

# 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

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> Hastings and Prince Edward District School Board			
<b>Name of Contact Person:</b> Melanie Zeitz-Morrish		<b>Telephone #:</b> 613-966-1170 x. 2105	<b>Email address:</b> mmorrish@hpedsb.on.ca
<b>Street Address(es) of Entity(ies):</b> 224 Palmer Road			
<b>Municipality:</b> Belleville, Ontario			
<b>Type of Entity (check one)</b>			
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>Hastings and Prince Edward District School Board (HPEDSB) retained the services of Waste Reduction Group Inc to conduct a solid non-hazardous waste audit for a representative secondary school. The school ranged from Grade 9 to 12 and had a student population of approximately 893 students. The waste audit examined representative samples of waste materials (garbage and recyclables) from the facility to gain an understanding of the distribution, quantities and composition of solid waste materials generated on campus. HPEDSB conducted the waste audit to comply with O.Reg. 102/94. The school maintains a mixed recycling program that captures all mandatory recyclable materials outlined in O.Reg.103/94 for educational institutions. HPEDSB is interested in waste reduction solutions to reduce the amount of wastes disposed to landfill and reduce their impact on the environment.</p>
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### 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/generated on campus by staff/students.</i>
HDPE (#2) plastic food and beverage bottles	<i>Brought onto campus/generated on campus by staff/students.</i>
Polypropylene (#5) Plastic	<i>Brought onto campus/generated on campus by staff/students.</i>
Polystyrene (#6) Plastic	<i>Brought onto campus/generated on campus by staff/students.</i>
Glass food and beverage bottles/jars	<i>Brought onto campus/generated on campus by staff/students.</i>
Aluminum food and beverage cans	<i>Brought onto campus/generated on campus by staff/students.</i>
Steel food and beverage cans	<i>Brought onto campus/generated on campus by staff/students.</i>
Gable top Containers	<i>Brought onto campus/generated on campus by staff/students.</i>
Aseptic Containers	<i>Brought onto campus/generated on campus by staff/students.</i>
Fine paper	<i>Brought onto campus/generated on campus by staff/students.</i>
Newsprint	<i>Brought onto campus/generated on campus by staff/students.</i>
Boxboard shoe boxes, cereal boxes, etc.	<i>Brought onto campus/generated on campus by staff/students.</i>
Other Recyclable Paper Fibers	<i>Brought onto campus/generated on campus by staff/students.</i>
Cardboard	<i>Brought onto campus/generated on campus by staff/students.</i>
Paper towels	<i>Generated by staff/students on campus</i>
Coffee Cups	<i>Brought onto campus/generated on campus by staff/students.</i>
Organics / Food Waste	<i>Brought onto campus/generated on campus by staff/students.</i>
LDPE (#4) Plastic films	<i>Brought onto campus/generated on campus by staff/students.</i>
Styrofoam (#6) Plastics	<i>Brought onto campus/generated on campus by staff/students.</i>
Plastic Strapping	<i>Brought onto campus/generated on campus by staff/students.</i>
Scrap Wood	<i>Generated by campus operations</i>
Scrap Metal	<i>Generated by campus operations</i>
Electronic Wastes	<i>Brought onto campus/generated on campus by staff/students.</i>
Light Bulbs & Ballasts	<i>Generated by campus operations</i>
Batteries	<i>Brought onto campus/generated on campus by staff/students.</i>
Printer cartridges	<i>Generated by campus operations</i>
Non-Recyclable	<i>Brought onto campus/generated on campus by staff/students.</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).

<b>Category</b>	<b>Waste to be Disposed</b>	<b>Reused or Recycled Waste</b>
PET (#1) plastic food and beverage bottles	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
HDPE (#2) plastic food and beverage bottles	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Polypropylene (#5) Plastic	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Polystyrene (#6) Plastic	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Glass food and beverage bottles/jars	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Aluminum food and beverage cans	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Steel food and beverage cans	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Gable top Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Aseptic Containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Fine paper	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Newsprint	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Boxboard shoe boxes, cereal boxes, etc.	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Other Recyclable Paper Fibers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Cardboard	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Paper towels	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Coffee Cups	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Organics / Food Waste	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
LDPE (#4) Plastic films	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Styrofoam (#6) Plastics	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Plastic Strapping	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Scrap Wood	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Scrap Metal	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Electronic Wastes	<i>Staff/Students may place in garbage</i>	<i>Staff/Students to place in recycling containers.</i>
Light Bulbs & Ballasts	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Batteries	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Printer cartridges	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Non-Recyclable	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</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**

Categories of Waste	Estimated Amount of Waste											
	Generated			Reused			Recycled			Disposed		
	"A" Base Year	"B" Current Year	"C" * Change (A - B)	"A" Base Year	"B" Current Year	"C" * Change (A - B)	"A" Base Year	"B" Current Year	"C" * Change (A - B)	"A" Base Year	"B" Current Year	"C" * Change (A - B)
	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes
PET (#1)	0.45	0.45	0.0	0.00	0.00	0.0	0.23	0.23	0.0	0.22	0.22	0.0
HDPE (#2)	0.06	0.06	0.0	0.00	0.00	0.0	0.06	0.06	0.0	0.00	0.00	0.0
Polypro. (#5)	0.46	0.46	0.0	0.00	0.00	0.0	0.27	0.27	0.0	0.19	0.19	0.0
Polysty. (#6)	0.33	0.33	0.0	0.00	0.00	0.0	0.22	0.22	0.0	0.11	0.11	0.0
Glass	1.41	1.41	0.0	0.00	0.00	0.0	0.00	0.00	0.0	1.41	1.41	0.0
Aluminum	0.41	0.41	0.0	0.00	0.00	0.0	0.18	0.18	0.0	0.23	0.23	0.0
Steel	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Gable Top	0.14	0.14	0.0	0.00	0.00	0.0	0.14	0.14	0.0	0.00	0.00	0.0
Aseptic	0.02	0.02	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.02	0.02	0.0
Fine Paper	16.06	16.06	0.0	0.00	0.00	0.0	15.25	15.25	0.0	0.81	0.81	0.0
Newsprint	1.40	1.40	0.0	0.00	0.00	0.0	1.25	1.25	0.0	0.15	0.15	0.0
Boxboard	0.57	0.57	0.0	0.00	0.00	0.0	0.28	0.28	0.0	0.29	0.29	0.0
Other papers	0.45	0.45	0.0	0.00	0.00	0.0	0.21	0.21	0.0	0.25	0.25	0.0
Cardboard	5.95	5.95	0.0	0.00	0.00	0.0	5.95	5.95	0.0	0.00	0.00	0.0
Paper Towels	4.99	4.99	0.0	0.00	0.00	0.0	0.00	0.00	0.0	4.99	4.99	0.0
Coffee Cups	0.95	0.95	0.0	0.00	0.00	0.0	0.09	0.09	0.0	0.86	0.86	0.0
Organics	4.19	4.19	0.0	0.00	0.00	0.0	0.00	0.00	0.0	4.19	4.19	0.0
LDPE (#4) Plastic Films	0.88	0.88	0.0	0.00	0.00	0.0	0.58	0.58	0.0	0.31	0.31	0.0
Styrofoam (#6) Plastic	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Plastic Strapping	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Scrap Wood	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Scrap Metal	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Electronic Wastes	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Bulbs	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Batteries	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Printer Toners	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Other/Nonrecyclable	17.85	17.85	0.0	0.00	0.00	0.0	0.00	0.00	0.0	17.85	17.85	0.0
<b>Total</b>	<b>56.58</b>	<b>56.58</b>	<b>0.0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>	<b>24.71</b>	<b>24.71</b>	<b>0.0</b>	<b>31.87</b>	<b>31.87</b>	<b>0.0</b>
<b>Percent Change (C ÷ A x 100 )</b>			<b>0.0%</b>			<b>#DIV/0!</b>			<b>0.0%</b>			<b>0.0%</b>

**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.

2018 Taken as base year.

**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.

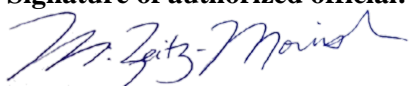
*While there is no formal management policy in place regarding the purchase and/or use of materials or products with reused or recycling content in the products used at the facility, the Purchasing Dept, Employees and Management try to make responsible choices whenever feasible.*

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 at this time.*

\* 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.

<b>I hereby certify that the information provided in this Report of Waste Audit is complete and correct.</b>		
<b>Signature of authorized official:</b> 	<b>Title:</b> Energy and Environmental Technologist	<b>Date:</b> Jan 2019

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**Appendix D**

**Waste Reduction Work Plan**

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# 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

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> Hastings and Prince Edward District School Board			
<b>Name of Contact Person:</b> Melanie Zeitz-Morrish		<b>Telephone #:</b> 613-966-1170 x. 2105	<b>Email address:</b> mmorrish@hpedsb.on.ca
<b>Street Address(es) of Entity(ies):</b> 224 Palmer Road			
<b>Municipality:</b> Belleville, Ontario			
<b>Type of Entity (check one)</b>			
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 THE ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Hastings and Prince Edward District School Board (HPEDSB) retained the services of Waste Reduction Group Inc to conduct a solid non-hazardous waste audit for a representative secondary school. The school ranged from Grade 9 to 12 and had a student population of approximately 893 students. The waste audit examined representative samples of waste materials (garbage and recyclables) from the facility to gain an understanding of the distribution, quantities and composition of solid waste materials generated on campus. HPEDSB conducted the waste audit to comply with O.Reg. 102/94. The school maintains a mixed recycling program that captures all mandatory recyclable materials outlined in O.Reg.103/94 for educational institutions. HPEDSB is interested in waste reduction solutions to reduce the amount of wastes disposed to landfill and reduce their impact on the environment.</p>
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### III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

For each category of waste described in Part V of “Report of a Waste Audit” (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.	
Waste Category (as stated in Part V of your “Report of a Waste Audit”)	Source Separation and 3Rs Program
PET (#1) plastic food and beverage bottles	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
HDPE (#2) plastic food and beverage bottles	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Polypropylene (#5) Plastic	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Polystyrene (#6) Plastic	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Glass food and beverage bottles/jars	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Aluminum food and beverage cans	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Steel food and beverage cans	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Gable top Containers	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Aseptic Containers	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Fine paper	<p><u>“Commingled 3Rs Program”</u>  <u>Reduce:</u> None.  <u>Reuse:</u> None.  <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.</p>



Newsprint	<u>“Commingled 3Rs Program”</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.
Boxboard shoe boxes, cereal boxes, etc.	<u>“Commingled 3Rs Program”</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.
Other Recyclable Paper Fibers	<u>“Commingled 3Rs Program”</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.
Cardboard	<u>“Commingled 3Rs Program”</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.
Paper towels	No Recycling Program Implemented
Coffee Cups	No Recycling Program Implemented
Organics / Food Waste	No Recycling Program Implemented
LDPE (#4) Plastic films	No Recycling Program Implemented
Styrofoam (#6) Plastics	No Recycling Program Implemented
Plastic Strapping	No Recycling Program Implemented
Scrap Wood	No Recycling Program Implemented
Scrap Metal	No Recycling Program Implemented
Electronic Wastes	<u>“Electronics 3Rs Program”</u> <u>Reduce:</u> None. <u>Reuse:</u> None. <u>Recycle:</u> Staff/Students will be reminded of the existing program. Cleaners will be trained on where to dispose of waste correctly.
Light Bulbs & Ballasts	No Recycling Program Implemented
Batteries	No Recycling Program Implemented
Printer cartridges	No Recycling Program Implemented
Non-Recyclable	No Recycling Program Implemented

**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.		
<b>Name of Person</b>	<b>Responsibility</b>	<b>Telephone #</b>
Melanie Zeitz-Morrish	All recycling programs	613-966-1170 x.2105
	(or will direct to person responsible)	

## 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.	
<b>Source Separation and 3Rs Program</b>	<b>Schedule for Completion</b>
Commingled Recycling	<i>3Rs Program currently in place</i>
Electronic wastes	<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:
Increase awareness of recycling programs at the facility through staff/student/custodian education programs. Such programs can include placement of posters in strategic locations around the building, and posting information regarding recycling, reuse, and reduction rates throughout the facility. Provide easy access to contact information for help or questions regarding the recycling programs. The recycling program should have as much consistency as possible throughout the entire school. A comprehensive waste management plan, as well as a training plan for all staff and students, must be developed to meet the school board's expectations for the recycling program.

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

Material Categories <i>(as stated in Part III)</i>	Estimated Annual Waste Produced * <i>(tonnes)</i>	Name of Proposed 3Rs Program <i>(as stated in Part III)</i>	Projections to Reduce, Reuse or Recycle Waste <i>(tonnes)</i>			Estimated Annual Amount to be Diverted ** <i>(%)</i>
			Reduce	Reuse	Recycle	
PET (#1) plastic food and beverage bottles	0.45	Commingled 3Rs Program			0.32	70%
HDPE (#2) plastic food and beverage bottles	0.06	Commingled 3Rs Program			0.04	70%
Polypropylene (#5) Plastic	0.46	Commingled 3Rs Program			0.32	70%
Polystyrene (#6) Plastic	0.33	Commingled 3Rs Program			0.23	70%
Glass food and beverage bottles/jars	1.41	Commingled 3Rs Program			0.98	70%
Aluminum food and beverage cans	0.41	Commingled 3Rs Program			0.28	70%
Steel food and beverage cans	0.00	Commingled 3Rs Program			0.00	70%
Gable top Containers	0.14	Commingled 3Rs Program			0.10	70%
Aseptic Containers	0.02	Commingled 3Rs Program			0.01	70%
Fine paper	16.06	Commingled 3Rs Program			11.24	70%
Newsprint	1.40	Commingled 3Rs Program			0.98	70%
Boxboard shoe boxes, cereal boxes, etc.	0.57	Commingled 3Rs Program			0.40	70%
Other Recyclable Paper Fibers	0.45	Commingled 3Rs Program			0.32	70%
Cardboard	5.95	Commingled 3Rs Program			5.66	95%
Paper towels	4.99	No Recycling Program				NA
Coffee Cups	0.95	No Recycling Program				NA
Organics / Food Waste	4.19	No Recycling Program				NA
LDPE (#4) Plastic films	0.88	No Recycling Program				NA
Styrofoam (#6) Plastics	0.00	No Recycling Program				NA
Plastic Strapping	0.00	No Recycling Program				NA
Scrap Wood	0.00	No Recycling Program				NA
Scrap Metal	0.00	No Recycling Program				NA
Electronic Wastes	0.00	Ewaste 3Rs Program			0.00	100%
Light Bulbs &	0.00	No Recycling Program				NA

Ballasts						
Batteries	0.00	No Recycling Program				NA
Printer cartridges	0.00	No Recycling Program				NA
Non-Recyclable	17.85	No Recycling 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.**

<b>Signature of authorized official:</b> 	<b>Title:</b> Energy and Environmental Tech	<b>Date:</b> Jan 2019
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