reducing the environmental impact of operations by ensuring the use of environmentally sustainable waste management practices that go beyond legislative compliance.

Scope of this Policy:

This policy applies to all Trent University buildings and external spaces, including but not limited to Symons Campus, Durham Campus, University-run residences, and University held events.

This policy applies to all departments, clubs/groups, foodservice providers and tenants affiliated with Trent University.

This policy does not incorporate Hazardous Waste procedures.

Policy Statement:

Trent University will reduce the amount of waste going to landfill by:

- a) Fully implementing and actively maintaining standardized multi-bin resource recovery stations in campus buildings and at external locations throughout campus;
 - a.i) The University will not allow for single-stream only landfill waste collection in University buildings, including classrooms, academic and public spaces. All single-stream landfill waste bins shall be removed or replaced by ***Building Resource Recovery Stations*** by September 1, 2017.
 - a.ii) The University will not allow for single-stream only landfill waste collection at external waste collection bins. Single-stream landfill waste bins will be removed or replaced with ***External Resource Recovery Stations***; by September 1, 2017.
- b) Immediately banning polystyrene/styrofoam use on campus in retail operations, foodservice operations and food served at special events.
- c) Minimizing the use of single-use plastic carry-out bags on campus in retail and foodservice operations.
- d) Eliminating black garbage bags for waste operations (lining of bins, etc.); only clear as well as compostable bags are to be used.
- e) Optimizing the reduction and diversion of organic waste.
- f) Continuing to ensure specialty recycling is available and promoted on campus for items including, but not limited to, batteries, cellphones, computers, printer cartridges, and fluorescent lights.
- g) Optimizing waste diversion from all construction and renovation projects by requiring external parties to report on their waste diversion efforts and detail these in a project waste report (see Attachment B). All renovation projects managed by the University will continue to divert waste through the dedicated construction and demolition bin provided and the dedicated scrap metal and wood collections.

Trent University will also optimize waste reduction/reuse, by:

- i) Implementing programs to reduce the use of paper/printed materials created for campus operations.
- j) Working with the foodservice provider(s) to implement programs to reduce the amount of food waste generated in kitchens.
- k) Continuing to encourage reuse of operational items, furniture, etc. through programs such as Swap Shop and continued support of organizations such as OPRIG by providing space for their bins.

Responsibilities

Facilities Management is to install and maintain resource recovery stations in multiple locations for buildings across campus and maintain compost recovery systems where possible. They will ensure single-stream only landfill waste bins are removed or replaced with standardized resource recovery stations.

The Sustainability Office will encourage proper use of recycling programs and paper reduction programs on campus, including but not limited to, campus academic and administrative spaces, residences, dining halls as well as at campus events. The Sustainability Office will continue to track and report on waste diversion as per Provincial legislation, will continue to provide/enhance specialty recycling programs (i.e. battery recycling, cellphone recycling, printer cartridge, etc.) and will strive to improve waste diversion through new programs as opportunities arise. The Sustainability Office will assist foodservice providers with ensuring all food packaging is compatible with Trent's diversion system with the aim of maximizing diversion of waste from landfill.

Foodservice providers will work closely with the Sustainability Office to ensure organic food waste is minimized as well as diverted from landfill through composting where available. Changes in non-franchised packaging will only be made in consultation with the Sustainability Office to ensure optimized waste reduction and ease of diversion through our campus system. When packaging changes occur in franchised locations, Trent Food Services will notify the Sustainability Office and will provide samples in a timely manner. Foodservice providers will no longer purchase polystyrene/styrofoam cups, bowls, etc. for use on campus as of the approval date of this policy, and will phase out carry-out plastic bags by September 1, 2017. Current franchise agreements may be grandfathered until contract negotiations (i.e. Subway).

Foodservice Providers at campus events will be asked to comply with this policy and provide information on the types of waste they will be generating on campus (see Attachment C).

Trent University Departments will aim to reduce the amount of printed materials required for University operations by increasing electronic processes and procedures and reducing the requirement for printed forms, etc. They will comply with the banned packaging including polystyrene/styrofoam and single-use plastic bags at University functions and events. Departments using/producing hazardous waste will comply with all applicable legislation and Trent policy/procedures regarding same. Departments will be encouraged to share challenges and successes in waste reduction with the Sustainability Office in an effort to develop system-wide approaches to waste reduction.

Trent University Bookstore will comply with this policy.

<i>Contact Officer</i>	<i>Associate Vice President, Facilities Management</i>
<i>Date for Next Review</i>	<i>April 1, 2022</i>
<i>Related Policies, Procedures and Guidelines</i>	Environment & Sustainability Policy Policy on Single Unit Bottled Water Environmental Procurement Policy
<i>Policies Superseded by This Policy</i>	n/a

ATTACHMENT B: Construction, Renovation and Demolition Waste Guidelines

Form can be found at www.trentu.ca/sustainabilityoffice/

Trent University Construction, Renovation and Demolition Waste Guidelines

Projects are expected to follow O.Reg. 102/94 requiring construction/renovation and/or demolition projects over 2,000 square meters to clearly identify project waste streams, to reduce waste to the greatest extent possible and then maximize waste diversion. Smaller projects are expected to follow the spirit of this regulation by minimizing waste, tracking and reporting diverted waste.

Project Name/Description: _____ Project Type: Construction Renovation Demolition

Estimated Completion Date: _____ Size(m³): _____ Manager/Supervisor: _____

Project Waste Check List:

- Did you receive a copy of the pre-project waste audit/projections?
- Did you receive a copy of the waste reduction work plan?
- Was the work plan posted on site?
- Has the Project Minimization and Diversion Summary been completed?

Please provide a copy of the project waste summary to the Sustainability Office for waste tracking and Ministry reporting.

Project Waste Minimization and Diversion Summary

Material	% PC Recycled Content/ Reused Material	Anticipated Cause of Waste	Strategy to minimize waste	Destination of waste		Weight		
				For disposal	For recycling / reuse	Total Material	Total waste	Diverted from landfill
<i>Drywall</i>	<i>20%</i>	<i>Off-cuts</i>	<i>Right size largest % of boards</i>	<i>n/a</i>	<i>M&M recyclers</i>	<i>15,000Kg</i>	<i>400Kg</i>	<i>400Kg</i>

ATTACHMENT C: Guide to Being a Temporary Event Food Service Provider

Form can be found at www.trentu.ca/sustainabilityoffice/

Guide to Being a Temporary Event Food Service Provider at Trent University

Thank you for being part of an upcoming event at Trent University. We look forward to working with you. To start, we are sending you this information/request in advance to help you best fit in to our campus culture as it relates to food.

Most food service will generate waste material of some kind. Trent strives to minimize this impact as much as we can. In order to comply with our policies, do not use of the following waste materials at your event on campus:

- single use water bottles
- polystyrene (most commonly known as Styrofoam)
- plastic carry-out bags

In addition to our comprehensive recycling program, Trent does have an on-campus organics diversion program that can compost paper-based containers such as fry boats and paper clam-shell style take out containers. Please note that materials must be truly compostable to be included in our system.

To assist us with providing waste diversion options at the event you are part of please fill out the following information.

Name of Event: _____ Date: _____ Location: _____

Your Name: _____ Phone Number: _____

Trent Contact Person: _____

Type of Material	Purpose of material	Destination of Material			Approximate Quantity	Notes/ Comments
		Compost	Recycling	Garbage		
<i>Paper cups</i>	<i>Sampling food</i>	<i>Yes</i>			<i>800</i>	
<i>Mini plastic forks</i>	<i>Sampling food</i>			<i>Yes</i>	<i>800</i>	<i>Looking for compostable options</i>

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Your Name: _____ Phone Number/Email: _____

Trent Contact Person: _____

Type of Material	Purpose of material	Destination of Material			Approximate Quantity	Notes/ Comments
		Compost	Recycling	Garbage		
<i>Paper cups</i>	<i>Sampling food</i>	<i>Yes</i>			<i>800</i>	
<i>Mini plastic forks</i>	<i>Sampling food</i>			<i>Yes</i>	<i>800</i>	<i>Looking for compostable options</i>

If you have any questions, please feel free to contact our Sustainability Office at sustainability@trentu.ca or 705-748-1011 ex7157.

Purchasing Policy for Fair Trade Certified Products

At Trent University Drafted by Fair Trade Trent

Preamble

The purpose of this policy is to set current and future guidelines for the provision and availability of Fair Trade Certified products at Trent University.

The Fair Trade label in Canada indicates that the product has been certified by TransFair Canada, an independent, non-profit certification body as meeting Fair Trade standards. TransFair Canada is a member of the Fairtrade Labelling Organizations International (FLO), which sets the standards for Fair Trade certification internationally. The Fair Trade Certified logo guarantees Fair Trade standards.

Implementation of this purchasing policy does not require Trent University to undertake any tracking and monitoring of the production and trading path of Fair Trade Certified products.

Definitions

Fair Trade:

An international trading system based on “dialogue, transparency and respect”. It offers producers better trading conditions and a fair alternative to the conventional system of trade. Fair Trade offers producers fair prices and wages, promotes and enhances environmental sustainability, improved social services and improved local infrastructure.

Fair Trade Certified:

A “rigorous international system of monitoring, auditing and certification governed by the Fair Trade Labeling Organizations International (FLO).” FLO is the international body which, in partnership with fair trade producers, businesses and member organizations set the standards for Fair Trade certification globally. Certification or licensing of specific products is conducted by FLO member organizations in each country, such as TransFair Canada.

Fairly Traded:

Business or trading practices which work within the paradigm of Fair Trade but which are not Fair Trade Certified. Many organizations which fall into this category are federated under The International Fair Trade Association (IFAT). Fairly traded are often handicrafts but commodities such as coffee are also fairly traded.

Organic:

Plants or animals which are raised or produced in agricultural system which “promotes and enhances biodiversity, biological cycles and soil biological activity”, integrating the parts of the farming system into an ecological whole. In an organic system of agricultural fertilizers and soil conditioners utilized in production must be primarily derived from

animal or vegetable sources as opposed to mineral or petrochemical sources; no herbicides, pesticides or chemical fertilizers are used.

Certified Organic:

Systems of monitoring and regulation of production processes which ensure that a product is produced organically. There are multiple organizations which certify a product as “organic” and there is an ongoing debate around what really constitutes organic. There are multiple certification bodies which certify products as organic in Canada. In 1999, the Standards Council of Canada developed the Canadian Standard for Organic Agriculture which acts as a minimum standard for all organic certification bodies in Canada.

Terms and Conditions

All non-flavoured coffee sold at Trent University managed or contracted outlets shall be Fair Trade Certified. This excludes the Tim Horton’s outlet outside of the Bata Library.

At Trent University managed or contracted outlets where tea, hot chocolate, and chocolate are available, there will be at minimum a Fair Trade Certified option in each of these products.

This policy applies to all present and future Trent University managed or contracted outlets, including but not limited to the cafeterias located at Champlain, Otonabee, Catherine Parr Traill, Lady Eaton, and Gzowski Colleges; at all University functions where coffee and/or tea are served, including but not limited to receptions, banquets and ceremonies; in vending machines; and at the Trent University Bookstore.

Fair Trade Certified products must be clearly labelled by the supplier and the vendor with the Fair Trade Certified logo for consumers to see.

Fair Trade Certified products must be priced such that cost alone will not be an overriding factor in consumer selection.

The majority of Fair Trade Certified products are also certified organic. When feasible, Fair Trade Certified products sold at Trent University shall also be certified organic. There are multiple standards for organic certification and this policy does not specify one standard for organic certification.

Implementation

The Terms and Conditions above are effective at date of policy approval.

Expansion

Trent University managed or contracted outlets and operations will actively pursue the inclusion of additional Fair Trade Certified products as they become accessible to the vendors. Tea, sugar, produce and sports balls will be prioritized for continued research and addition to campus provided options as soon as possible.

Monitoring

The Fair Trade Coordinator, currently responsible for promotion, education, enforcement and implementation of the Fair Trade Purchasing Policy for Apparel will assist in monitoring the availability of fair trade options in all venues.

Review and Updates

Provision of Fair Trade products represents a growing understanding of the social, political, economic and health issues related to food. The College and Student Services Committee added a sub-committee in 2006 that will be convened at minimum, every three years, to review the implementation of this policy, to research and examine evolving food issues and provision practices, and to make recommendations for expansion of the policy as required by best practices.

References

Organic Trade Association. *Definition of Organic*

<http://www.ota.com/organic/definition.html>

The Humanure Handbook. *Humanure Glossary.*

<http://www.weblife.org/humanure/glossary.html>

Frontier Co-op Natural Products Co-op. *Main Glossary.*

<http://www.frontiercoop.com/learn/glossary.html>

TransFair Canada. *About Fair Trade.* <http://www.transfair.ca/en/fairtrade/>

Ministry of Agriculture, Food and Rural Affairs. *Organic Food and Farming*

Certification. <http://www.omafra.gov.on.ca/english/crops/organic/certification.htm>

Make Trade Fair. *Rigged Rules.*

http://www.maketradefair.com/en/index.php?file=issues_dumping.htm

Oxfam America and TransFair USA. *Fair Trade Coffee: The Time is Now.*

Fair Trade: An Overview

What is Fair Trade?

TransFair Canada:

“Fair Trade is an international system of doing business based on dialogue, transparency and respect. It contributes to sustainable development by offering better trading conditions for producers and workers in developing countries. Behind the principles and goals of Fair Trade is a rigorous international system of monitoring, auditing and certification.”

Principles

The International Fair Trade Association outlines seven key principles of Fair Trade:

- **Creating opportunities** and market access for the economically disadvantaged
- **Transparency and accountability**
- **Capacity building**; helping producers become independent
- **Payment of a fair price**; often a guaranteed minimum price
- **Gender equity**; non-discrimination and the empowerment of women through their participation
- **Safe and healthy** working conditions
- **The environment**; sustainable and responsible practices

Fair Trade Products

When thinking about Fair Trade it is important to make the distinction between fairly traded and Fair Trade Certified.

The majority of products that are sold as fairly traded are **handicrafts** made by artisans in the South for which fair trade certification has not yet been developed. Many organizations or businesses that sell or produce fairly traded products are federated under the International Fair Trade Association (IFAT) and IFAT has developed a mark, which monitors and identifies different organizations as Fair Trade Organizations.

Internationally, **Fairtrade Labeling Organizations International (FLO)** and its respective domestic certification bodies such as **TransFair Canada** certify **coffee, tea, rice, cereals, fresh fruits, juices, honey, nuts, spices, cocoa, sugar, sports balls, wine and cut flowers**. The list of products is growing constantly.

In Canada, **coffee, tea, bananas, rice, quinoa, cut flowers, sugar, cocoa and sports balls** are currently licensed by TransFair for sale in Canada. In 2004, there were **124 companies** licensed by TransFair to sell certified products in Canada. In 2005, Fair Trade Certified products grossed \$45,648,000 Canadian dollars in sales.

In 2005, over 1 million farmers, workers and their families in 51 countries benefited from the Fair Trade Certified system.

Why Fair Trade? : Conventional Market and Production

An Unfair System of Global Trade:

- Commodity prices below the cost of production on world markets
- Government-subsidized agricultural exports from rich countries “flooding” the markets of poor countries and leaving small farmers unable to compete
- Lack of market access for small producers: markets dominated by large producers and transnational corporations

Child Labour and Forced Labour; characterizing industries such as cocoa and sports balls

The Environment:

- Large-scale production is characterized by monocultures, which have led to a loss of biological diversity
- The use of dangerous chemicals and pesticides

Human Rights;

- Denial of the right to bargain collectively or form unions
- Poor working conditions
- Poverty wages

Fair Trade is an alternative. Fair Trade is an important mechanism for improving the lives of small producers and farmers around the world by contributing to poverty reduction and sustainable development.

History & Fair Trade Certification

The Mennonite organization **Ten Thousand Villages** was likely the first Fair Trade organization. It began in 1946 when Mennonite Central Committee worker Edna Ruth Byler began selling embroidery made by marginalized women in Puerto Rico out of her basement. Today Ten Thousand Villages is a multi-million dollar organization with outlets all over North America.

At the same time similar Fair Trade organizations and projects were cropping up all over Europe, both with food and handicrafts.

In 1988, the first Fair Trade certification body was set up in the Netherlands, called **Max Havelaar** and began certifying coffee to be sold. At the same time, similar organizations cropped up around Europe and in North America. TransFair Canada was founded in 1997. In an effort to harmonize standards and procedures, in 1997 **Fairtrade Labeling Organizations International (FLO)** was established as the international body federating domestic certification. FLO sets Fair Trade Certified standards for domestic bodies. FLO headquarters are located in **Bonn, Germany**. FLO consists of 19 domestic certification bodies and one associate certification body. These bodies are located in **Austria, Belgium, Canada, Denmark, France, Germany, the UK, Italy, Ireland, Japan, Luxemburg, the Netherlands, Norway, Finland, Sweden, Switzerland, the USA, Australia/ New Zealand and Spain**. **Mexico** is an associate body.

References:

Fairtrade Labeling Organizations International. <http://www.fairtrade.net>

The International Fair Trade Association. *About Fair Trade: What is Fair Trade?*
<http://www.ifat.org/frinciples.shtml>.

Ten Thousand Villages. <http://www.tenthousandvillages.ca/>

TransFair Canada. <http://www.transfair.ca/en/>

Approved by the President's Executive Group (PEG), 2008

**Environmental Protection Act
Loi sur la protection de l'environnement**

Partial copy of
O.Reg.102/94

ONTARIO REGULATION 102/94

WASTE AUDITS AND WASTE REDUCTION WORK PLANS

Consolidation Period: From March 3, 1994 to the [e-Laws currency date](#).

No amendments.

This Regulation is made in English only.

**PART I
GENERAL**

1. In this Regulation,

“waste” means municipal waste as defined in Regulation 347 of the Revised Regulations of Ontario, 1990;

“waste audit” means a study relating to waste;

“waste reduction work plan” means a plan to reduce, reuse and recycle waste. O. Reg. 102/94, s. 1.

2. A waste audit required under this Regulation shall address,

(a) the amount, nature and composition of the waste;

(b) the manner by which the waste gets produced, including management decisions and policies that relate to the production of waste; and

(c) the way in which the waste is managed. O. Reg. 102/94, s. 2.

3. (1) A waste reduction work plan required under this Regulation shall include, to the extent that is reasonable, plans to reduce, reuse and recycle waste and shall set out who will implement each part of the plan, when each part will be implemented and what the expected results are.

(2) In developing the work plan, regard shall be had to the following principles:

1. Reduction is the first objective.

2. If reduction is not possible, then reuse is the next objective.

3. If reduction and reuse are not possible, then recycling is the final objective. O. Reg. 102/94, s. 3.

4. A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall prepare it on a form provided by the Ministry or in the same format as such a form. O. Reg. 102/94, s. 4.

5. (1) A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall retain a copy of the report or plan for at least five years after it was prepared.

(2) A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall submit to the Director, on request, the required report or plan, within seven days of the Director requesting them. O. Reg. 102/94, s. 5.

6. (1) A person who becomes subject to an obligation under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall do so within six months of becoming subject to the obligation.

(2) This section does not apply with respect to updated reports or plans.

(3) This section does not apply with respect to obligations of a builder under Part IV or a demolisher under Part V. O. Reg. 102/94, s. 6.

7. (1) A new owner or operator to whom this Regulation applies is not required to conduct a new waste audit or prepare a new waste reduction work plan if an audit or work plan was conducted or prepared by a previous owner or operator and the new owner or operator updates the audit and work plan as required under this Regulation.

(2) This section does not apply with respect to a builder under Part IV or a demolisher under Part V. O. Reg. 102/94, s. 7.

8. (1) A person who has an obligation to conduct a waste audit and prepare a report under Part II, III, VI, VII, VIII, IX, X or XI in respect of more than one retail shopping establishment, retail shopping complex, building, restaurant, hotel or motel, hospital, location or campus of an educational institution, or site of a manufacturing establishment, may conduct a single

50. The waste reduction work plan shall include measures for communicating the plan to the operator's employees who work at the hospital and, as a minimum, those measures shall require,

- (a) that the plan or a summary be posted in places where most employees will see it; and
- (b) if a summary is posted, that any employee who requests to look at the plan be allowed to do so. O. Reg. 102/94, s. 50.

PART X
EDUCATIONAL INSTITUTIONS

51. (1) This Part applies to the operator of an educational institution in respect of a location or campus of the institution if, at the location or campus, at any time during the calendar year, more than 350 persons are enrolled.

(2) This Part continues to apply in respect of a location or campus for the two calendar years following the last year in which more than 350 persons were enrolled at the location or campus. O. Reg. 102/94, s. 51.

52. (1) The operator shall conduct a waste audit covering the waste generated by the operation of the institution at the location or campus. The audit shall also address the extent to which materials or products used consist of recycled or reused materials or products.

(2) After conducting the waste audit, the operator shall prepare a written report of the audit.

(3) In every year following the initial waste audit, the operator shall update the audit and prepare an updated written report. O. Reg. 102/94, s. 52.

53. (1) The operator shall prepare a written waste reduction work plan, based on the waste audit, to reduce, reuse and recycle waste generated by the operation of the institution at the location or campus.

(2) In every year following the preparation of the initial waste reduction work plan, the operator shall prepare an updated written plan. O. Reg. 102/94, s. 53.

54. The operator shall implement the waste reduction work plan as updated. O. Reg. 102/94, s. 54.

55. The waste reduction work plan shall include measures for communicating the plan to the operator's employees who work at the location or campus and, as a minimum, those measures shall require,

- (a) that the plan or a summary be posted in places where most employees will see it; and
- (b) if a summary is posted, that any employee who requests to look at the plan be allowed to do so. O. Reg. 102/94, s. 55.

PART XI
LARGE MANUFACTURING ESTABLISHMENTS

56. (1) This Part applies to the owner or operator of a site that is a manufacturing establishment.

(2) This Part does not apply to an owner of a site in a particular calendar year if,

- (a) during the two preceding calendar years there was no calendar month in which the hours worked by the persons employed at the site exceeded 16,000 hours; and
- (b) the owner is able to demonstrate this fact, within seven days of a request from the Director, through evidence satisfactory to the Director.

(3) Copies of the records related to hours of employment maintained under section 11 of the *Employment Standards Act* shall be deemed to be sufficient evidence of hours worked at a site if the copies are certified by the owner or the owner's representative as to the accuracy of the records.

(4) In this Part,

"owner" includes the operator of a manufacturing establishment but does not include a landlord;

"site" means one property and includes nearby properties owned or leased by the same person where passage from one property to another involves crossing, but not travelling along, a public highway. O. Reg. 102/94, s. 56.

57. (1) The owner shall conduct a waste audit covering the waste generated by the operation of the establishment at the site. The audit shall also address the extent to which materials or products used or sold consist of recycled or reused materials or products.

(2) After conducting the waste audit, the owner shall prepare a written report of the audit.

(3) In every year following the initial waste audit, the owner shall update the audit and prepare an updated written report. O. Reg. 102/94, s. 57.

58. (1) The owner shall prepare a written waste reduction work plan, based on the waste audit, to reduce, reuse and recycle waste generated by the operation of the establishment.

(2) In every year following the preparation of the initial waste reduction work plan, the owner shall prepare an updated written plan. O. Reg. 102/94, s. 58.

**Environmental Protection Act
Loi sur la protection de l'environnement**

Partial copy of
O.Reg.103/94

ONTARIO REGULATION 103/94

**INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL SOURCE SEPARATION
PROGRAMS**

Consolidation Period: From March 3, 1994 to the [e-Laws currency date](#).

No amendments.

This Regulation is made in English only.

SOURCE SEPARATION PROGRAMS

1. In this Regulation,

“Northern Ontario” means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming and The Regional Municipality of Sudbury;

“source separation program” means a program to facilitate the source separation of waste for reuse or recycling. O. Reg. 103/94, s. 1.

2. (1) A source separation program required under this Regulation must include,

- (a) the provision of facilities for the collection, handling and storage of source separated wastes described in subsection (2) adequate for the quantities of anticipated wastes;
- (b) measures to ensure that the source separated wastes that are collected are removed;
- (c) the provision of information to users and potential users of the program,
 - (i) describing the performance of the program,
 - (ii) encouraging effective source separation of waste and full use of the program;
- (d) reasonable efforts to ensure that full use is made of the program and that the separated waste is reused or recycled.

(2) The source separated waste referred to in clause (1) (a) is waste that has been source separated from other kinds of waste and that consists solely of waste from one or more of the following categories:

- 1. The categories of waste set out in the part of the Schedule applicable to the person required to implement the source separation program.
- 2. The categories of waste set out in Schedule 1, 2 or 3 of Ontario Regulation 101/94 that the source separation program accepts.

(3) A source separation program required under this Regulation must provide for all the categories of waste set out in the part of the Schedule applicable to the person required to implement the program except for categories of waste that cannot be reasonably anticipated. O. Reg. 103/94, s. 2.

3. Source separation programs required by this Regulation are exempt from sections 27, 40 and 41 of the Act. O. Reg. 103/94, s. 3.

4. (1) A source separation program that is not required by this Regulation is exempt from sections 27, 40 and 41 of the Act if,

- (a) the program is restricted to waste generated at a single site;
- (b) the program only accepts waste that has been source separated from other kinds of waste and that consists solely of waste from one or more of the categories of waste set out in Schedule 1, 2 or 3 of Ontario Regulation 101/94;
- (c) the program includes everything set out in subsection 2 (1).

(2) For the purposes of clause (1) (c), the reference to source separated waste in clause 2 (1) (a) shall be deemed to be a reference to the waste described in clause (1) (b). O. Reg. 103/94, s. 4.

RETAIL SHOPPING ESTABLISHMENTS

5. (1) This section applies to the owner of an establishment that sells goods or services at retail to persons who come to the establishment if,

- (a) the establishment occupies premises with a floor area of at least 10,000 square metres;
or
- (b) the establishment occupies premises in a complex in respect of which section 6 applies and the owner of the establishment is solely responsible for the establishment's waste management.

(2) The owner shall implement a source separation program for the wastes generated by the establishment or shall ensure that such a program is implemented.

(3) This section applies only in respect of an establishment located within a local municipality that has a population of at least 5,000.

(4) This section takes effect with respect to an establishment in Northern Ontario on July 1, 1996. O. Reg. 103/94, s. 5.

RETAIL SHOPPING COMPLEXES

6. (1) This section applies to the owner of a complex that contains premises occupied by establishments that sell goods or services at retail to persons who come to the establishments if the total floor area of such premises is at least 10,000 square metres.

(2) The owner shall implement a source separation program for the wastes generated at the complex or shall ensure that such a program is implemented.

(3) The source separation program need not provide for the waste generated in the operation of an establishment in the complex if section 5 applies to the owner of the establishment.

(4) This section applies only in respect of a complex located in a local municipality that has a population of at least 5,000.

(5) This section takes effect with respect to a complex in Northern Ontario on July 1, 1996. O. Reg. 103/94, s. 6.

- (c) a building in respect of which section 9 applies;
- (d) a hotel or motel in respect of which section 12 applies;
- (e) a hospital in respect of which section 13 applies;
- (f) a location or campus of an educational institution in respect of which section 14 applies.

- (4) This section does not apply to an owner of a restaurant in a particular calendar year if,
- (a) during the two preceding calendar years there was no year in which the gross sales for all restaurants operated by the owner in Ontario equalled or exceeded \$3,000,000; and
 - (b) the owner is able to demonstrate this fact, within seven days of a request from the Director, through evidence satisfactory to the Director.

(5) Copies of the records related to purchase and sale maintained under subsection 5 (1) of Regulation 1013 of the Revised Regulations of Ontario, 1990 shall be deemed to be sufficient evidence of the gross sales of a restaurant if the copies are certified by the owner or the owner's representative as to the accuracy of the records.

(6) This section applies only in respect of a restaurant located within a local municipality that has a population of at least 5,000.

(7) This section takes effect with respect to a restaurant in Northern Ontario on July 1, 1996. O. Reg. 103/94, s. 11.

HOTELS AND MOTELS

12. (1) The owner of a hotel or motel that has more than seventy-five units shall implement a source separation program for the wastes generated by the operation of the hotel or motel or shall ensure that such a program is implemented.

(2) This section applies only in respect of a hotel or motel located within a local municipality that has a population of at least 5,000.

(3) This section takes effect with respect to a hotel or motel in Northern Ontario on July 1, 1996. O. Reg. 103/94, s. 12.

HOSPITALS

13. (1) The operator of a public hospital classified as a class A, B or F hospital in Regulation 964 of the Revised Regulations of Ontario, 1990 shall implement a source separation program for the wastes generated by the operation of the hospital or shall ensure that such a program is implemented.

(2) This section applies only in respect of a public hospital located within a local municipality that has a population of at least 5,000.

(3) This section takes effect with respect to a public hospital in Northern Ontario on July 1, 1996. O.Reg. 103/94, s. 13.

EDUCATIONAL INSTITUTIONS

14. (1) This section applies to the operator of an educational institution in respect of a location or campus of the institution if, at the location or campus, at any time during the

calendar year, more than 350 persons are enrolled.

(2) The operator shall implement a source separation program for the waste generated by the operation of the institution at the location or campus or shall ensure that such a program is implemented.

(3) This section continues to apply in respect of a location or campus for the two calendar years following the last year in which more than 350 persons were enrolled at the location or campus.

(4) This section applies only in respect of a location or campus located within a local municipality that has a population of at least 5,000.

(5) This section takes effect with respect to a location or campus in Northern Ontario on July 1, 1996. O. Reg. 103/94, s. 14.

LARGE MANUFACTURING ESTABLISHMENTS

15. (1) This section applies to the owner or operator of a site that is a manufacturing establishment.

(2) The owner shall implement a source separation program for the waste generated by the operation of the establishment at the site or shall ensure that such a program is implemented.

(3) This section does not apply to an owner of a site in a particular calendar year if,

(a) during the two preceding calendar years there was no calendar month in which the hours worked by the persons employed at the site exceeded 16,000 hours; and

(b) the owner is able to demonstrate this fact, within seven days of a request from the Director, through evidence satisfactory to the Director.

(4) Copies of the records related to hours of employment maintained under section 11 of the *Employment Standards Act* shall be deemed to be sufficient evidence of hours worked at a site if the copies are certified by the owner or the owner's representative as to the accuracy of the records.

(5) In this section,

“owner” includes the operator of a manufacturing establishment but does not include a landlord;

“site” means one property and includes nearby properties owned or leased by the same person where passage from one property to another involves crossing, but not travelling along, a public highway. O. Reg. 103/94, s. 15.

TRANSITION

16. Except as otherwise provided, a person who, upon the coming into force of this Regulation, or at any time within twelve months after the coming into force of this Regulation, becomes subject to an obligation with respect to the implementation of a source separation program shall fulfil the obligation within twelve months after the coming into force of this Regulation. O.Reg. 103/94, s. 16.

SCHEDULE

WASTES TO BE PROVIDED FOR IN SOURCE SEPARATION PROGRAMS

2. Cardboard (corrugated).
3. Fine paper.
4. Glass bottles and jars for food or beverages.
5. Newsprint.
6. Polyethylene terephthalate bottles for food or beverages (including bottles made primarily of polyethylene terephthalate).
7. Steel food or beverage cans (including cans made primarily of steel).

**PART IX
HOSPITALS**

(referred to in section 13)

1. Aluminum food or beverage cans (including cans made primarily of aluminum).
2. Cardboard (corrugated).
3. Fine paper.
4. Glass bottles and jars for food or beverages.
5. Newsprint.
6. Steel food or beverage cans (including cans made primarily of steel).

**PART X
EDUCATIONAL INSTITUTIONS**

(referred to in section 14)

1. Aluminum food or beverage cans (including cans made primarily of aluminum).
2. Cardboard (corrugated).
3. Fine paper.
4. Glass bottles and jars for food or beverages.
5. Newsprint.
6. Steel food or beverage cans (including cans made primarily of steel).

**PART XI
LARGE MANUFACTURING ESTABLISHMENTS**

(referred to in section 15)

1. Aluminum.
2. Cardboard (corrugated).
3. Fine paper.
4. Glass.
5. Newsprint.



CALIBRATION CERTIFICATE

DATE: May 11 2018

SR No.: 47338

CUSTOMER:

Waste Reduction Group
801 King St W Unit PH #20
Toronto ON M5V 3C9

REMARKS

This is to certify that the following scale has been tested and calibrated in relation to the Standards maintained by **CANADIAN SCALE COMPANY LIMITED**, with test weights traceable to the Legal Metrology Laboratories of, Industry Canada and National Research Council, Canada.

Anyload EWH-150
Capacity 150 kg
S/N -20161108049

Technician's Signature



CANADIAN SCALE COMPANY LIMITED
305 Horner Avenue, Toronto, ON M8W 1Z4
1-800-461-0634 www.canscale.com

CAMPUS		
BUILDING		
FUNCTIONAL AREA		
Sample		
Mixed Containers	PET (#1)	
	HDPE (#2)	
	PP (#5)	
	PS (#6)	
	Glass	
	Aluminum	
	Steel	
	Gable Top	
Mixed Papers	Aseptic	
	Fine Paper	
	Newspaper	
	Boxboard	
	Other Fibres	
Corrugated Cardboard		
Organic Food Waste		
Compostable Fibres*		
Compostable Dishware		
Coffee Cups		
Coffee Pods		
Other Fiber Drink Cups		
LDPE Plastic Films #4		
Polystyrene #6 - Styrofoam		
Plastic Strapping		
Metal		
Wood		
Textiles		
Shoes/Boots		
Office Supplies (Pens, Markers, etc)		
Take-out Food Packaging		
Food/Snack Wrappers		
PPE		
Work Gloves - Cloth		
Work Gloves - Latex/Nitrile/etc		
Lab Glass		
Lab Plastics		
E- Waste		
Bulbs/Ballasts		
Batteries		
Printer Toners		
Other: Cutlery		
Other: Plastic Straws		
Other: reusable cups/containers		
Residual Materials		

Trent U Waste Audit 2022
Waste Connections of Canada - pick up summary

WASTE SUMMARY

Building	Bin Size	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
	Yd3				kg	kg	kg	kg	kg	kg	kg	kg	kg	kg
Blackburn Hall	4	730	750	390	510	720	790	960	1080	960	880	610	800	9184
Trent Day Care Centre	4	630	690	400	650	640	480	800	950	370	380	350	440	6784
Athletics Complex	4	1220	1040	800	850	1140	1070	1090	1070	950	820	1370	780	12204
Lady Eaton Residence	6	2440	2840	2410	1970	2640	2400	3280	2110	1370	1130	1170	1880	25646
Lady Eaton Kitchen	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Champlain College Depot	2x8	3810	1180	3000	2730	2030	5590	5660	3430	1310	2250	1460	4600	37050
Gzowski Building Depot	2x6	2220	2520	2170	1810	2100	2650	3850	2710	1100	1550	1230	1750	26660
Gzowski Kitchen	6	1180	1750	2420	960	1470	1640	1890	1940	1100	1090	1200	1650	18296
Otonabee College Residence - South End	8	1470	1350	2090	1760	840	2170	2770	3050	1320	1600	1220	1900	21548
Otonabee College Residence - North End	8	1250	1240	1850	1700	1720	2430	2380	2560	1400	1380	1380	1380	20888
DNA Lab	6	1110	1280	1710	1220	1310	1330	1750	1790	1590	1480	1370	1410	17356
Animal Care Facility	2	290	330	480	430	370	330	250	440	210	380	340	220	4072
Otonabee College Kitchen	8	1660	2000	1770	1010	1190	2470	1940	2140	920	1350	1340	2260	20058
Otonabee College Admin Depot	6	1140	1270	1530	830	1430	1190	1450	2090	1470	1480	1410	2080	17376
Otonabee College Admin Depot	4	1400	1410	1000	1140	1080	1010	1100	1120	900	1070	990	1580	13774
Catherine Parr Trail College	2	980	1270	1020	550	900	1120	1000	660	320	490	750	990	10052
Grounds Crew	---	---	---	---	---	---	---	---	---	---	---	---	---	0
Student Centre	4	1710	2200	2050	1980	2080	2320	2220	1980	1050	1320	1160	1870	21944
Science Complex	6	1120	880	940	1470	1420	1940	1340	1840	1110	1170	1170	2170	16576
Blackburn Hall (@ Carpentry)	Temp 20													0
Champlain College Depot - Move Out	Temp 20													0
Lady Eaton Residence - Move Out	Temp 20								660					660
Gzowski Building Depot - Move Out	Temp 20								1320					1320
Otonabee College Res. - S End - Move Out	Temp 20								580					580
Otonabee College Res. - N End - Move Out	Temp 20								1430					1430
Catherine Parr Trail College - move out temp	Temp 4yd													0
Science Lab	Temp 20								990					990
DNA Lab	Temp 20								490					490
780 Argyle St	Temp 20													0
TOTAL	kg				21570	23090	30930	33730	36430	17450	19820	18520	27740	303738
	MT				21.57	23.08	30.93	33.73	36.43	0.00	19.82	18.52	27.74	303.74

CARDBOARD SUMMARY

Building	Bin Size	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Yd3	kg
	Yd3	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts		
Blackburn Hall	2	4	5	4	5	4	4	4	5	4	4	5	4	39	78	3549
Trent Day Care Centre	0.47	4	5	4	4	4	4	4	5	4	4	5	5	39	18	834.0
Athletics Complex	2	9	8	9	8	8	9	8	9	8	9	9	9	77	154	7007
Lady Eaton Residence	4	9	8	9	8	8	9	8	9	8	9	9	9	77	308	14014
Champlain College Depot	2x8	13	13	13	13	13	13	13	13	13	13	13	13	115	115	1840
Gzowski Building Depot	8	13	13	13	13	13	13	13	13	13	13	13	13	115	920	41860
Gzowski Kitchen	6	13	14	13	13	13	13	13	13	13	13	13	13	115	690	31395
Otonabee College Residence - South End	4	9	7	9	9	8	9	8	9	8	9	9	9	78	312	14196
Otonabee College Residence - North End	4	9	9	9	9	8	9	8	9	8	9	9	9	78	312	14196
DNA Lab	6	9	8	9	9	8	9	8	9	8	9	9	9	78	468	21294
Otonabee College Kitchen	8	13	13	13	13	13	13	13	13	13	13	13	13	115	920	41860
Otonabee College Admin Depot	4	13	13	13	13	13	13	13	13	13	13	13	13	115	460	20930
Catherine Parr Trail - hand pick	0.47	9	8	9	4	4	4	4	5	4	4	5	4	38	18	813
Student Centre	4	13	13	13	13	13	13	13	13	13	13	13	13	115	460	20930
Science Complex	4	13	13	13	13	13	13	13	13	13	13	13	13	115	460	20930
Champlain College Depot - Move In (kg)	Temp 20													160	160	160.00
Otonabee College Res - S End Move In (kg)	Temp 20													440	440	440.00
Otonabee College Res - N End Move In (kg)	Temp 20													250	250	250.00
Catherine Parr Trail - Move In (kg)	Temp 20													80	80	80.00
TOTAL	kg															338458
	MT															338.46

Mixed Papers

Building	Totes	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	kg	
	95 Gal.				Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	kg
Blackburn Hall	4	9	9	9	9	8	9	8	9	8	9	9	9	105	35700	
Trent Day Care Centre	0	--	--	--	--	--	--	--	--	--	--	--	--	0	0	
Athletics Complex	1	9.00	9.00	9.00	4	4	5	4	5.00	4.00	4.00	5.00	5.00	67	5695	
Lady Eaton Residence	5	9	9	9	9	8	9	8	9	8	9	9	9	105	44625	
Lady Eaton Kitchen	0	--	--	--	--	--	--	--	--	--	--	--	--	0	0	
Champlain College Depot	5	9	9	9	9	8	9	8	9	8	9	9	9	105	44625	
Gzowski Building Depot	3	9	9	9	9	8	9	8	9	8	9	9	9	105	26775	
Gzowski Kitchen	0	--	--	--	--	--	--	--	--	--	--	--	--	0	0	
Otonabee College Residence - South End	2	9	9	9	9	8	9	8	9	8	9	9	9	105	17850	
Otonabee College Residence - North End	3	9	9	9	9	8	9	8	9	8	9	9	9	105	26775	
DNA Lab	3	9	9	9	9	8	9	8	9	8	9	9	9	105	26775	
780 Argyle St	0	--	--	--	--	--	--	--	--	--	--	--	--	0	0	
Animal Care Facility	2	9	9	9	9	8	9	8	9	8	9	9	9	105	17850	
Otonabee College Kitchen	4	9	9	9	9	8	9	8	9	8	9	9	9	105	35700	
Otonabee College Admin Depot	3	9	9	9	9	8	9	8	9	8	9	9	9	105	26775	
Science Lab	0	--	--	--	--	--	--	--	--	--	--	--	--	0	0	
Catherine Parr Trail College	3	9	9	9	9	8	9	8	9	8	9	9	9	105	26775	
Science Complex	1	9	9	9	4	4	4	4	5	4	4	5	5	66	5610	
Orange Lodge (in kg)	Temp 20													0	0	
TOTAL	kg															314755
	MT															314.76

Commingled Containers

Building	Totes	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	kg	
	95 Gal.				Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	Lifts	kg
Blackburn Hall	2	9	9	9	9	8	9	8	9	8	9	9	9	104	8944	
Trent Day Care Centre	6	4	4	4	4	4	5	4	5	4	4	5	5	52	13416	
Athletics Complex	4	4	4	4	4	4	5	4	5	4	4	5	5	52	8944	
Lady Eaton Residence	6	9	9	9	4	4	5	4	5	4	4	5	5	67	17286	
Lady Eaton Kitchen	7	9	9	9	4	4	5	4	5	4	4	5	5	67	20167	
Champlain College Depot	8	9	9	9	9	8	9	8	9	8	8	9	9	104	35776	
Gzowski Building Depot	5	9	9	9	9	8	9	8	9	8	8	9	9	104	22360	
Gzowski Kitchen	8	9	9	9	9	8	9	8	9	8	8	9	9	104	35776	
Otonabee College Residence - South End	5	9	9	9	9	8	9	8	9	8	8	9	9	104	22360	
Otonabee College Residence - North End	10	9	9	9	9	8	9	8	9	8	8	9	9	104	44720	
DNA Lab	8	9	9	9	4	8	9	8	9	8	8	9	9	99	34056	
Otonabee College Kitchen	13	9	9	9	9	8	9	8	9	8	8	9	9	104	58136	
Otonabee College Admin Depot	7	9	9	9	9	8	9	8	9	8	8	9	9	104	31304	
Science Complex	1	9	9	9	9	8	5	4	5	4	4	5	5	76	3268	
Catherine Parr Trail College	2	4	4	4	4	4	4	4	4	4	4	4	4	48	4128	
TOTAL	kg															#VALUE!
	MT															#VALUE!

360641
360.641

SCRAP METALS SUMMARY

Building	Bin Size	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
	Yd3				kg	kg	kg	kg	kg	kg	kg	kg	kg	kg
Athletics Complex	Temp 20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Grounds Crew	Temp 20	2160	1210	0	0	0	2630	0	0	0	0	1830	0	4460
TOTAL	kg	2,160.00	1,210.00	0.00	0.00	0.00	2,630.00	0.00	0.00	0.00	0.00	1,830.00	0.00	4,460.00
	MT	2.16	1.21	0.00	0.00									

Stream Weight in Kg Notes

Reduce	ecotray	722.2	11,486 meals (16% of meals) served on ecoTray, multiplied by 6.2g for each paper clamshell that was avoided.
	plates	2321.5	36,920 meals (51% of meals) served on plates - same method as above. Remainder of meals (24,283) served in single-use containers that would be captured in other streams.
	Academic calendars	455	Previously Trent printed ~350-400 academic calendars annually, now promote digital version more - estimated reduction of 300 calendars/year.
	Campus paper		did not calculate in time, next year
	Travel mug	don't know	

3498.7

Reuse	cooking oil	4087.5	cooking oil was used in a lab this year for research - as such we didn't have collection weights so used last weights minus 25%
	shipping pallets	2352.3	Grounds crew has a pallet return program with ice melt provider- last year ~115 pallets returned for reuse at ~45lbs each
	SWAP Shop	5903	used 2021 data as an estimate
	LCBO (kegs)	191	14 kegs x 30lb each

12533.8

Recycle	e-waste	5292	Used estimate of a pick-up truck full every 5-6wks, assumed 128sf of waste per trip, and 180kg/square yard of mixed e-waste
	batteries	180	two barrels this year estimated at 200lbs each
	coffee pods	24.5	Estimated a reduced number for this year
	shredded paper	10332.3	calculated from bill on cost/pound
	LCBO (bottles and cans)	75.4	cans estimated at 70 cans/kg and bottles at an average of 600g each (611 cans and 110 bottles - wine and liquor)
	lab Glass	divide weighed sample by 10 months	Techs weighed sample on-site. We estimated that it took ~10 months to accumulate this amount - needs to be pro-rated
	Lab Plastic	divide weighed sample by 10 months	Techs weighed sample on-site. We estimated that it took ~10 months to accumulate this amount - needs to be pro-rated
	move-in LDPE	49	weighed
	move-in poly	136.4	weighed
	scrap metal	4460	weighed
	wood	11730	weighed

32279.6 (plus lab glass and plastic)

Appendix B

Waste Audit Data

Table B3: Recycling Sample Summary

Waste Generating Area		Otonabee				DNA				Outside				Peterborough				Blackburn				Gzowski				Total		Durham		Combined	
Sample Size		29.50				247.67				37.83				0.60				0.06				203.94				519.60		0.00		519.60	
Percent of Sample Size		5.7%				47.7%				7.3%				0.1%				0.0%				39.2%				100.0%		--		100.0%	
		kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%		
Mixed Containers	PET (#1)	5.50	18.6%	6.03	2.4%	9.92	26.2%	0.50	83.3%	0.00	0.0%	0.00	0.0%	10.19	5.0%	32.14	6.2%											32.14	6.2%		
	HDPE (#2)	3.35	11.4%	1.42	0.6%	0.71	1.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	15.16	7.4%	20.64	4.0%											20.64	4.0%		
	PP (#5)	0.00	0.0%	0.47	0.2%	9.17	24.2%	0.00	0.0%	0.00	0.0%	0.00	0.0%	6.13	3.0%	15.77	3.0%											15.77	3.0%		
	PS (#6)	2.40	8.1%	0.03	0.0%	0.04	0.1%	0.00	0.0%	0.01	16.7%	0.20	0.1%	2.67	0.5%													2.67	0.5%		
	Glass	2.00	6.8%	231.29	93.4%	2.82	7.5%	0.00	0.0%	0.00	0.0%	25.82	12.7%	261.92	50.4%													261.92	50.4%		
	Aluminum	2.70	9.2%	0.37	0.1%	0.71	1.9%	0.10	16.7%	0.00	0.0%	0.00	0.0%	9.44	4.6%	13.32	2.6%											13.32	2.6%		
	Steel	1.20	4.1%	0.00	0.0%	0.35	0.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	2.01	1.0%	3.56	0.7%											3.56	0.7%		
	Gable Top	1.00	3.4%	0.03	0.0%	0.35	0.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.90	0.4%	2.28	0.4%											2.28	0.4%		
	Aseptic	0.80	2.7%	0.03	0.0%	1.06	2.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.70	0.3%	2.58	0.5%											2.58	0.5%		
	Mixed Papers	Fine Paper	0.00	0.0%	0.47	0.2%	0.04	0.1%	0.00	0.0%	0.00	0.0%	12.05	5.9%	12.56	2.4%													12.56	2.4%	
Newspaper		0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%		
Trent Branded		0.00	0.0%	0.03	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	6.03	3.0%	6.05	1.2%											6.05	1.2%		
Boxboard		1.10	3.7%	3.11	1.3%	0.71	1.9%	0.00	0.0%	0.00	0.0%	38.17	18.7%	43.08	8.3%													43.08	8.3%		
Other Fibres		0.00	0.0%	1.69	0.7%	0.04	0.1%	0.00	0.0%	0.00	0.0%	23.11	11.3%	24.83	4.8%													24.83	4.8%		
Corrugated Cardboard	0.00	0.0%	1.42	0.6%	7.05	18.6%	0.00	0.0%	0.00	0.0%	26.62	13.1%	35.09	6.8%													35.09	6.8%			
Organic Food Waste	0.00	0.0%	0.03	0.0%	0.35	0.9%	0.00	0.0%	0.00	0.0%	1.22	0.6%	1.60	0.3%													1.60	0.3%			
Compostable Fibres*	0.00	0.0%	0.29	0.1%	0.16	0.4%	0.00	0.0%	0.00	0.0%	6.03	3.0%	6.48	1.2%													6.48	1.2%			
Compostable Dishware	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Coffee Cups	1.40	4.7%	0.24	0.1%	1.41	3.7%	0.00	0.0%	0.00	0.0%	2.01	1.0%	5.06	1.0%													5.06	1.0%			
Coffee Pods	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Other Fiber Drink Cups	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
LDPE Plastic Films #4	4.85	16.4%	0.47	0.2%	1.76	4.7%	0.00	0.0%	0.05	83.3%	5.22	2.6%	12.36	2.4%													12.36	2.4%			
Polystyrene #6 - Styrofoam	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Plastic Strapping	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Metal	2.00	6.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.08	0.0%	2.08	0.4%													2.08	0.4%			
Wood	0.00	0.0%	0.00	0.0%	0.04	0.1%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.04	0.0%													0.04	0.0%			
Textiles	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Shoes/Boots	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Office Supplies (Pens, Markers, etc)	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Take-out Food Packaging	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Food/Snack Wrappers	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
PPE	0.00	0.0%	0.03	0.0%	0.04	0.1%	0.00	0.0%	0.00	0.0%	0.28	0.1%	0.34	0.1%													0.34	0.1%			
Work Gloves - Cloth	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Work Gloves - Latex/Nitrile/etc	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Lab Glass	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Lab Plastics	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
E- Waste	0.00	0.0%	0.00	0.0%	0.71	1.9%	0.00	0.0%	0.00	0.0%	0.02	0.0%	0.73	0.1%													0.73	0.1%			
Bulbs/Ballasts	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Batteries	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Printer Toners	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Service Accessories	0.00	0.0%	0.00	0.0%	0.04	0.1%	0.00	0.0%	0.00	0.0%	4.02	2.0%	4.05	0.8%													4.05	0.8%			
Any other Trent Branded package, -like etc	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	6.03	3.0%	6.03	1.2%													6.03	1.2%			
All other Trent branded items	0.00	0.0%	0.00	0.0%	0.04	0.1%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.04	0.0%													0.04	0.0%			
Non-recyclable primary packaging	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%											0.00	0.0%			
Residual Materials	1.20	4.1%	0.24	0.1%	0.35	0.9%	0.00	0.0%	0.00	0.0%	2.51	1.2%	4.30	0.8%													4.30	0.8%			
QAQC Check	29.50	100.0%	247.67	100.0%	37.83	100.0%	0.60	100.0%	0.06	100.0%	203.94	100.0%	519.60	100.0%	0.00	--	519.60	100.0%									519.60	100.0%			
Mixed Containers	18.95	64.2%	239.66	96.8%	25.12	66.4%	0.60	100%	0.01	16.7%	70.54	34.6%	354.88	68.3%													354.88	68.3%			
Mixed Papers	1.10	3.7%	5.29	2.1%	0.78	2.1%	0.00	0.0%	0.00	0.0%	79.36	38.9%	86.53	16.7%													86.53	16.7%			

Table B4: Paper Sample Summary

Waste Generating Area		Otonabee				DNA				Outside				Peterborough				Blackburn				Gzowski				Total		Durham		Combined	
Sample Size		24.00				16.90				11.99				0.00				1.01				1.31				55.21		0.00		55.21	
Percent of Sample Size		43.5%				30.6%				21.7%				0.0%				1.8%				2.4%				100.0%		#DIV/0!		100.0%	
		kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%		
Mixed Containers	PET (#1)	0.00	0.0%	0.30	1.8%	0.80	6.7%					0.00	0.0%	0.00	0.0%	1.10	2.0%										1.10	2.0%			
	HDPE (#2)	0.00	0.0%	0.20	1.2%	0.20	1.7%					0.00	0.0%	0.00	0.0%	0.40	0.7%										0.40	0.7%			
	PP (#5)	0.00	0.0%	0.10	0.6%	0.90	7.5%					0.00	0.0%	0.00	0.0%	1.00	1.8%										1.00	1.8%			
	PS (#6)	0.00	0.0%	0.00	0.0%	0.20	1.7%					0.00	0.0%	0.00	0.0%	0.20	0.4%										0.20	0.4%			
	Glass	0.00	0.0%	0.00	0.0%	0.00	0.0%					0.00	0.0%	0.00	0.0%	0.00	0.0%										0.00	0.0%			
	Aluminum	0.00	0.0%	0.20	1.2%	0.01	0.																								

Table B5: Cardboard Sample Summary

Waste Generating Area		Otonabee		DNA		Outside		Peterborough		Blackburn		Gzowski		Total		Durham		Combined	
Sample Size		93.47		18.72		0.00		2.40		0.00		96.23		210.82		11.89		222.71	
Percent of Sample Size		44.3%		8.9%		0.0%		1.1%		0.0%		45.6%		100.0%		100.0%		100.0%	
		kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%
Mixed Containers	PET (#1)													0.00	--	0.00	0.0%	0.00	0.0%
	HDPE (#2)													0.00	--	0.00	0.0%	0.00	0.0%
	PP (#5)													0.00	--	0.00	0.0%	0.00	0.0%
	PS (#6)													0.00	--	0.00	0.0%	0.00	0.0%
	Glass													0.00	--	0.00	0.0%	0.00	0.0%
	Aluminum													0.00	--	0.00	0.0%	0.00	0.0%
	Steel													0.00	--	0.00	0.0%	0.00	0.0%
	Gable Top													0.00	--	0.00	0.0%	0.00	0.0%
	Aseptic													0.00	--	0.00	0.0%	0.00	0.0%
Mixed Papers	Fine Paper													0.00	--	0.00	0.0%	0.00	0.0%
	Newspaper													0.00	--	0.00	0.0%	0.00	0.0%
	Trent Branded													0.00	--	0.00	0.0%	0.00	0.0%
	Boxboard													0.00	--	0.00	0.0%	0.00	0.0%
	Other Fibres													0.00	--	0.00	0.0%	0.00	0.0%
Corrugated Cardboard														0.00	--	5.70	100%	5.70	100%
Organic Food Waste														0.00	--	0.00	0.0%	0.00	0.0%
Compostable Fibres*														0.00	--	0.00	0.0%	0.00	0.0%
Compostable Dishware														0.00	--	0.00	0.0%	0.00	0.0%
Coffee Cups														0.00	--	0.00	0.0%	0.00	0.0%
Coffee Pods														0.00	--	0.00	0.0%	0.00	0.0%
Other Fiber Drink Cups														0.00	--	0.00	0.0%	0.00	0.0%
LDPE Plastic Films #4														0.00	--	0.00	0.0%	0.00	0.0%
Polystyrene #6 - Styrofoam														0.00	--	0.00	0.0%	0.00	0.0%
Plastic Strapping														0.00	--	0.00	0.0%	0.00	0.0%
Metal														0.00	--	0.00	0.0%	0.00	0.0%
Wood														0.00	--	0.00	0.0%	0.00	0.0%
Textiles														0.00	--	0.00	0.0%	0.00	0.0%
Shoes/Boots														0.00	--	0.00	0.0%	0.00	0.0%
Office Supplies (Pens, Markers, etc)														0.00	--	0.00	0.0%	0.00	0.0%
Take-out Food Packaging														0.00	--	0.00	0.0%	0.00	0.0%
Food/Snack Wrappers														0.00	--	0.00	0.0%	0.00	0.0%
PPE														0.00	--	0.00	0.0%	0.00	0.0%
Work Gloves - Cloth														0.00	--	0.00	0.0%	0.00	0.0%
Work Gloves - Latex/Nitrile/etc														0.00	--	0.00	0.0%	0.00	0.0%
Lab Glass														0.00	--	0.00	0.0%	0.00	0.0%
Lab Plastics														0.00	--	0.00	0.0%	0.00	0.0%
E- Waste														0.00	--	0.00	0.0%	0.00	0.0%
Bulbs/Ballasts														0.00	--	0.00	0.0%	0.00	0.0%
Batteries														0.00	--	0.00	0.0%	0.00	0.0%
Printer Toners														0.00	--	0.00	0.0%	0.00	0.0%
Service Accessories														0.00	--	0.00	0.0%	0.00	0.0%
Any other Trent Branded package, -like item														0.00	--	0.00	0.0%	0.00	0.0%
All other Trent branded items														0.00	--	0.00	0.0%	0.00	0.0%
Non-recyclable primary packaging														0.00	--	0.00	0.0%	0.00	0.0%
Residual Materials														0.00	--	0.00	0.0%	0.00	0.0%
QAQC Check		0.00	--	0.00	--	0.00	--	0.00	--	0.00	--	0.00	--	0.00	--	5.70	100.0%	5.70	100.0%
Mixed Containers														0.00	--	0.00	0.0%	0.00	0.0%
Mixed Papers														0.00	--	0.00	0.0%	0.00	0.0%

Table B6: Organic Sample Summary

0.946612

Waste Generating Area		Otonabee		DNA		Outside		Peterborough		Blackburn		Gzowski		Total		Durham		Combined	
Sample Size		93.47		18.72		0.00		2.40		0.00		96.23		210.82		11.89		222.71	
Percent of Sample Size		44.3%		8.9%		0.0%		1.1%		0.0%		45.6%		100.0%		100.0%		100.0%	
		kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%
Mixed Containers	PET (#1)	0.51	0.5%	0.04	0.2%			0.00	0.0%			0.00	0.0%	0.55	0.3%	0.10	0.8%	0.65	0.3%
	HDPE (#2)	0.00	0.0%	0.01	0.1%			0.00	0.0%			0.00	0.0%	0.01	0.0%	0.00	0.0%	0.01	0.0%
	PP (#5)	0.00	0.0%	0.01	0.1%			0.00	0.0%			0.00	0.0%	0.01	0.0%	0.10	0.8%	0.11	0.0%
	PS (#6)	0.00	0.0%	0.01	0.1%			0.00	0.0%			0.00	0.0%	0.01	0.0%	0.00	0.0%	0.01	0.0%
	Glass	0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
	Aluminum	0.00	0.0%	0.18	1.0%			0.00	0.0%			0.00	0.0%	0.18	0.1%	0.00	0.0%	0.18	0.1%
	Steel	0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
	Gable Top	0.00	0.0%	0.01	0.1%			0.00	0.0%			0.00	0.0%	0.01	0.0%	0.00	0.0%	0.01	0.0%
	Aseptic	0.00	0.0%	0.01	0.1%			0.00	0.0%			0.00	0.0%	0.01	0.0%	0.00	0.0%	0.01	0.0%
Mixed Papers	Fine Paper	0.10	0.1%	0.09	0.5%			0.00	0.0%			0.00	0.0%	0.19	0.1%	0.00	0.0%	0.19	0.1%
	Newspaper	0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
	Trent Branded	0.00	0.0%	0.01	0.1%			0.00	0.0%			0.00	0.0%	0.01	0.0%	0.00	0.0%	0.01	0.0%
	Boxboard	0.00	0.0%	0.04	0.2%			0.00	0.0%			0.00	0.0%	0.04	0.0%	0.00	0.0%	0.04	0.0%
	Other Fibres	0.00	0.0%	0.04	0.2%			0.00	0.0%			0.50	0.5%	0.54	0.3%	0.10	0.8%	0.64	0.3%
Corrugated Cardboard		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.01	0.1%	0.01	0.0%
Organic Food Waste		85.50	91.5%	16.96	90.6%			1.20	50.0%			93.88	97.6%	197.54	93.7%	11.20	94.2%	208.74	93.7%
Compostable Fibres*		6.80	7.3%	0.20	1.1%			1.10	45.8%			0.30	0.3%	8.40	4.0%	0.21	1.8%	8.61	3.9%
Compostable Dishware		0.35	0.4%	0.18	1.0%			0.00	0.0%			1.20	1.2%	1.73	0.8%	0.13	1.1%	1.86	0.8%
Coffee Cups		0.00	0.0%	0.04	0.2%			0.00	0.0%			0.20	0.2%	0.24	0.1%	0.01	0.1%	0.25	0.1%
Coffee Pods		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Other Fiber Drink Cups		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
LDPE Plastic Films #4		0.00	0.0%	0.14	0.7%			0.10	4.2%			0.05	0.1%	0.29	0.1%	0.03	0.3%	0.32	0.1%
Polystyrene #6 - Styrofoam		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Plastic Strapping		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Metal		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Wood		0.00	0.0%	0.01	0.1%			0.00	0.0%			0.00	0.0%	0.01	0.0%	0.00	0.0%	0.01	0.0%
Textiles		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Shoes/Boots		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Office Supplies (Pens, Markers, etc)		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Take-out Food Packaging		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Food/Snack Wrappers		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
PPE		0.00	0.0%	0.01	0.1%			0.00	0.0%			0.00	0.0%	0.01	0.0%	0.00	0.0%	0.01	0.0%
Work Gloves - Cloth		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Work Gloves - Latex/Nitrile/etc		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Lab Glass		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Lab Plastics		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
E- Waste		0.00	0.0%	0.00	0.0%			0.00	0.0%			0.00	0.0%	0.00	0.0				

Table B14: Annual Waste Management & Diversion Summary

Material Stream	3Rs or Disposed	2013 Total ¹			2016 Total			2017/18 Total			2019 Total			2021 Total			2022 Total		
		kg	MT	%	kg	MT	%	kg	MT	%	kg	MT	%	kg	MT	%	kg	MT	%
Peterborough - Waste/Garbage	Disposed	260,610	260.6	100.0%	287,221	287.22	97.7%	254,170	254.17	96.5%	306,850	306.85	97.8%	288,609	288.61	97.6%	303,738	303.74	97.8%
Peterborough - Turf Repurpose	Disposed							2,400	2.40	34.5%		0.00	0.0%		0.00	0.0%		0.00	0.0%
Durham - Waste/Garbage	Disposed				6,700	6.70	2.3%	6,950	6.95	2.6%	6,950	6.95	2.2%	6,950	6.95	2.4%	6,950	6.95	2.2%
Sub-Total			260.6	42.3%		293.92	18.8%		263.52	13.4%		313.80	18.7%		295.56	18.7%		310.69	20.4%
Peterborough Campus																			
Cardboard	Recycled	14,588	14.6	4.1%	499,981	499.98	39.3%	506,597	506.60	29.8%	458,416	458.42	33.6%	450,992	450.99	35.0%	338,458	338.46	27.9%
Cardboard - Moves	Recycled							2,184	2.18	0.1%	920	0.92	0.1%	0	0.00	0.0%			0.0%
Mixed Papers	Recycled	82,280	82.3	23.2%	280,585	280.59	22.1%	309,630	309.63	18.2%	364,860	364.86	26.7%	266,900	266.90	20.7%	314,755	314.76	25.9%
Mixed Containers	Recycled	91,520	91.5	25.8%	365,371	365.37	28.7%	365,371	365.37	21.5%	370,060	370.06	27.1%	362,318	362.32	28.1%	360,641	360.64	29.7%
Confidential Papers	Recycled		32.8	9.2%	17,999	18.00	1.4%	19,157	19.16	1.1%	19,157	19.16	1.4%	19,157	19.16	1.5%	10332.3	10.33	0.9%
Scrap Metals	Recycled	7,340	7.3	2.1%	15,470	15.47	1.2%	12,530	12.53	0.7%	10,915	10.92	0.8%	10,160	10.16	0.8%	4,460	4.46	0.4%
Scrap Wood	Recycled	22,019	22.0	6.2%	16,532	16.53	1.3%	23,642	23.64	1.4%	11,613	11.61	0.9%	11,610	11.61	0.9%	11,730	11.73	1.0%
Organics	Composted		84.0	23.7%	50,375	50.38	4.0%	88,474	88.47	5.2%	88,474	88.47	6.5%	88,474	88.47	6.9%	88,474	88.47	7.3%
Oil & Grease	Recycled			0.0%	5,150	5.15	0.4%	4,150	4.15	0.2%	4,150	4.15	0.3%	2,650	2.65	0.2%	4088	4.09	0.3%
Batteries	Recycled	112	0.1	0.0%	364	0.36	0.0%	480	0.48	0.0%	480	0.48	0.0%	480	0.48	0.0%	180	0.18	0.0%
Electronic Wastes	Recycled	2,182	2.2	0.6%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	6,000	6.00	0.5%	5,292	5.29	0.4%
Bulbs & Ballasts	Recycled	504	0.5	0.1%	0.00	0.00	0.0%	12,810	12.81	0.8%	0.00	0.00	0.0%	0.00	0.00	0.0%			0.0%
Construction & Demolition	Recycled																		
Coffee Pods	Recycled																25	0.02	0.002%
Move-in LDPE	Recycled																49	0.05	0.004%
Move-in Poly	Recycled																136.4	0.14	0.011%
Lab Glass	Recycled																864	0.86	0.1%
Lab Plastics	Recycled																52	0.05	0.0%
Wood Pallets	Reused	10,980	11.0	3.1%	450	0.45	0.04%	450	0.45	0.03%	450	0.45	0.03%	450	0.45	0.03%	2352.3	2.35	0.19%
Printer Toners	Reused		0.5	0.1%	497	0.50	0.04%	582	0.58	0.03%	582	0.58	0.04%	582	0.58	0.05%			0.00%
Swap Shop	Reused		6.0	1.7%	9,863	9.86	0.8%	9,863	9.86	0.6%	9,863	9.86	0.7%	5,903	5.90	0.5%	5,903	5.90	0.5%
Artificial Turf Repurpose	Reused							320,000	320.00			0.00	0.0%						0.0%
LCBO Returns	Reused												254	0.25	0.02%	266	0.27	0.02%	
Waste Reduction Initiatives	Reduction				119	0.12	0.01%	95	0.10	0.01%	95	0.10	0.01%	95	0.10	0.01%	3,499	3.50	0.29%
Durham Campus																			
Cardboard & Mixed Papers	Recycled				7,646	7.65	0.6%	5,711	5.71	0.3%	5,711	5.71	0.4%	8,268	8.27	0.6%	8,268	8.27	0.7%
Mixed Containers	Recycled				700	0.70	0.1%	700	0.70	0.0%	700	0.70	0.1%	1,000	1.00	0.1%	1,000	1.00	0.1%
Confidential Papers	Recycled				423	0.42	0.0%	423	0.42	0.0%	423	0.42	0.0%	31,626	31.63	2.5%	31,626	31.63	2.6%
Bulbs & Ballasts	Recycled				200	0.20	0.0%	200	0.20	0.0%	200	0.20	0.0%			0.0%			0.0%
Batteries	Recycled				200	0.20	0.0%	200	0.20	0.0%	200	0.20	0.0%	500	0.50	0.0%	500	0.50	0.0%
Printer Toners	Reused				10	0.01	0.0%	10	0.01	0.0%	10	0.01	0.0%	100	0.10	0.0%	100	0.10	0.0%
Organics	Composted							18,720	18.72	1.1%	18,720	18.72	1.4%	19,550	19.55	1.5%	19,550	19.55	1.6%
Lab Glass	Recycled												215	0.22	0.0%	215	0.22	0.0%	
Lab Plastics	Recycled												13	0.01	0.0%	13	0.01	0.0%	
Oil & Grease	Recycled				165	0.16	0.0%	165	0.16	0.0%	165	0.16	0.0%	500	0.50	0.0%	500	0.50	0.0%
Yard Wastes	Recycled																		0.0%
Waste Reduction Initiatives	Reduction																		0.0%
Sub-Total			354.8	57.7%		1272.10	100.0%		1702.14	100.0%		1366.16	100.0%		1287.80	100.0%		1213.33	100.0%
Total Generated			615.4	100.0%	1566.02	100.0%		1965.66	100.0%		1679.96	100.0%		1583.36	100.0%		1524.02	100.0%	
Total Recycled			253.3	41.2%	1210.79	77.3%		1263.95	64.3%		1247.97	74.3%		1172.39	74.0%		1093.18	71.7%	
Total Reused			17.5	2.84%	10.82	0.7%		330.90	16.8%		10.90	0.6%		7.29	0.5%		8.62	0.6%	
Total Reduced			0.0	--	0.12	0.01%		0.10	0.005%		0.10	0.006%		0.10	0.006%		3.50	0.2%	
Total Composted			84.0	13.6%	50.38	3.22%		107.19	5.5%		107.19	6.4%		108.02	6.8%		108.02	7.1%	
Total Disposed			260.6	42.3%	293.92	18.8%		263.52	13.4%		313.80	18.7%		295.56	18.7%		310.69	20.4%	
Achieved Waste Diversion Rate			57.7%		81.2%			86.6%			81.3%			81.3%				79.6%	
Additional Recyclable Materials in Wastes Disposed to Landfill (MT)			77.6		140.0			120.9			97.6			128.3				143.2	
Potential Waste Diversion Rate			70.3%		90.2%			92.7%			87.1%			89.4%				88.8%	

Notes:
1. Values taken from Trent U's 2013 waste audit report.

Appendix C

Peterborough Campus - Waste Audit Summary

Ministry of the Environment Waste Form
Report of a Waste Audit
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

Name of Owner and/or Operator of Entity(ies) and Company Name: Trent University - Peterborough Campus			
Name of Contact Person: Shelley Strain		Telephone #: 705-748-1011x7157	Email address: shelleystrain@trentu.ca
Street Address(es) of Entity(ies): Peterborough Campus: 1600 West Bank Drive			
Municipality: Peterborough Campus: Peterborough, Ontario			
Type of Entity (check one)			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input type="checkbox"/>	Educational Institutions	<input checked="" type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

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

II. DESCRIPTION OF ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Trent University is an educational institution with approximately 8940 FTE students which satisfies Part X of Ontario Regulation 102/94 & 103/94. O.Reg. 102/94 requires operators of educational institutions with more than 350 full- or part-time students enrolled during the calendar year to conduct an annual waste audit and implement a waste reduction work plan. O.Reg. 103/94 requires that source separation programs be implemented and maintained for fine papers, newsprint, aluminum cans, steel cans, glass beverage containers and corrugated cardboard. Trent University undertook this audit in order to assist them in reducing wastes generated on campus and/or disposed to landfill, while being in compliance with the required Regulations.</p>

III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

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?
PET (#1) plastic food and beverage bottles	<i>Brought onto campus or generated on campus by staff/students.</i>
HDPE (#2) Containers	<i>Brought onto campus/generated on campus by staff/students.</i>
Polypropylene (#5) Containers	<i>Brought onto campus or generated on campus by staff/students.</i>
Polystyrene (#6) Containers	<i>Brought onto campus/generated on campus by staff/students.</i>
Glass food and beverage bottles/jars	<i>Brought onto campus or generated on campus by staff/students.</i>
Aluminum food and beverage cans	<i>Brought onto campus or generated on campus by staff/students.</i>
Steel food and beverage cans	<i>Brought onto campus or generated on campus by staff/students.</i>
Gable Top Containers	<i>Brought onto campus or generated on campus by staff/students.</i>
Aseptic Containers	<i>Brought onto campus or generated on campus by staff/students.</i>
Fine paper	<i>Brought onto campus or generated on campus by staff/students.</i>
Newsprint	<i>Brought onto campus or generated on campus by staff/students.</i>
TrentU Branded Papers	<i>Generated on campus by staff/students.</i>
Boxboard shoe boxes, cereal boxes, etc.	<i>Brought onto campus or generated on campus by staff/students.</i>
Glossy magazines, catalogues, flyers	<i>Brought onto campus or generated on campus by staff/students.</i>
Cardboard	<i>Brought onto campus, shipping/generated on campus by staff/students.</i>
Organic Food Waste	<i>Brought onto campus/generated on campus by staff/students.</i>
Compostable Fibers	<i>Brought onto campus/generated on campus by staff/students.</i>
Compostable Dishware	<i>Brought onto campus/generated on campus by staff/students.</i>
Coffee cups	<i>Brought onto campus/generated on campus by staff/students.</i>
Coffee pods	<i>Generated by staff/students on campus</i>
Other Fiber Drink Cups	<i>Brought onto campus/generated on campus by staff/students.</i>
LDPE (#4) plastic film	<i>Brought onto campus/generated on campus by staff/students.</i>
Styrofoam	<i>Brought onto campus/generated on campus by staff/students.</i>
Plastics Strapping	<i>Generated by staff/students on campus</i>
Scrap Metals	<i>Generated by staff/students on campus</i>
Scrap Woods/Pallets	<i>Generated by staff/students on campus</i>
Textiles	<i>Brought onto campus/generated on campus by staff/students.</i>
Shoes/Boots	<i>Brought onto campus/generated on campus by staff/students.</i>
Office Supplies (Pens, Markers, etc)	<i>Brought onto campus/generated on campus by staff/students.</i>
Take-out Food Packaging	<i>Brought onto campus/generated on campus by staff/students.</i>
Food/Snack Wrappers	<i>Brought onto campus/generated on campus by staff/students.</i>
PPE	<i>Generated by staff/students on campus</i>
Work Gloves - Cloth	<i>Generated by staff/students on campus</i>
Work Gloves – Latex/Nitrile	<i>Generated by staff/students on campus</i>
Lab Glass	<i>Generated by staff/students on campus</i>
Lab Plastics	<i>Generated by staff/students on campus</i>
Electronic Wastes	<i>Brought onto campus/generated on campus by staff/students.</i>
Bulbs & Ballasts	<i>Generated by staff/students on campus</i>
Batteries	<i>Brought onto campus/generated on campus by staff/students.</i>
Printer Toners	<i>Generated by staff/students on campus</i>
Other: Cutlery	<i>Brought onto campus/generated on campus by staff/students.</i>
Other: Plastic Straws	<i>Brought onto campus/generated on campus by staff/students.</i>
Other: reusable cups/containers	<i>Brought onto campus/generated on campus by staff/students.</i>
Oil & Grease	<i>Generated by staff/students on campus</i>
Yard Wastes	<i>Generated by staff/students on campus</i>
Donations/Swap-Shop	<i>Generated by staff/students on campus</i>
Construction & Demolition	<i>Generated by staff/students on campus</i>
Waste Reduction Initiatives	<i>Generated by staff/students on campus</i>
Residual Materials	<i>Generated by staff/students on campus</i>

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

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).

Category	Waste to be Disposed	Reused or Recycled Waste
PET (#1) plastic food and beverage bottles	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
HDPE (#2) Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Polypropylene (#5) Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Polystyrene (#6) Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Glass food and beverage bottles/jars	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Aluminum food and beverage cans	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Steel food and beverage cans	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Gable Top Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Aseptic Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Fine paper	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Newsprint	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
TrentU Branded Papers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Boxboard shoe boxes, cereal boxes, etc.	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Glossy magazines, catalogues, flyers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Cardboard	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Organic Food Waste	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Compostable Fibers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Compostable Dishware	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Coffee cups	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Coffee pods	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Other Fiber Drink Cups	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
LDPE (#4) plastic film	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Styrofoam	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Plastics Strapping	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Scrap Metals	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Scrap Woods/Pallets	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Textiles	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Shoes/Boots	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Office Supplies (Pens, Markers, etc)	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Take-out Food Packaging	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Food/Snack Wrappers	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
PPE	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Work Gloves - Cloth	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>

Work Gloves – Latex/Nitrile	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Lab Glass	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Lab Plastics	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Electronic Wastes	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Bulbs & Ballasts	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Batteries	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Printer Toners	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Other: Cutlery	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Other: Plastic Straws	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Other: reusable cups/containers	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Oil & Grease	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Yard Wastes	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Donations/Swap-Shop	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Construction & Demolition	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Waste Reduction Initiatives	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Residual Materials	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>

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

Peterborough Campus

Categories of Waste	Estimated Amount of Waste											
	Generated			Reduced/Reused			Recycled			Disposed		
	"A"	"B" Current	"C" *	"A"	"B" Current	"C" *	"A"	"B" Current	"C" *	"A"	"B" Current	"C" *
	Base Year	Year	Change (B - A)	Base Year	Year	Change (B - A)	Base Year	Year	Change (B - A)	Base Year	Year	Change (B - A)
Tonnes												
PET (#1) plastic food and beverage bottles	68.71	47.30	-21.42	0.00	0.00	0.00	49.17	32.66	-16.51	19.54	14.64	-4.91
HDPE (#2) Containers	5.45	25.31	19.86	0.00	0.00	0.00	3.90	20.97	17.07	1.55	4.34	2.79
Polypropylene (#5) Containers	0.65	29.08	28.43	0.00	0.00	0.00	0.47	16.02	15.56	0.18	13.05	12.87
Polystyrene (#6) Containers	0.00	6.70	6.70	0.00	0.00	0.00	0.00	2.72	2.72	0.00	3.98	3.98
Glass food and beverage bottles/jars	18.76	266.17	247.41	0.00	0.00	0.00	13.42	266.17	252.75	5.33	0.00	-5.33
Aluminum food and beverage cans	11.62	23.44	11.82	0.00	0.00	0.00	8.32	13.53	5.21	3.31	9.91	6.61
Steel food and beverage cans	0.00	5.11	5.11	0.00	0.00	0.00	0.00	3.62	3.62	0.00	1.49	1.49
Gable Top/Milk Containers	7.83	10.55	2.72	0.00	0.00	0.00	5.60	2.32	-3.28	2.23	8.23	6.00
Aseptic Containers	1.96	10.92	8.97	0.00	0.00	0.00	1.40	2.63	1.23	0.56	8.29	7.74
Fine paper	112.50	83.74	-28.76	0.00	0.00	0.00	98.07	74.56	-23.51	14.43	9.18	-5.25
Newsprint	1.92	0.00	-1.92	0.00	0.00	0.00	1.58	0.00	-1.58	0.35	0.00	-0.35
TrentU Branded Paper	0.00	26.07	26.07	0.00	0.00	0.00	0.00	22.81	22.81	0.00	3.26	3.26
Boxboard shoe boxes, cereal boxes, etc.	25.52	158.50	132.98	0.00	0.00	0.00	20.90	138.68	117.78	4.62	19.82	15.20
Glossy magazines, catalogues, flyers	4.61	101.75	97.14	0.00	0.00	0.00	3.78	89.03	85.25	0.84	12.72	11.89
Corrugated Cardboard	14.80	343.30	328.49	0.00	0.00	0.00	14.59	338.46	323.87	0.21	4.84	4.62
Organic Food Waste	135.92	121.15	-14.77	0.00	0.00	0.00	84.00	88.47	4.47	51.92	32.67	-19.25
Compostable Fibres*	12.80	37.17	24.37	0.00	0.00	0.00	0.00	0.00	0.00	12.80	37.17	24.37
Compostable Dishware	0.00	0.33	0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.33	0.33
Coffee Cups	9.33	8.88	-0.45	0.00	0.00	0.00	0.00	0.00	0.00	9.33	8.88	-0.45
Coffee Pods	0.00	0.02	0.02	0.00	0.00	0.00	0.00	0.02	0.02	0.00	0.00	0.00
Other Fiber Drink Cups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LDPE (#4) Plastic Films	1.04	12.84	11.80	0.00	0.00	0.00	0.00	0.00	0.00	1.04	12.84	11.80
Styrofoam (#6) Plastic	0.25	0.00	-0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	-0.25
Move-In LDPE	0.00	0.05	0.05	0.00	0.00	0.00	0.00	0.05	0.05	0.00	0.00	0.00
Move-In Poly	0.00	0.14	0.14	0.00	0.00	0.00	0.00	0.14	0.14	0.00	0.00	0.00
Plastic Strapping	10.98	0.00	-10.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scrap Metal	8.12	13.19	5.08	0.00	0.00	0.00	0.00	4.46	4.46	0.78	8.73	7.96
Scrap Wood/Pallets	22.18	14.30	-7.88	10.98	2.35	-8.63	0.00	11.73	11.73	0.16	0.22	0.06
Textiles	0.00	0.00	0.00	0.00	0.00	0.00	7.34	0.00	-7.34	0.00	0.00	0.00
Shoes/Boots	0.00	0.00	0.00	0.00	0.00	0.00	22.02	0.00	-22.02	0.00	0.00	0.00
Office Supplies (Pens, Markers, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Take-out Food Packaging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/Snack Wrappers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PPE	0.00	2.06	2.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.06	2.06
Work Gloves - Cloth	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Work Gloves - Latex/Nitrile/etc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lab Glass	0.00	0.86	0.86	0.00	0.00	0.00	0.00	0.86	0.86	0.00	0.00	0.00
Lab Plastics	0.00	0.05	0.05	0.00	0.00	0.00	0.00	0.05	0.05	0.00	0.00	0.00
Electronic Wastes	2.18	21.87	19.69	0.00	0.00	0.00	0.00	5.29	5.29	0.00	16.58	16.58
Fluorescent Bulbs	1.00	0.00	-1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Batteries	0.00	0.19	0.19	0.00	0.00	0.00	2.18	0.18	-2.00	0.00	0.01	0.01
Printer Toners	0.00	0.00	0.00	0.50	0.00	-0.50	0.50	0.00	-0.50	0.00	0.00	0.00
Service Accessories	0.00	2.65	2.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.65	2.65
Any other Trent Branded package, -like item	0.00	0.87	0.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.87	0.87
All other Trent branded items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-recyclable primary packaging	0.00	0.25	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25
Oil & Grease	0.00	4.09	4.09	0.00	0.00	0.00	0.00	4.09	4.09	0.00	0.00	0.00
Yard Wastes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations/Swap Shop	6.00	5.90	-0.10	6.00	5.90	-0.10	0.00	0.00	0.00	0.00	0.00	0.00
LCBO Returns	0.00	0.27	0.27	0.00	0.27	0.27	0.00	0.00	0.00	0.00	0.00	0.00
Reduction Initiatives	0.00	3.50	3.50	0.00	3.50	3.50	0.00	0.00	0.00	0.00	0.00	0.00
Residual Materials	131.20	66.74	-64.46	0.00	0.00	0.00	0.00	0.00	0.00	131.20	66.74	-64.46
Total	615.45	1455.29	839.96	17.48	12.02	-5.46	337.34	1139.54	802.30	260.62	303.74	43.12
Percent Change (C - A x 100)			136.5%			-31.2%			237.8%			16.5%

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.

Base year taken as 2013

VI. EXTENT TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY THE ENTITY CONSIST OF RECYCLED OR REUSED MATERIALS OR PRODUCTS

Please answer the following questions:

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.

TrentU Sustainability Department continues to work toward further institutionalization of good practice through policy development. The following policies have been implemented at the university:

- *Environment and Sustainability Policy, 2014*
- *Fair Trade Purchasing Policy for Apparel at Trent University, 2002*
- *Policy on Environmentally Sustainable Procurement, 2017*
- *Policy on Single Unit Bottled Water at Trent University, 2010*
- *Policy on Resource Recovery & Waste Diversion, 2017*
- *Guide to being a temporary food service provider on campus.*
- *Guide for construction and demolition waste diversion.*
- *Purchasing Policy for Fair Trade Certified Products, 2008*

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.

Not applicable.

* 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.

Please attach any additional page(s) as required to answer the above questions.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.		
Signature of authorized official:	Title:	Date:

Appendix D

Peterborough Campus - Waste Reduction Work Plan

Ministry of the Environment Waste Form
Report of a Waste Reduction Work Plan
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

Name of Owner and/or Operator of Entity(ies) and Company Name: Trent University - Peterborough Campus			
Name of Contact Person: Shelley Strain		Telephone #: 705-748-1011x7157	Email address: shelleystrain@trentu.ca
Street Address(es) of Entity(ies): Peterborough Campus: 1600 West Bank Drive			
Municipality: Peterborough Campus: Peterborough, Ontario			
Type of Entity (check one)			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input type="checkbox"/>	Educational Institutions	X
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

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

II. DESCRIPTION OF THE ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Trent University is an educational institution with approximately 8940 FTE students which satisfies Part X of Ontario Regulation 102/94 & 103/94. O.Reg. 102/94 requires operators of educational institutions with more than 350 full- or part-time students enrolled during the calendar year to conduct an annual waste audit and implement a waste reduction work plan. O.Reg. 103/94 requires that source separation programs be implemented and maintained for fine papers, newsprint, aluminum cans, steel cans, glass beverage containers and corrugated cardboard. Trent University undertook this audit in order to assist them in reducing wastes generated on campus and/or disposed to landfill, while being in compliance with the required Regulations.</p>

III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

<p>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.</p>	
Waste Category (as stated in Part V of your “Report of a Waste Audit”)	Source Separation and 3Rs Program
Mixed Containers (PET, HDPE, LDPE, PP, PS, Aluminum, Steel, Glass, Aseptic)	<p><u>“Mixed Container 3Rs Program”</u> <u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers food/beverage containers for lunch and breaks. Trent University will encourage suppliers to reduce the amount of polystyrene used to transport supplies. Trent University will encourage suppliers to reduce the amount of plastic film and wrapping materials used to transport supplies. Trent University added water bottle refilling stations on campus. These stations helped the university reduce the amount of plastic water bottles used on campus. <u>Reuse:</u> Staff/Students will be encouraged to reuse plastic crates and totes wherever possible. Trent University implemented a reusable mug discount program. <u>Recycle:</u> Staff/Students will be provided with recycling bins in high waste generating areas and food service areas for mixed containers. Staff/Students will be encouraged to place mixed containers in appropriate recycling bins with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large roll away bins for collection as required.</p>
Mixed Papers (Fine Paper, newsprint, boxboard, TrentU branded papers, other recyclable papers)	<p><u>“Mixed Paper 3Rs Program”</u> <u>Reduce:</u> Staff/Students will be encouraged to print on both sides of each piece of paper as well as not print when it is unnecessary. Staff/Students will be encouraged to take reading materials home with them after they are finished with them. Staff and students will be sent, via email, news sources that are available online opposed to purchasing paper copies of news. <u>Reuse:</u> Discarded paper with print only on one side will be used for note pads/scrap paper. Staff/Students will be encouraged to leave newspapers they are finished reading in common areas for others to read. Staff/Students will be reminded of the existing LCBO/Beer Store return program. <u>Recycle:</u> Staff/Students will be provided with instructions via email. Receptacles will be provided in each office, classroom and high waste generating areas. Staff/Students will be encouraged to place newsprint, fine paper, boxboard, magazines, molded papers, etc in appropriate recycling bins with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large roll away bins for collection as required.</p>
Confidential Papers	<p><u>“Confidential Paper 3Rs Program”</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Receptacles will be provided in each designated area as required. Staff/Students will be encouraged to place all confidential paper in the designated consoles. Contactor will empty consoles appropriately for shredding and recycling as required.</p>
Cardboard	<p><u>“Cardboard 3Rs Program”</u> <u>Reduce:</u> Suppliers will be encouraged to make use of reusable containers for the shipment of supplies to Trent University. <u>Reuse:</u> Cardboard boxes will be reused for shipments when appropriate. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Organics, Compostable Fibers, Compostable Dishware	<p><u>“Organics 3Rs Program”</u> <u>Reduce:</u> Students will be encouraged to bring uneaten food items home after lunch breaks or uneaten. Non-perishable food items can be donated to a local food drive. <u>Reuse:</u> Staff/Students provided with reusable china in some food service areas. <u>Recycle:</u> Staff/Students will be continually reminded of the existing program. Kitchen staff &</p>

	<p>cleaners trained on where to dispose of waste correctly. Signs improved relating to organics program to assist staff/students in sorting organic stream correctly. Selling of disposable food containers discouraged on campus, and if sold, containers should be compostable. Updated organics handouts for staff/student education/training program. Training of food service staff regarding improvements to organics program.</p>
Coffee Cups, Coffee pods, Other drink cups	No 3Rs Programs
LDPE (#4) films, Styrofoam, Plastic Strapping	No 3Rs Programs
Lab glass and plastics	No 3Rs Programs
Scrap Woods/ Wood Pallets	<p><u>"Scrap Woods/Wood Pallets 3Rs Program"</u> <u>Reduce:</u> Staff to monitor use of Pallet to eliminate/reduce broken pallets. <u>Reuse:</u> Staff will be reminded of the existing program. Staff/Students will be encouraged to use scrap wood before new wood is purchased for use at the University. <u>Recycle:</u> Staff will be reminded of scrap wood recycling program.</p>
Scrap Metals	<p><u>"Scrap Metals 3Rs Program"</u> <u>Reduce:</u> Trent University will investigate through metal optimization study to insure steel is used with as little scrap generated as possible. <u>Reuse:</u> None. <u>Recycle:</u> Staff will be reminded of the existing program.</p>
Electronic Wastes	<p><u>"Electronic Wastes 3Rs Program"</u> <u>Reduce:</u> None. <u>Reuse:</u> Staff/students will be encouraged to reuse/donate electronic wastes if possible. . <u>Recycle:</u> Staff/Students will be reminded of the existing program, continue collecting for proper recycling of waste materials.</p>
Bulbs & Ballasts	<p><u>"Bulbs & Ballasts 3Rs Program"</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program.</p>
Batteries	<p><u>"Batteries 3Rs Program"</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program.</p>
Printer Toners	<p><u>"Printer Toners 3Rs Program"</u> <u>Reduce:</u> None. <u>Reuse:</u> Staff/Students will be reminded of the existing program. <u>Recycle:</u> Staff/Students will be reminded of the existing program.</p>
Oil & Grease	<p><u>"Oil & Grease 3Rs Program"</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program.</p>
Yard Wastes	<p><u>"Yard Wastes 3Rs Program"</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff will be reminded of the existing program. Grass clippings to be left after mowing. Trimmings to be mulched and/or recycled//composted on-site.</p>
Donations/Swap Shop	<p><u>"Donations/Swap Shop 3Rs Program"</u> <u>Reduce:</u> None. <u>Reuse:</u> Staff/Students will be reminded of the existing programs. <u>Recycle:</u> None.</p>
Construction & Demolition	<p><u>"Construction & Demolition 3Rs Program"</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing programs.</p>

IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN

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 #
Peterborough Campus		
Shelley Strain	All diversion programs or will direct to appropriate person(s).	705-748-1011x7157

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V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

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
Mixed Containers	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Mixed Papers	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Confidential Papers	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Cardboard	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Organics	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Scrap Wood/Wood Pallets	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Scrap Metals	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Electronic Waste	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Bulbs & Ballasts	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Batteries	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Printer Toners	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Oil & Grease	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Yard Wastes	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Donations/Swap Shop	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Construction & Demolition	<i>3Rs Program currently in place.</i>

VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

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

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students. Sustainability committee will review and develop a work plan to be posted on campus for staff and students. Additional promotional campaigns will also be considered to target specific audiences for specific programs. Continue to improve educational materials (hand-outs, flyers) and signage across campus as required.

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VII. ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED AMOUNT

Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (tonnes)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (tonnes)			Estimated Annual Amount to be Diverted ** (%)
			Reduce	Reuse	Recycle	
PET (#1) plastic food and beverage bottles	0.98	Mixed Container 3Rs Program			0.74	75%
HDPE (#2) Containers	0.00	Mixed Container 3Rs Program			0.00	75%
Polypropylene (#5) Containers	0.56	Mixed Container 3Rs Program			0.42	75%
Polystyrene (#6) Containers	0.06	Mixed Container 3Rs Program			0.05	75%
Glass food and beverage bottles/jars	0.74	Mixed Container 3Rs Program			0.55	75%
Aluminum food and beverage cans	0.25	Mixed Container 3Rs Program			0.19	75%
Steel food and beverage cans	0.00	Mixed Container 3Rs Program			0.00	75%
Gable Top Containers	0.10	Mixed Container 3Rs Program			0.08	75%
Aseptic Containers	0.01	Mixed Container 3Rs Program			0.01	75%
Fine paper	33.09	Mixed Papers & Confidential Paper 3Rs Program			28.13	85%
Newsprint	0.00	Mixed Papers 3Rs Program			0.00	75%
TrentU Branded Papers	0.12	Mixed Papers 3Rs Program			0.09	75%
Boxboard shoe boxes, cereal boxes, etc.	2.48	Mixed Papers 3Rs Program			1.86	75%
Glossy magazines, catalogues, flyers	0.55	Mixed Papers 3Rs Program			0.41	75%
Cardboard	4.37	Cardboard 3Rs Program			4.16	95%
Organic Food Waste	21.00	Organics 3Rs Program			12.60	60%
Compostable Fibers	1.24	Organics 3Rs Program			0.74	60%
Compostable Dishware	0.00	Organics 3Rs Program			0.00	60%

Coffee cups	0.30	No 3Rs Program				NA
Coffee pods	0.00	No 3Rs Program				NA
Other Fiber Drink Cups	0.00	No 3Rs Program				NA
LDPE (#4) plastic film	0.92	No 3Rs Program				NA
Styrofoam	0.00	No 3Rs Program				NA
Plastics Strapping	0.00	No 3Rs Program				NA
Scrap Metals	0.02	Scrap Metals 3Rs Program			0.02	95%
Scrap Woods/Pallets	0.03	Scrap Woods/Pallets 3Rs Program	0.45	0.03		95%
Textiles	0.00	No 3Rs Program				NA
Shoes/Boots	0.00	No 3Rs Program				NA
Office Supplies (Pens, Markers, etc)	0.00	No 3Rs Program				NA
Take-out Food Packaging	0.00	No 3Rs Program				NA
Food/Snack Wrappers	0.00	No 3Rs Program				NA
PPE	0.22	No 3Rs Program				NA
Work Gloves - Cloth	0.00	No 3Rs Program				NA
Work Gloves – Latex/Nitrile	0.00	No 3Rs Program				NA
Lab Glass	0.22	No 3Rs Program				NA
Lab Plastics	0.01	No 3Rs Program				NA
Electronic Wastes	0.00	Electronic Wastes 3Rs Program			0.00	95%
Bulbs & Ballasts	0.00	Bulbs & Ballasts 3Rs Program			0.00	95%
Batteries	0.50	Batteries 3Rs Program			0.48	95%
Printer Toners	0.10	Printer Toners 3Rs Program			0.10	95%
Other: Cutlery	0.00	No 3Rs Program				NA
Other: Plastic Straws	0.00	No 3Rs Program				NA
Other: reusable cups/containers	0.00	No 3Rs Program				NA
Oil & Grease	2.65	Oil & Grease 3Rs Program			2.65	100%
Yard Wastes	0.00	Yard Wastes 3Rs Program			0.00	100%
Donations/Swap-Shop	5.90	Donations/Swap Shop 3Rs Program			5.90	100%
Construction & Demolition	0.25	C&D 3Rs Program			0.25	100%
Waste Reduction Initiatives	0.10	Reduction Programs			0.10	100%
Residual Materials	46.18	No 3Rs Program				NA

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

** $Estimated\ Waste\ Diversion\ Rate = Amount\ of\ Waste\ Diverted\ (3Rs) \div Estimated\ Waste\ Produced \times 100\%$

I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.		
Signature of authorized official:	Title:	Date:

Appendix E

Durham Campus - Waste Audit Summary

Ministry of the Environment Waste Form
Report of a Waste Audit
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

Name of Owner and/or Operator of Entity(ies) and Company Name: Trent University - Durham Campus			
Name of Contact Person: Shelley Strain		Telephone #: 705-748-1011x7157	Email address: shelleystrain@trentu.ca
Street Address(es) of Entity(ies): Durham Campus: 55 Thornton Road South			
Municipality: Durham Campus: Oshawa, Ontario			
Type of Entity (check one)			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input type="checkbox"/>	Educational Institutions	<input checked="" type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

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

II. DESCRIPTION OF ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Trent University is an educational institution with approximately 8940 FTE students which satisfies Part X of Ontario Regulation 102/94 & 103/94. O.Reg. 102/94 requires operators of educational institutions with more than 350 full- or part-time students enrolled during the calendar year to conduct an annual waste audit and implement a waste reduction work plan. O.Reg. 103/94 requires that source separation programs be implemented and maintained for fine papers, newsprint, aluminum cans, steel cans, glass beverage containers and corrugated cardboard. Trent University undertook this audit in order to assist them in reducing wastes generated on campus and/or disposed to landfill, while being in compliance with the required Regulations.</p>

III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

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?
PET (#1) plastic food and beverage bottles	<i>Brought onto campus or generated on campus by staff/students.</i>
HDPE (#2) Containers	<i>Brought onto campus/generated on campus by staff/students.</i>
Polypropylene (#5) Containers	<i>Brought onto campus or generated on campus by staff/students.</i>
Polystyrene (#6) Containers	<i>Brought onto campus/generated on campus by staff/students.</i>
Glass food and beverage bottles/jars	<i>Brought onto campus or generated on campus by staff/students.</i>
Aluminum food and beverage cans	<i>Brought onto campus or generated on campus by staff/students.</i>
Steel food and beverage cans	<i>Brought onto campus or generated on campus by staff/students.</i>
Gable Top Containers	<i>Brought onto campus or generated on campus by staff/students.</i>
Aseptic Containers	<i>Brought onto campus or generated on campus by staff/students.</i>
Fine paper	<i>Brought onto campus or generated on campus by staff/students.</i>
Newsprint	<i>Brought onto campus or generated on campus by staff/students.</i>
TrentU Branded Papers	<i>Brought onto campus or generated on campus by staff/students.</i>
Boxboard shoe boxes, cereal boxes, etc.	<i>Brought onto campus or generated on campus by staff/students.</i>
Glossy magazines, catalogues, flyers	<i>Brought onto campus or generated on campus by staff/students.</i>
Cardboard	<i>Brought onto campus, shipping/generated on campus by staff/students.</i>
Organic Food Waste	<i>Brought onto campus/generated on campus by staff/students.</i>
Compostable Fibers	<i>Brought onto campus/generated on campus by staff/students.</i>
Compostable Dishware	<i>Brought onto campus/generated on campus by staff/students.</i>
Coffee cups	<i>Brought onto campus/generated on campus by staff/students.</i>
Coffee pods	<i>Generated by staff/students on campus</i>
Other Fiber Drink Cups	<i>Brought onto campus/generated on campus by staff/students.</i>
LDPE (#4) plastic film	<i>Brought onto campus/generated on campus by staff/students.</i>
Styrofoam	<i>Brought onto campus/generated on campus by staff/students.</i>
Plastics Strapping	<i>Generated by staff/students on campus</i>
Scrap Metals	<i>Generated by staff/students on campus</i>
Scrap Woods/Pallets	<i>Generated by staff/students on campus</i>
Textiles	<i>Brought onto campus/generated on campus by staff/students.</i>
Shoes/Boots	<i>Brought onto campus/generated on campus by staff/students.</i>
Office Supplies (Pens, Markers, etc)	<i>Brought onto campus/generated on campus by staff/students.</i>
Take-out Food Packaging	<i>Brought onto campus/generated on campus by staff/students.</i>
Food/Snack Wrappers	<i>Brought onto campus/generated on campus by staff/students.</i>
PPE	<i>Generated by staff/students on campus</i>
Work Gloves - Cloth	<i>Generated by staff/students on campus</i>
Work Gloves – Latex/Nitrile	<i>Generated by staff/students on campus</i>
Lab Glass	<i>Generated by staff/students on campus</i>
Lab Plastics	<i>Generated by staff/students on campus</i>
Electronic Wastes	<i>Brought onto campus/generated on campus by staff/students.</i>
Bulbs & Ballasts	<i>Generated by staff/students on campus</i>
Batteries	<i>Brought onto campus/generated on campus by staff/students.</i>
Printer Toners	<i>Generated by staff/students on campus</i>
Other: Cutlery	<i>Brought onto campus/generated on campus by staff/students.</i>
Other: Plastic Straws	<i>Brought onto campus/generated on campus by staff/students.</i>
Other: reusable cups/containers	<i>Brought onto campus/generated on campus by staff/students.</i>
Oil & Grease	<i>Generated by staff/students on campus</i>
Yard Wastes	<i>Generated by staff/students on campus</i>
Donations/Swap-Shop	<i>Generated by staff/students on campus</i>
Construction & Demolition	<i>Generated by staff/students on campus</i>
Waste Reduction Initiatives	<i>Generated by staff/students on campus</i>
Residual Materials	<i>Generated by staff/students on campus</i>

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

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).

Category	Waste to be Disposed	Reused or Recycled Waste
PET (#1) plastic food and beverage bottles	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
HDPE (#2) Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Polypropylene (#5) Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Polystyrene (#6) Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Glass food and beverage bottles/jars	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Aluminum food and beverage cans	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Steel food and beverage cans	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Gable Top Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Aseptic Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Fine paper	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Newsprint	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
TrentU Branded Papers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Boxboard shoe boxes, cereal boxes, etc.	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Glossy magazines, catalogues, flyers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Cardboard	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Organic Food Waste	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Compostable Fibers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Compostable Dishware	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Coffee cups	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Coffee pods	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Other Fiber Drink Cups	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
LDPE (#4) plastic film	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Styrofoam	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Plastics Strapping	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Scrap Metals	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Scrap Woods/Pallets	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Textiles	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Shoes/Boots	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Office Supplies (Pens, Markers, etc)	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Take-out Food Packaging	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Food/Snack Wrappers	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
PPE	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Work Gloves - Cloth	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>

Work Gloves – Latex/Nitrile	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Lab Glass	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Lab Plastics	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Electronic Wastes	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Bulbs & Ballasts	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Batteries	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Printer Toners	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Other: Cutlery	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Other: Plastic Straws	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Other: reusable cups/containers	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>
Oil & Grease	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Yard Wastes	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Donations/Swap-Shop	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Construction & Demolition	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Waste Reduction Initiatives	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in organics containers.</i>
Residual Materials	<i>Staff/Students place in garbage</i>	<i>No 3Rs Program.</i>

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

Durham Campus

Categories of Waste	Estimated Amount of Waste											
	Generated			Reduced/Reused			Recycled			Disposed		
	"A"	"B" Current	"C" *	"A"	"B" Current	"C" *	"A"	"B" Current	"C" *	"A"	"B" Current	"C" *
	Base Year	Year	Change (B - A)	Base Year	Year	Change (B - A)	Base Year	Year	Change (B - A)	Base Year	Year	Change (B - A)
Tonnes												
PET (#1) plastic food and beverage bottles	0.51	0.98	0.48	0.00	0.00	0.00	0.28	0.36	0.08	0.22	0.62	0.40
HDPE (#2) Containers	0.04	0.00	-0.04	0.00	0.00	0.00	0.02	0.00	-0.02	0.03	0.00	-0.03
Polypropylene (#5) Containers	0.12	0.56	0.45	0.00	0.00	0.00	0.05	0.21	0.16	0.07	0.36	0.29
Polystyrene (#6) Containers	0.13	0.06	-0.07	0.00	0.00	0.00	0.01	0.02	0.02	0.13	0.04	-0.09
Glass food and beverage bottles/jars	0.29	0.74	0.44	0.00	0.00	0.00	0.24	0.27	0.03	0.05	0.46	0.41
Aluminum food and beverage cans	0.28	0.25	-0.03	0.00	0.00	0.00	0.24	0.09	-0.15	0.04	0.16	0.12
Steel food and beverage cans	0.02	0.00	-0.02	0.00	0.00	0.00	0.01	0.00	-0.01	0.02	0.00	-0.02
Gable Top/Milk Containers	0.15	0.10	-0.04	0.00	0.00	0.00	0.09	0.04	-0.05	0.06	0.06	0.01
Aseptic Containers	0.10	0.01	-0.09	0.00	0.00	0.00	0.08	0.00	-0.07	0.03	0.01	-0.02
Fine paper	32.90	33.09	0.19	0.00	0.00	0.00	32.59	32.94	0.35	0.31	0.15	-0.16
Newsprint	0.38	0.00	-0.37	0.00	0.00	0.00	0.31	0.00	-0.31	0.06	0.00	-0.06
TrentU Branded Paper	0.01	0.12	0.11	0.00	0.00	0.00	0.01	0.11	0.10	0.00	0.01	0.01
Boxboard shoe boxes, cereal boxes, etc.	2.33	2.48	0.15	0.00	0.00	0.00	2.03	2.22	0.18	0.29	0.26	-0.03
Glossy magazines, catalogues, flyers	1.17	0.55	-0.62	0.00	0.00	0.00	0.81	0.49	-0.32	0.36	0.06	-0.31
Corrugated Cardboard	4.17	4.37	0.21	0.00	0.00	0.00	4.13	4.13	0.00	0.03	0.24	0.21
Organic Food Waste	22.00	21.00	-1.00	0.00	0.00	0.00	19.55	19.55	0.00	2.45	1.45	-1.00
Compostable Fibres*	1.06	1.24	0.18	0.00	0.00	0.00	0.00	0.00	0.00	1.06	1.24	0.18
Compostable Dishware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Coffee Cups	0.58	0.30	-0.28	0.00	0.00	0.00	0.00	0.00	0.00	0.58	0.30	-0.28
Coffee Pods	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Fiber Drink Cups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LDPE (#4) Plastic Films	0.42	0.92	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.42	0.92	0.50
Styrofoam (#6) Plastic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plastic Strapping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scrap Metal	0.04	0.02	-0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.04	0.02	-0.02
Scrap Wood/Pallets	0.00	0.03	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.03	0.03
Textiles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shoes/Boots	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies (Pens, Markers, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Take-out Food Packaging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/Snack Wrappers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PPE	0.00	0.22	0.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.22	0.22
Work Gloves - Cloth	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Work Gloves - Latex/Nitrile/etc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lab Glass	0.00	0.22	0.22	0.00	0.00	0.00	0.00	0.22	0.22	0.00	0.00	0.00
Lab Plastics	0.00	0.01	0.01	0.00	0.00	0.00	0.00	0.01	0.01	0.00	0.00	0.00
Electronic Wastes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fluorescent Bulbs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Batteries	0.51	0.50	-0.01	0.00	0.00	0.00	0.50	0.50	0.00	0.01	0.00	-0.01
Printer Toners	0.10	0.10	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Accessories	0.00	0.06	0.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.06	0.06
Any other Trent Branded package, -like item	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All other Trent branded items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-recyclable primary packaging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oil & Grease	0.50	0.50	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00
Yard Wastes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations/Swap Shop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LCBO Returns	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reduction Initiatives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Residual Materials	0.44	0.27	-0.17	0.00	0.00	0.00	0.00	0.00	0.00	0.44	0.27	-0.17
Total	68.25	68.72	0.48	0.10	0.10	0.00	61.44	61.67	0.23	6.70	6.95	0.25
Percent Change (C ÷ A x 100)			0.7%			--			0.4%			3.7%

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.

Base year taken as 2016.

VI. EXTENT TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY THE ENTITY CONSIST OF RECYCLED OR REUSED MATERIALS OR PRODUCTS

Please answer the following questions:

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.

TrentU Sustainability Department continues to work toward further institutionalization of good practice through policy development. The following policies have been implemented at the university:

- *Environment and Sustainability Policy, 2014*
- *Fair Trade Purchasing Policy for Apparel at Trent University, 2002*
- *Policy on Environmentally Sustainable Procurement, 2017*
- *Policy on Single Unit Bottled Water at Trent University, 2010*
- *Policy on Resource Recovery & Waste Diversion, 2017*
- *Guide to being a temporary food service provider on campus.*
- *Guide for construction and demolition waste diversion.*
- *Purchasing Policy for Fair Trade Certified Products, 2008*

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.

Not applicable.

* 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.

Please attach any additional page(s) as required to answer the above questions.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.		
Signature of authorized official:	Title:	Date:

Appendix F

Durham Campus - Waste Reduction Work Plan

Ministry of the Environment Waste Form
Report of a Waste Reduction Work Plan
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

Name of Owner and/or Operator of Entity(ies) and Company Name: Trent University - Durham Campus			
Name of Contact Person: Shelley Strain		Telephone #: 705-748-1011x7157	Email address: shelleystrain@trentu.ca
Street Address(es) of Entity(ies): Durham Campus: 55 Thornton Road South			
Municipality: Durham Campus: Oshawa, Ontario			
Type of Entity (check one)			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input type="checkbox"/>	Educational Institutions	X
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

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

II. DESCRIPTION OF THE ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Trent University is an educational institution with approximately 8940 FTE students which satisfies Part X of Ontario Regulation 102/94 & 103/94. O.Reg. 102/94 requires operators of educational institutions with more than 350 full- or part-time students enrolled during the calendar year to conduct an annual waste audit and implement a waste reduction work plan. O.Reg. 103/94 requires that source separation programs be implemented and maintained for fine papers, newsprint, aluminum cans, steel cans, glass beverage containers and corrugated cardboard. Trent University undertook this audit in order to assist them in reducing wastes generated on campus and/or disposed to landfill, while being in compliance with the required Regulations.</p>

III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

<p>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.</p>	
Waste Category (as stated in Part V of your “Report of a Waste Audit”)	Source Separation and 3Rs Program
Mixed Containers (PET, HDPE, LDPE, PP, PS, Aluminum, Steel, Glass, Aseptic)	<p><u>“Mixed Container 3Rs Program”</u> <u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers food/beverage containers for lunch and breaks. Trent University will encourage suppliers to reduce the amount of polystyrene used to transport supplies. Trent University will encourage suppliers to reduce the amount of plastic film and wrapping materials used to transport supplies. Trent University added water bottle refilling stations on campus. These stations helped the university reduce the amount of plastic water bottles used on campus. <u>Reuse:</u> Staff/Students will be encouraged to reuse plastic crates and totes wherever possible. Trent University implemented a reusable mug discount program. <u>Recycle:</u> Staff/Students will be provided with recycling bins in high waste generating areas and food service areas for mixed containers. Staff/Students will be encouraged to place mixed containers in appropriate recycling bins with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large roll away bins for collection as required.</p>
Mixed Papers (Fine Paper, newsprint, boxboard, TrentU branded papers, other recyclable papers)	<p><u>“Mixed Paper 3Rs Program”</u> <u>Reduce:</u> Staff/Students will be encouraged to print on both sides of each piece of paper as well as not print when it is unnecessary. Staff/Students will be encouraged to take reading materials home with them after they are finished with them. Staff and students will be sent, via email, news sources that are available online opposed to purchasing paper copies of news. <u>Reuse:</u> Discarded paper with print only on one side will be used for note pads/scrap paper. Staff/Students will be encouraged to leave newspapers they are finished reading in common areas for others to read. Staff/Students will be reminded of the existing LCBO/Beer Store return program. <u>Recycle:</u> Staff/Students will be provided with instructions via email. Receptacles will be provided in each office, classroom and high waste generating areas. Staff/Students will be encouraged to place newsprint, fine paper, boxboard, magazines, molded papers, etc in appropriate recycling bins with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large roll away bins for collection as required.</p>
Confidential Papers	<p><u>“Confidential Paper 3Rs Program”</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Receptacles will be provided in each designated area as required. Staff/Students will be encouraged to place all confidential paper in the designated consoles. Contactor will empty consoles appropriately for shredding and recycling as required.</p>
Cardboard	<p><u>“Cardboard 3Rs Program”</u> <u>Reduce:</u> Suppliers will be encouraged to make use of reusable containers for the shipment of supplies to Trent University. <u>Reuse:</u> Cardboard boxes will be reused for shipments when appropriate. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Organics, Compostable Fibers, Compostable Dishware	<p><u>“Organics 3Rs Program”</u> <u>Reduce:</u> Students will be encouraged to bring uneaten food items home after lunch breaks or uneaten. Non-perishable food items can be donated to a local food drive. <u>Reuse:</u> Staff/Students provided with reusable china in some food service areas. <u>Recycle:</u> Staff/Students will be continually reminded of the existing program. Kitchen staff &</p>

	<i>cleaners trained on where to dispose of waste correctly. Signs improved relating to organics program to assist staff/students in sorting organic stream correctly. Selling of disposable food containers discouraged on campus, and if sold, containers should be compostable. Updated organics handouts for staff/student education/training program. Training of food service staff regarding improvements to organics program.</i>
Coffee Cups, Coffee pods, Other drink cups	<i>No 3Rs Programs</i>
LDPE (#4) films, Styrofoam, Plastic Strapping	<i>No 3Rs Programs</i>
Lab glass and plastics	<i>No 3Rs Programs</i>
Scrap Woods/ Wood Pallets	<i><u>"Scrap Woods/Wood Pallets 3Rs Program"</u> Reduce: Staff to monitor use of Pallet to eliminate/reduce broken pallets. Reuse: Staff will be reminded of the existing program. Staff/Students will be encouraged to use scrap wood before new wood is purchased for use at the University. Recycle: Staff will be reminded of scrap wood recycling program.</i>
Scrap Metals	<i><u>"Scrap Metals 3Rs Program"</u> Reduce: Trent University will investigate through metal optimization study to insure steel is used with as little scrap generated as possible. Reuse: None. Recycle: Staff will be reminded of the existing program.</i>
Electronic Wastes	<i><u>"Electronic Wastes 3Rs Program"</u> Reduce: None. Reuse: Staff/students will be encouraged to reuse/donate electronic wastes if possible. . Recycle: Staff/Students will be reminded of the existing program, continue collecting for proper recycling of waste materials.</i>
Bulbs & Ballasts	<i><u>"Bulbs & Ballasts 3Rs Program"</u> Reduce: None. Reuse: None. Recycle: Staff/Students will be reminded of the existing program.</i>
Batteries	<i><u>"Batteries 3Rs Program"</u> Reduce: None. Reuse: None. Recycle: Staff/Students will be reminded of the existing program.</i>
Printer Toners	<i><u>"Printer Toners 3Rs Program"</u> Reduce: None. Reuse: Staff/Students will be reminded of the existing program. Recycle: Staff/Students will be reminded of the existing program.</i>
Oil & Grease	<i><u>"Oil & Grease 3Rs Program"</u> Reduce: None. Reuse: None. Recycle: Staff/Students will be reminded of the existing program.</i>
Yard Wastes	<i><u>"Yard Wastes 3Rs Program"</u> Reduce: None. Reuse: None. Recycle: Staff will be reminded of the existing program. Grass clippings to be left after mowing. Trimmings to be mulched and/or recycled//composted on-site.</i>
Donations/Swap Shop	<i><u>"Donations/Swap Shop 3Rs Program"</u> Reduce: None. Reuse: Staff/Students will be reminded of the existing programs. Recycle: None.</i>
Construction & Demolition	<i><u>"Construction & Demolition 3Rs Program"</u> Reduce: None. Reuse: None. Recycle: Staff/Students will be reminded of the existing programs.</i>

IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN

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 #
Durham Campus		
	All diversion programs or will direct to appropriate person(s).	

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V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

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
Mixed Containers	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Mixed Papers	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Confidential Papers	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Cardboard	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Bulbs & Ballasts	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Batteries	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Printer Toners	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Organics	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Oil & Grease	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>
Yard Wastes	<i>3Rs Program currently in place. Continual improvement to signage and additional promotional campaigns to be considered.</i>

VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:
Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students. Sustainability committee will review and develop a work plan to be posted on campus for staff and students. Additional promotional campaigns will also be considered to target specific audiences for specific programs. Continue to improve educational materials (hand-outs, flyers) and signage across campus as required.

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VII. ESTIMATED WASTE PRODUCED BY AMOUNT

MATERIAL TYPE AND THE PROJECTED

Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (tonnes)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (tonnes)			Estimated Annual Amount to be Diverted ** (%)
			Reduce	Reuse	Recycle	
PET (#1) plastic food and beverage bottles	0.98	Mixed Container 3Rs Program			0.74	75%
HDPE (#2) Containers	0.00	Mixed Container 3Rs Program			0.00	75%
Polypropylene (#5) Containers	0.56	Mixed Container 3Rs Program			0.42	75%
Polystyrene (#6) Containers	0.06	Mixed Container 3Rs Program			0.05	75%
Glass food and beverage bottles/jars	0.74	Mixed Container 3Rs Program			0.55	75%
Aluminum food and beverage cans	0.25	Mixed Container 3Rs Program			0.19	75%
Steel food and beverage cans	0.00	Mixed Container 3Rs Program			0.00	75%
Gable Top Containers	0.10	Mixed Container 3Rs Program			0.08	75%
Aseptic Containers	0.01	Mixed Container 3Rs Program			0.01	75%
Fine paper	33.09	Mixed Papers & Confidential Paper 3Rs Program			28.13	85%
Newsprint	0.00	Mixed Papers 3Rs Program			0.00	75%
TrentU Branded Papers	0.12	Mixed Papers 3Rs Program			0.09	75%
Boxboard shoe boxes, cereal boxes, etc.	2.48	Mixed Papers 3Rs Program			1.86	75%
Glossy magazines, catalogues, flyers	0.55	Mixed Papers 3Rs Program			0.41	75%
Cardboard	4.37	Cardboard 3Rs Program			4.16	95%
Organic Food Waste	21.00	Organics 3Rs Program			12.60	60%
Compostable Fibers	1.24	Organics 3Rs Program			0.74	60%
Compostable Dishware	0.00	Organics 3Rs Program			0.00	60%
Coffee cups	0.30	No 3Rs Program				NA
Coffee pods	0.00	No 3Rs Program				NA
Other Fiber Drink Cups	0.00	No 3Rs Program				NA
LDPE (#4) plastic film	0.92	No 3Rs Program				NA
Styrofoam	0.00	No 3Rs Program				NA
Plastics Strapping	0.00	No 3Rs Program				NA
Scrap Metals	0.02	Scrap Metals 3Rs Program			0.02	95%
Scrap	0.03	Scrap Woods/Pallets 3Rs			0.03	95%

Woods/Pallets		<i>Program</i>				
Textiles	0.00	<i>No 3Rs Program</i>				NA
Shoes/Boots	0.00	<i>No 3Rs Program</i>				NA
Office Supplies (Pens, Markers, etc)	0.00	<i>No 3Rs Program</i>				NA
Take-out Food Packaging	0.00	<i>No 3Rs Program</i>				NA
Food/Snack Wrappers	0.00	<i>No 3Rs Program</i>				NA
PPE	0.22	<i>No 3Rs Program</i>				NA
Work Gloves - Cloth	0.00	<i>No 3Rs Program</i>				NA
Work Gloves – Latex/Nitrile	0.00	<i>No 3Rs Program</i>				NA
Lab Glass	0.22	<i>No 3Rs Program</i>				NA
Lab Plastics	0.01	<i>No 3Rs Program</i>				NA
Electronic Wastes	0.00	<i>Electronic Wastes 3Rs Program</i>			0.00	95%
Bulbs & Ballasts	0.00	<i>Bulbs & Ballasts 3Rs Program</i>			0.00	95%
Batteries	0.50	<i>Batteries 3Rs Program</i>			0.48	95%
Printer Toners	0.10	<i>Printer Toners 3Rs Program</i>			0.10	95%
Other: Cutlery	0.00	<i>No 3Rs Program</i>				NA
Other: Plastic Straws	0.00	<i>No 3Rs Program</i>				NA
Other: reusable cups/containers	0.00	<i>No 3Rs Program</i>				NA
Oil & Grease	0.50	<i>Oil & Grease 3Rs Program</i>			0.50	100%
Yard Wastes	0.00	<i>Yard Wastes 3Rs Program</i>			0.00	100%
Donations/Swap- Shop	0.00	<i>Donations/Swap Shop 3Rs Program</i>				NA
Construction & Demolition	0.00	<i>C&D 3Rs Program</i>				NA
Waste Reduction Initiatives	0.00	<i>Reduction Programs</i>				100%
Residual Materials	1.23	<i>No 3Rs Program</i>				NA

* *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:	Title:	Date: