



waste reduction

Working together to reduce waste

**Hastings and Prince Edward District School Board
Representative Secondary School**

2022 Solid Non-Hazardous Waste Audit

As Required Under Ontario Regulation 102/94

Prepared for:

Hastings and Prince Edward District School Board

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Executive Summary

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 Centennial Secondary School located at 160 Palmer Road, Belleville, Ontario. The school was selected as a representative secondary school of the school board. A sample of waste materials (garbage and recyclables) was collected for the waste audit, weighing approximately 52.05 kg. The following list summarizes the overall combined waste material compositions determined from the audit:

Waste Material	Garbage Stream	Recycle Stream
Paper Towels	57.3%	--
Mixed Containers	17.9%	43.0%
Organics	12.9%	0.7%
Mixed Papers	4.4%	25.3%
Coffee Cups	3.7%	2.9%
Other/Non-recyclable	3.0%	7.0%
Textiles	0.6%	1.0%
PPE	0.2%	--
Cardboard	--	19.9%
Electronic Wastes	--	0.1%
LDPE (#4) Plastic Films	--	0.04%
Overall	100%	100%

A waste diversion program is implemented on campus for comingled recyclables (cardboard, mixed papers and containers). Through discussions with HPEDSB staff and service provider records, estimates of the annual amounts of solid non-hazardous waste materials diverted and disposed were determined. The following table summarizes the quantities of waste materials diverted as well as and disposed:

Waste Quantities Disposed & Diverted

Material	Total Waste	
	Tonnes	Percent
Materials Disposed to Landfill	28.53	39.0%
Materials Diverted from Landfill	44.71	61.0%
Total Waste Generated	73.24	100.0%

Based on the total amount of waste generated and materials recycled and reused, the annual waste diversion rate through existing programs at HPEDSB's representative secondary school is approximately 61%. The Ministry of the Environment, Conservation & Parks (MECP) provincial objective is 60% waste diversion. HPEDSB's management team are committed to improving the school's waste diversion rate and reducing the amount of waste materials disposed to landfill.

Table of Contents

Executive Summary.....	i
1 Introduction	1
1.1 Purpose	1
1.2 Scope of Work.....	1
2 Methodology.....	2
3 Waste Audit Results	2
3.1 Garbage Distribution, Quantities & Composition	3
3.2 Recyclables in Garbage Stream.....	4
3.3 Mixed Recycling Distribution, Quantities & Composition	5
4 Waste Diversion Programs & Disposal Systems.....	5
4.1 Waste Diversion Programs.....	5
4.2 Waste Disposal Systems.....	6
5 Performance Metrics	6
5.1 Waste Diversion Rate.....	6
5.2 Capture Rate	7
5.3 Year over Year Change in Waste Generation.....	8
5.3.1 Year-over-Year Change in Diverted Quantities	8
5.3.2 Year-over-Year Change in Garbage Disposed	8
6 Waste Audit Summary & Waste Reduction Work Plan	9
7 Conclusions & Recommendations	9

Appendices

Appendix A	Supporting Documentation
Appendix B	Waste Audit Data
Appendix C	Waste Audit Summary
Appendix D.....	Waste Reduction Work Plan Summary

1 Introduction

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 Centennial Secondary School located at 160 Palmer Road, Belleville, Ontario. The school was selected as a representative secondary school of the school board. The school ranges from Grade 9 to Grade 12 and has a student population of 984 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 proactively to remain in compliance with O.Reg. 102/94. HPEDSB is interested in waste reduction solutions to reduce the amount of wastes disposed to landfill and reduce their impact on the environment.

Note: This waste audit was conducted during the COVID-19 pandemic response. Due to the pandemic response, the collected waste audit samples and annual service records may not be representative of typical operations and caution should be used when comparing sample data between 2020/21/22 and different years at the same facility.

1.1 Purpose

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

- Comply with Ontario Regulation 102/94 – Waste Audits and Waste Reduction Work Plans Part XI, which requires educational institutions to conduct a waste audit covering the waste generated by the establishment, and prepare and implement a waste reduction work plan on an annual basis if, at the location or campus, at any time during the calendar year, more than 350 persons are enrolled (Refer to Appendix A for partial copy of the Regulation);
- 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 partial copy of the Regulation);
- Determine the annual waste diversion rate for the school resulting from existing waste reduction, reuse, and recycling programs;
- Identify and quantify the composition and point of generation of waste at the school;
- Identify any additional opportunities for waste reduction and diversion that may exist at the school; and
- Address any specific concerns or opportunities identified during the study.

1.2 Scope of Work

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

- Collected data pertaining to the waste composition and collection practices on May 3, 2022;
- Determined the total quantity of waste diverted from landfill by the school 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 Methodology

In coordination with HPEDSB staff, one (1) multi-day sample of waste materials (garbage and recyclables) were collected from the school in May 2022. The waste materials were sorted by qualified Waste Reduction Group staff using containers to keep materials separate, a portable certified scale and relevant safety gear. Refer to Appendix A for a copy of the scale certification report.

Waste materials generated throughout the various areas on campus were brought to a designated collection area. The waste stream and weight of each waste container/bag was recorded. Waste was then unloaded, sorted into individual waste material categories, weighted, rebagged and disposed of in appropriate bins.

Waste material sorting categories were established prior to the audit based on the MECP's O.Reg.103/94 requirements for source separation at educational institutions, and included:

- Fine paper
- Newsprint
- Corrugated Cardboard
- Aluminum food and beverage containers
- Glass food and beverage containers
- Steel food and beverage containers

In addition to these standard categories, other important waste materials such as organic waste, paper towel, various plastics, Styrofoam, yard waste, electronic waste, scrap wood, scrap metal, bulky items, furniture, and special wastes (batteries, oil, batteries, lamps and bulbs) were included depending on what was found in the sample.

3 Waste Audit Results

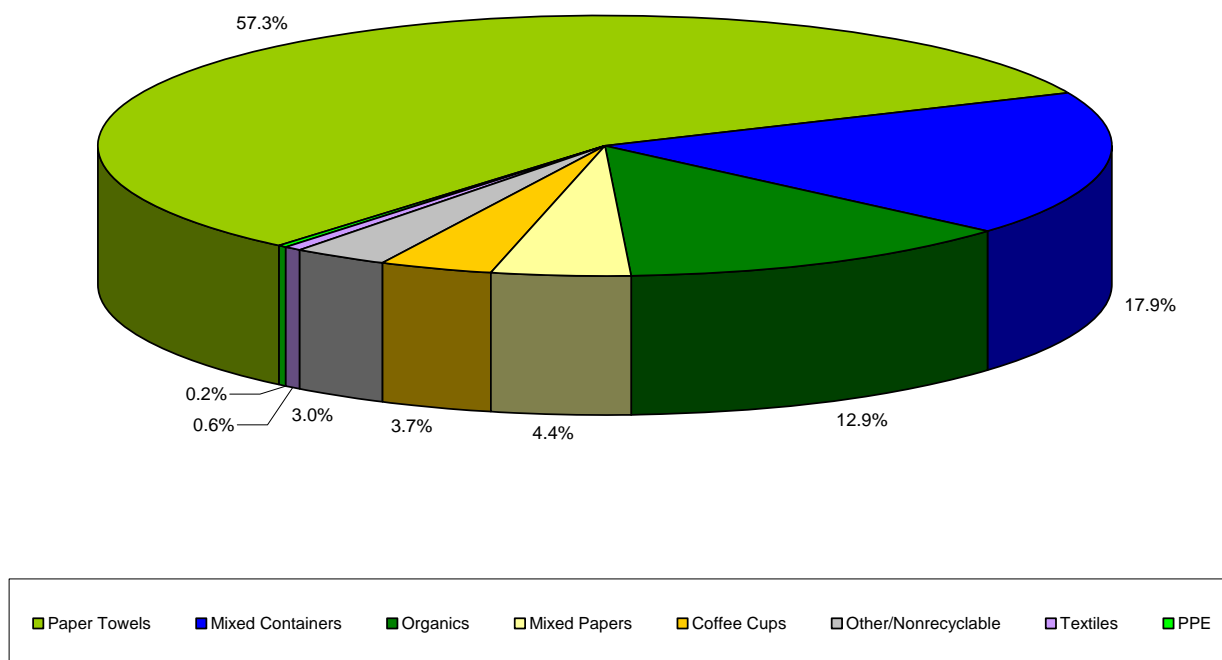
A key aspect of O. Reg. 102/94 is for waste generators to gain a good understanding of the areas of their operation that generate the most waste, how it is generated, as well as the wastes composition. One can use this information to focus their recycling and waste reduction efforts

efficiently and effectively. In general, the audits goal was to examine the quantity and nature of wastes coming from the various waste generating areas.

3.1 Garbage Distribution, Quantities & Composition

In total, 24.93 kg of garbage materials were collected and sorted for the audit. The garbage sample was not labelled per functional area that generated the material, such as classrooms, offices and staff areas. It is recommended that garbage materials be labelled per functional area for future waste audits. Figure 1 summarizes the overall combined garbage composition determined from the waste audit.

Figure 1: Overall Combined Garbage Composition



Data analysis indicates that approximately 92% of the overall sample was recyclable and 8% was not recyclable. Summary tables for each sample, including waste composition weights and percentages per functional area are included in Appendix B.

Paper towels were found in high quantities, representing 57.3% of the garbage sample (or 16.36 MT annually). HPEDSB may wish to investigate the feasibility of implementing a paper towel program in order to reduce the amount of this material disposed to landfill. Currently, paper towels are not a mandatory recyclable material per O.Reg.103/94.

High quantities of mixed containers and papers were found in the garbage stream, representing a combined 22.3% of the sample (or 6.36 MT annually). HPEDSB’s representative secondary school has implemented a mixed recycling program for mixed containers and mixed papers. Results suggest that better collection systems, improved labels, program promotion and/or improved

student/employee/cleaner education may be required to capture more of these materials. Glass, aluminum and steel food and beverage containers as well as fine papers and newsprint are mandatory recyclable materials per O.Reg.103/94.

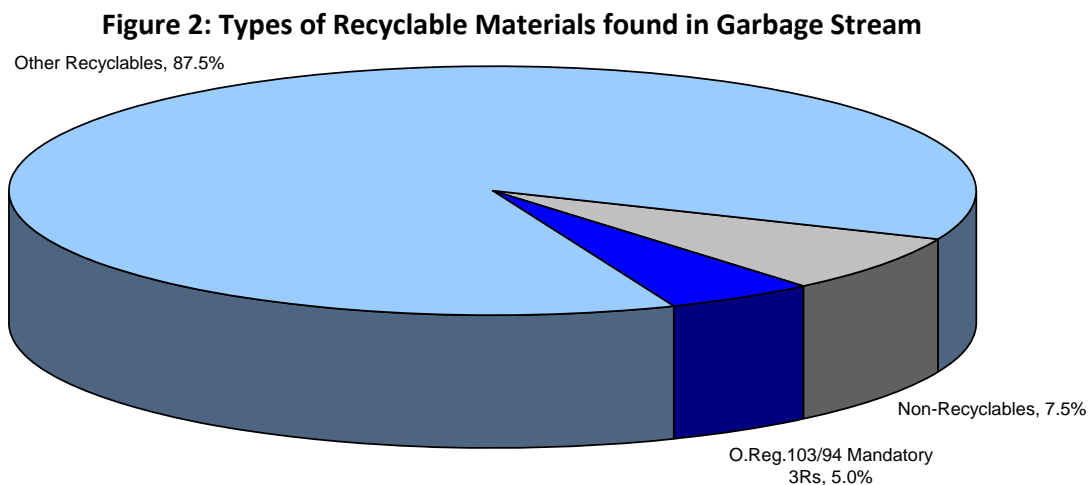
Organic food wastes were found in high quantities, representing 12.9% of the garbage sample (or 3.67 MT annually). HPEDSB may wish to investigate the feasibility of implementing an organics program in order to reduce the amount of organics disposed to landfill. Currently, organics are not a mandatory recyclable material 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.

3.2 Recyclables in Garbage Stream

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 2 summarizes the quantity of these 'mandatory recyclable' materials found in the garbage sample compared to 'other recyclable' materials as well as to 'non-recyclable' materials.



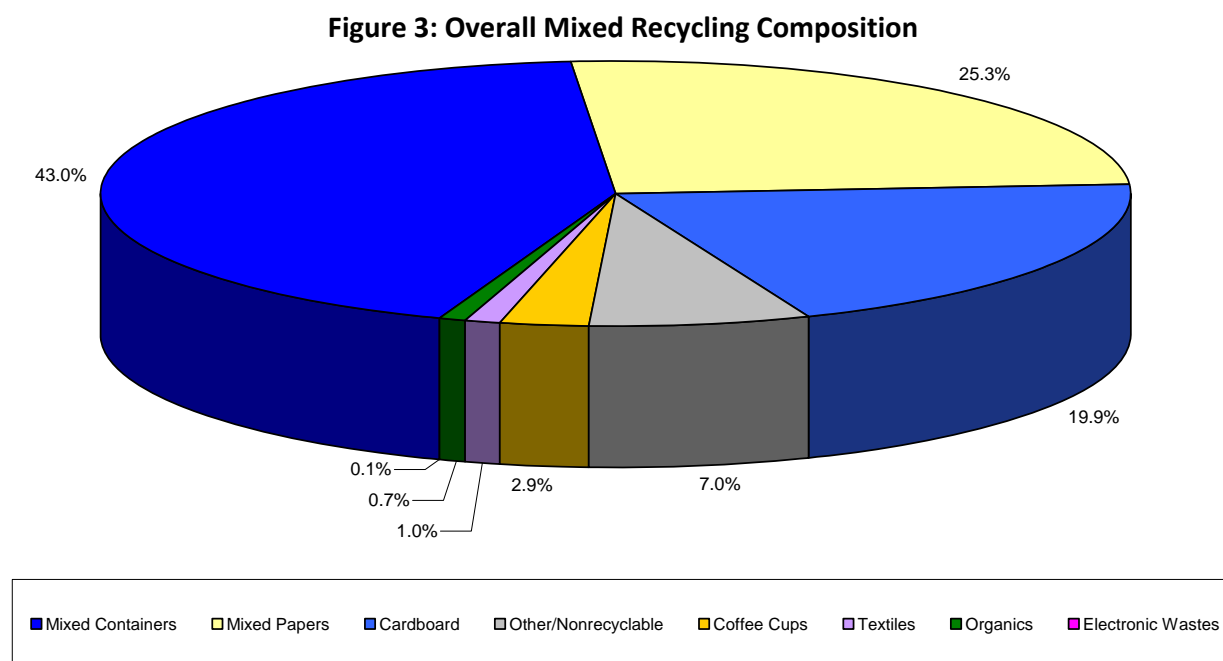
The data suggests that HPEDSB's representative secondary school has a low mandatory recyclable content in the overall garbage stream (i.e. approximately 5.0%). The most common mandatory recyclable material was fine papers. 'Other Recyclables' represented approximately 87.5% mainly

due to the presence of paper towels and organic food wastes found in the sample. Non-recyclable materials represented approximately 7.5% of the sample.

3.3 Mixed Recycling Distribution, Quantities & Composition

In total, 27.12 kg of mixed recycling materials were collected and sorted for the audit. The mixed recycling materials were not labelled per functional area that generated the material. It is recommended that recycling materials be labelled per functional area for future waste audits.

Figure 3 summarizes the overall combined mixed recycling composition determined from the waste audit.



Based on a review of the data, the mixed recycling stream at HPEDSB’s representative secondary school had a contamination rate of approximately 11.8%. Contamination was due to the presence of non-recyclable items, coffee cups, textiles, organics and electronic wastes. Summary tables including composition, weights and percentages, are included in Appendix B.

4 Waste Diversion Programs & Disposal Systems

4.1 Waste Diversion Programs

Table 1 summarizes the amount of waste materials diverted from landfill due to 3Rs programs implemented at the campus. It is understood that electronic wastes are also diverted at the school, however annual quantities were unknown thus they were not included.

Table 1: Waste Diversion Summary

Waste Material	3Rs Program	Total Diversion	
		Metric Tonnes	Percent
Mixed Recycling	Comingled 3Rs Program	43.24	96.7%
Cardboard	Comingled 3Rs Program	1.47	3.3%
Total		44.71	100.0%

Therefore the total amount of recyclables diverted from landfill was 44.71 MT between June 2021 and May 2022, or approximately 45.4 kg/student/yr.

The waste diversion program implemented on campus accepts fine paper, newsprint, cardboard, as well as aluminum and steel food and beverage cans. Glass is currently not accepted in the service provider’s recycling program. Therefore HPEDSB should investigate the feasibility of implementing a glass recycling program on-site in order to satisfy the mandatory recycling requirements for educational institutions per O.Reg.103/94.

4.2 Waste Disposal Systems

Regular solid non-hazardous waste is collected across the school and placed into two (2) 6-YD front-end bins located in a designated waste handling area. The total quantity of solid non-hazardous waste disposed to landfill between June 2021 and May 2022 was approximately 28.53 metric tonnes, or approximately 29.0 kg/student/yr. Waste is serviced once per week by Private Contractor.

5 Performance Metrics

5.1 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:

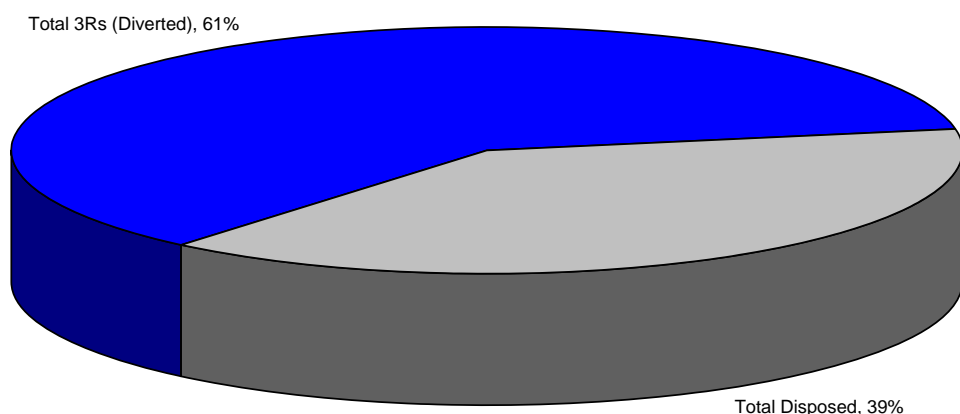
$$\text{Waste Diversion Rate} = \frac{\text{Total Waste Diverted (3Rs)}}{\text{Total Waste Generated}} * 100\%$$

Based on the total amount of waste generated and materials recycled and reused, the annual waste diversion rate through existing programs at HPEDSB’s representative secondary school was approximately 61%. Table 2 and Figure 4 summarize the quantities of wastes diverted and disposed. MECP’s provincial objective is 60% waste diversion.

Table 2: Annual Materials Diverted and Disposed

Material	Total Waste	
	Tonnes	Percent
Disposed to Landfill	28.53	39.0%
Material Recycled	44.71	61.0%
Total Waste Generated	73.24	100.0%
WASTE DIVERSION RATE		61%

Figure 4: Waste Audit Summary



Assuming 60% of all recyclable materials in the garbage stream are captured and diverted appropriately, the school’s potential waste diversion rate is approximately 69%.

5.2 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 3 summarizes the capture rate for the divertible materials at HPEDSB’s representative secondary school.

Table 3: Capture Rate Summary

Divertible Material	Material Generated Annually Metric Tonnes	3Rs Quantity Captured Annually Metric Tonnes	Capture Rate Percent
Mixed Recycling	35.91	29.55	82.3%
Cardboard	10.06	10.06	100%
Total Recycling	45.97	39.61	86.2%

Therefore capture rates of materials were determined to range between 82% and 100%, with the overall recycling material capture rate equal to 86%.

5.3 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 garbage and recyclables change making it difficult to have a direct comparison of data between years. It is recommended that HPEDSB 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 school board in gaining an understanding of the effectiveness of their waste diversion programs. For HPEDSB, the most applicable standard unit is student population.

5.3.1 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 standard unit compared to previous data. Refer to Table 4 for a summary. A positive year-over-year change indicates 3Rs programs are improving over time.

Table 4: Yr-over-Yr Change in 3Rs Quantities

Period	Total Materials Reduced, Reused Recycled (MT)	Student Population	Annual 3R Quantity (kg/student)	Yr-over-Yr Change in 3Rs Quantity (kg)
2018/19	44.71	1062	42.1	--
2021/22	44.71	984	45.4	+3.3

5.3.2 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 at the facility. Refer to Table 5 for a summary. A reduction in the year-over-year value will indicate the 3Rs programs are continually reducing wastes disposed to landfill.

Table 5: Yr-over-Yr Change in Disposed Quantities

Period	Total Disposed (MT)	Student Population	Annual Disposed Quantity (kg/student)	Yr-over-Yr Change in Disposed Quantity (kg)
2018/19	43.51	1062	41.0	--
2021/22	28.53	984	29.0	-12.0

6 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 respectively. The last page of each set of forms in the appendices need to be signed by an authorized person at the school.

According to O.Reg. 102/94, the Waste Reduction Work Plan (Appendix D) or a summary of the plan must be posted at the school 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.

7 Conclusions & Recommendations

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

- *Note: This waste audit was conducted during the COVID-19 pandemic response. Due to the pandemic response, the collected waste audit samples and annual service records may not be representative of typical operations and caution should be used when comparing sample data between 2020/21/22 and different years at the same facility.*
- HPEDSB’s representative secondary school disposed of approximately 28.53 tonnes of solid waste in landfills, and diverted approximately 44.71 tonnes of waste materials through existing recycling activities. This represents a waste diversion rate of approximately 61%. The provincial objective is 60% waste diversion.
- Two (2) waste diversion programs are implemented on campus for comingled recyclables and electronic wastes.
- The garbage and mixed recycling samples were not labelled per functional area that generated the material. It is recommended that garbage and recycling materials be labelled per functional area for future waste audits.
- The mixed recycling diversion program implemented on campus accepts fine paper, newsprint, cardboard, as well as aluminum and steel food and beverage cans. Glass is currently not accepted in the service provider’s recycling program. Therefore HPEDSB should investigate the feasibility of implementing a glass recycling program on-site in order to satisfy the mandatory recycling requirements for educational institutions per O.Reg.103/94.
- The mandatory recyclable content (per O.Reg.103/94) in the overall garbage stream was quite low at 5.0%. The most common mandatory recyclable material was fine papers. ‘Other

Recyclables' represented approximately 87.5% mainly due to the presence of paper towels and organic food wastes found in the sample. Non-recyclable materials represented approximately 7.5% of the sample.

- Capture rates of materials were determined to range between 82% and 100%, with the overall recycling material capture rate equal to 86%.
- It was determined that the average HPEDSB secondary student generates approximately 29 kg of garbage and 45 kg of recyclables per year respectively.
- It is recommended that HPEDSB 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 school board in gaining an understanding of the effectiveness of their waste diversion programs.
- Based on waste audit results, paper towels represented 57.3% of the garbage sample (or 16.36 MT annually). HPEDSB may wish to investigate the feasibility of implementing a paper towel program in order to reduce the amount of this material disposed to landfill. Currently, paper towels are not a mandatory recyclable material per O.Reg.103/94.
- Based on waste audit results, mixed containers and mixed papers represented a combined 22.3% of the garbage sample (or 6.36 MT annually). HPEDSB's representative secondary school has implemented a mixed recycling program for mixed containers and mixed papers. Results suggest that better collection systems, improved labels, program promotion and/or improved student/employee/cleaner education may be required to capture more of these materials. Glass, aluminum and steel food and beverage containers as well as fine papers and newsprint are mandatory recyclable materials per O.Reg.103/94.
- Organic food wastes represented 12.9% of the garbage sample (or 3.67 MT annually). HPEDSB may wish to investigate the feasibility of implementing an organics program in order to reduce the amount of organics disposed to landfill. Currently, organics are not a mandatory recyclable material 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.
- The mixed recycling stream at HPEDSB's representative secondary school had a contamination rate of approximately 11.8%. Contamination was due to the presence of non-recyclable items, coffee cups, textiles, organics and electronic wastes.
- 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 at the facility. We recommend only having waste bins that are attached to or close to multi-compartment recycling containers.
- It is recommended that new consistent signs be added to all recycling bins to assist students/staff in sorting wastes easily and correctly. Signs should be easily visible and instructive, such as those having pictograms. Signs are a very effective method of increasing participation, reducing contamination and increasing capture rate.

- Ensure HPEDSB’s Environmental Policy (Procedure 130) is clearly visible in all common areas throughout the facility. Emphasize HPEDSB’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 suggestion 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 HPEDSB be made aware of all available recycling programs. HPEDSB 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 each school and the entire school board.
- It is recommended that the school review operations for any other materials that may be diverted from landfill to add in the school’s waste diversion rate calculation. Potential programs may include scrap metals, furniture donations, light bulbs, batteries, printer toners, wood pallet reuse, yard wastes, book donations, etc. The annual quantity of all materials should be quantified and included in future waste audits.
- Support and encourage the purchase and use of “environmentally friendly”, reusable or recyclable materials and packaging, and/or those that contain recycled content.
- According to O.Reg. 102/94, the Waste Reduction Work Plan (Appendix D) 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 schools staff or students. It is understood that HPEDSB posts their Waste Reduction Work Plans online.
- 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.
- In order to be successful, the waste diversion program must have the full support of the HPEDSB management team.

Appendix A

Supporting Documentation

**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

HPEDSB CSS – Waste Audit Photos (May 3, 2022)



Typical PET in sample



Typical PET in sample



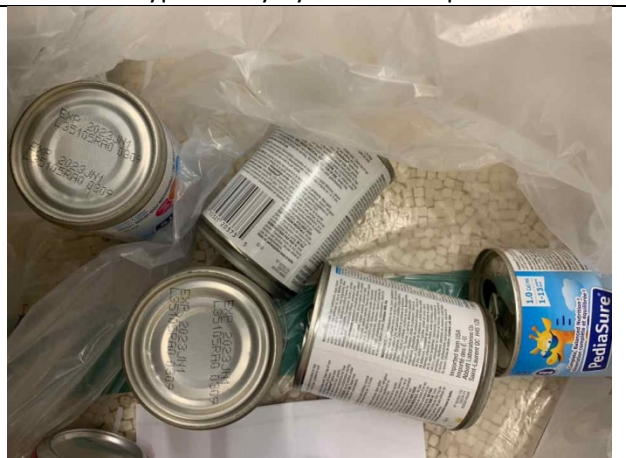
Typical HDPE in sample



Typical Polystyrene in sample



Typical Aluminum Cans in sample



Typical Steel Cans in sample

HPEDSB CSS – Waste Audit Photos (May 3, 2022)



Typical Paper fibres in sample



Typical Plastic bag in sample



Typical food wrappers in sample



Typical non-recyclable material in sample



Typical non-recyclable material in sample



Typical Ewaste in sample

HPEDSB CSS – Waste Audit Photos (May 3, 2022)



On-Site Garbage Bin



On-Site Recycle Totes



Typical bin set-up



Typical bin set-up

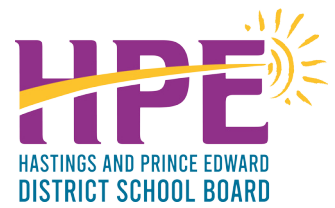


Typical bin set-up



Typical signage

2021-2022 School Year Calendar and Meeting Dates



September						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	PA ³	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	B ²⁷	28	29	30		

October						
SUN	MON	TUE	WED	THU	FRI	SAT
					PA ¹	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	B ²⁵	26	27	28	29	30

November						
SUN	MON	TUE	WED	THU	FRI	SAT
	PA ¹	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	B ²²	23	24	25	26	27
28	29	30				

December						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	B	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	B ^{24/31}	25	26	27	28	29

February						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	PA ²	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	B ²⁸					

March						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	B ²⁸	29	30	31		

April						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	B ²⁵	26	27	28	PA ²⁹	30

May						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
Education Week						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	B ²⁴	25	26	27	28
29	30	31				

June						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	PA ³	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	B ²⁰	21	22	23	24	25
26	27	28	29	30	PA ³⁰	

Legend

- Statutory holidays
- Student holidays
- PA** Professional Activity Day
- ERC** Elementary Report Card sent home
- B** Public Board Meeting
Meeting dates may change


First day of school for students is Tuesday, September 7, 2021. Junior Kindergarten students have a staggered start the week of September 7.

Last day of school is Wednesday, June 29, 2022.

Education Week is May 2 to 6, 2022.

Find secondary school quadmester start/end dates at HPESchools.ca

Bus information online at triboard.ca or call 1-866-569-6638. Sign up for cancellations and delays, check school boundaries and busing eligibility.



Contact Names & Numbers

Education Centre: 613-966-1170 Toll-free 1-800-267-4350

Board Members (Trustees)

SHANNON BINDER, Southeast Hastings, 613-921-1848
 MIKE BRANT, Tyendinaga Mohawk Territory, 613-962-3595
 LISAANNE CHATTEN, Belleville and Thurlow, 613-919-8448
 JENNIFER COBB, North Prince Edward, 613-847-0940
 BONNIE DANES, Centre Hastings, 613-472-6107
 SPENCER HUTCHISON, Trenton/CFB Trenton, 613-965-6054
 ALISON KELLY, South Prince Edward, 613-403-1697
 LUCILLE KYLE, North Hastings, 613-334-2898
 KRISTA McCONNELL, Belleville and Thurlow, 613-848-1178
 KRISTEN PARKS, Sidney and Frankford 613-661-3499

Supervisory Officers

KATHERINE MacIVER
 Director of Education, extension 62257
 LAINA ANDREWS, Superintendent of Education
 Human Resources Services, extension 62203
 KEN DOSTALER, Superintendent of Education
 Student Services, extension 62312
 TINA ELLIOTT, Superintendent of Education
 Curriculum Services, extension 62210
 NICK PFEIFFER, Superintendent of Business
 Business Services, extension 62280

School Groups

Bayside School Group

Bayside Public School, 613-962-0694
 Bayside Secondary School, 613-966-2922
 Frankford Public School, 613-398-6425
 Stirling Public School, 613-395-3389

Centennial School Group

Centennial Secondary School, 613-962-9233
 Foxboro Public School, 613-962-5151
 Park Dale School, 613-962-1341
 Prince Charles School (Belleville), 613-962-0247
 Sir John A. Macdonald School, 613-962-6400
 Susanna Moodie Elementary School, 613-966-8186

Central Hastings School Group

Central Hastings School, 613-473-4251
 Madoc Township Public School, 613-473-2902
 Marmora Public School, 613-472-2222
 Tweed Elementary School, 613-478-2714

Eastside School Group

Deseronto Public School, 613-396-2448
 Eastside Secondary School, 613-962-8668
 Harmony Public School, 613-962-7867
 Harry J. Clarke Public School, 613-969-0140
 Prince of Wales Public School, 613-968-8321
 Queen Elizabeth School (Belleville), 613-968-9173
 Queen Victoria School, 613-968-4547
 Tyendinaga Public School, 613-962-4447

North Hastings School Group

Bird's Creek Public School, 613-332-3721
 Coe Hill School, 613-337-5711
 Hermon Public School, 613-332-2897
 Maynooth Public School, 613-338-2816
 North Hastings High School, 613-332-1220
 York River Public School, 613-332-1833

Trenton School Group

North Trenton Public School, 613-392-6294
 Prince Charles Public School (Trenton), 613-392-5461
 Trenton High School, 613-392-1227
 Trent River Public School, 613-392-7466
 V.P. Carswell Elementary School, 613-392-8845

Prince Edward School Group

Athol-South Marysburgh Public School, 613-476-3974
 C.M.L. Snider School, 613-399-3474
 Kente Public School, 613-962-7533
 Massassaga-Rednersville Public School, 613-962-2717
 Prince Edward Collegiate Institute, 613-476-2196
 Sophiasburgh Central School, 613-476-2800

K-10 Virtual School, 613-966-1170

@HPEschools
www.HPEschools.ca



Caring
 Cooperation
 Honesty
 Humour
 Integrity
 Respect
 Responsibility
 Trustworthiness

Appendix B

Waste Audit Data

Waste Audit Report
 HPEDSB Centennial Secondary School
 WRG Project P1311b

Table B1: 'GARBAGE' Sample Summary (May 3, 2022)

Waste Generating Area		Total	
Sample Size (kg)		24.93	
Percent of Sample Size		100.0%	
Waste Material		kg	%
Mixed Containers	PET (#1)	1.02	4.1%
	HDPE (#2)	0.67	2.7%
	Polypro. (#5)	0.49	2.0%
	Polysty. (#6)	0.53	2.1%
	Glass	0.00	0.0%
	Aluminum	0.20	0.8%
	Steel	0.30	1.2%
	Gable Top	1.06	4.3%
	Aseptic	0.20	0.8%
Mixed Papers	Fine Paper	0.74	3.0%
	Newsprint	0.00	0.0%
	Boxboard	0.27	1.1%
	Other papers	0.08	0.3%
Cardboard		0.00	0.0%
Paper Towels		14.29	57.3%
Coffee Cups		0.93	3.7%
Cold Beverage Cups		0.00	0.0%
Organics		3.21	12.9%
LDPE (#4) Plastic Films		0.00	0.0%
Styrofoam (#6) Plastic		0.00	0.0%
Plastic Strapping		0.00	0.0%
Scrap Wood		0.00	0.0%
Scrap Metal		0.00	0.0%
Electronic Wastes		0.00	0.0%
Blubs/Batteries		0.00	0.0%
Printer Toners		0.00	0.0%
PPE		0.05	0.2%
Textiles		0.15	0.6%
Other/Nonrecyclable		0.74	3.0%
QAQC Check		24.93	100.0%
Total Mixed Containers		4.47	17.9%
Total Mixed Papers		1.09	4.4%
O.Reg.103/94 Mandatory 3Rs		1.24	5.0%
Other Recyclables		21.82	87.5%
Non-Recyclables		1.87	7.5%

Note: Highlighted cells are those > 5% as summarized in Table 2 of report.

Table B2: 'RECYCLE' Sample Summary (May 3, 2022)

Waste Generating Area		Total	
Sample Size (kg)		27.12	
Percent of Sample Size		100.0%	
Waste Material		kg	%
Mixed Containers	PET (#1)	5.76	21.2%
	HDPE (#2)	0.70	2.6%
	Polypro. (#5)	2.25	8.3%
	Polysty. (#6)	0.10	0.4%
	Glass	0.00	0.0%
	Aluminum	1.70	6.3%
	Steel	0.20	0.7%
	Gable Top	0.90	3.3%
	Aseptic	0.05	0.2%
Mixed Papers	Fine Paper	5.33	19.7%
	Newsprint	0.00	0.0%
	Boxboard	1.31	4.8%
	Other papers	0.23	0.8%
Cardboard		5.39	19.9%
Paper Towels		0.00	0.0%
Coffee Cups		0.79	2.9%
Cold Beverage Cups		0.00	0.0%
Organics		0.20	0.7%
LDPE (#4) Plastic Films		0.01	0.0%
Styrofoam (#6) Plastic		0.00	0.0%
Plastic Strapping		0.00	0.0%
Scrap Wood		0.00	0.0%
Scrap Metal		0.00	0.0%
Electronic Wastes		0.02	0.1%
Blubs/Batteries		0.00	0.0%
Printer Toners		0.00	0.0%
PPE		0.00	0.0%
Textiles		0.28	1.0%
Other/Nonrecyclable		1.90	7.0%
QAQC Check		27.12	100.0%
Total Mixed Containers		11.66	43.0%
Total Mixed Papers		6.87	25.3%

Table B3: Garbage Composition Summary (Ranked)

Waste Material	Sample Weight kg	Sample Comp. %	Annual MT	3Rs?	Potential Diversion MT
Paper Towels	14.29	57.3%	16.36	No	
Mixed Containers	4.47	17.9%	5.12	Yes	3.07
Organics	3.21	12.9%	3.67	Yes	2.20
Mixed Papers	1.09	4.4%	1.25	Yes	0.75
Coffee Cups	0.93	3.7%	1.06	No	
Other/Nonrecyclable	0.74	3.0%	0.85	No	
Textiles	0.15	0.6%	0.17	No	
PPE	0.05	0.2%	0.06	No	
QAQC Check	24.93	100.0%	28.53		
				Potential Diversion	6.02

Table B4: Recycle Composition Summary (Ranked)

Waste Material	Sample Weight kg	Sample Comp. %	Annual MT	Contam? Y/N	Contam Amount MT
Mixed Containers	11.66	43.0%	18.59	No	
Mixed Papers	6.87	25.3%	10.95	No	
Cardboard	5.39	19.9%	8.59	No	
Other/Nonrecyclable	1.90	7.0%	3.03	Yes	3.03
Coffee Cups	0.79	2.9%	1.26	Yes	1.26
Textiles	0.28	1.0%	0.45	Yes	0.45
Organics	0.20	0.7%	0.32	Yes	0.32
Electronic Wastes	0.02	0.1%	0.03	Yes	0.03
LDPE (#4) Plastic Film	0.01	0.04%	0.02	Yes	0.02
QAQC Check	27.12	100.0%	43.24		5.10
				Contamination Rate	11.80%

Table B5: Mixed Container Summary

Mixed Containers	Garbage Sample	Percent Comp.	Annual Weight Disposed	Recycle Sample	Percent Comp.	Annual Weight Recycled
	kg		MT	kg		MT
			5.12			18.59
PET (#1)	1.02	22.8%	1.17	5.76	49.4%	9.18
HDPE (#2)	0.67	15.0%	0.77	0.70	6.0%	1.12
Polypro. (#5)	0.49	11.0%	0.56	2.25	19.3%	3.59
Polysty. (#6)	0.53	11.9%	0.61	0.10	0.9%	0.16
Glass	0.00	0.0%	0.00	0.00	0.0%	0.00
Aluminum	0.20	4.5%	0.23	1.70	14.6%	2.71
Steel	0.30	6.7%	0.34	0.20	1.7%	0.32
Gable Top	1.06	23.7%	1.21	0.90	7.7%	1.44
Aseptic	0.20	4.5%	0.23	0.05	0.4%	0.08
QAQC Check	4.47	100.0%	5.12	11.66	100.0%	18.59

Table B6: Mixed Paper Summary

Mixed Papers	Garbage Sample	Percent Comp.	Annual Weight Disposed	Recycle Sample	Percent Comp.
	kg		MT	kg	
			1.25		
Fine Paper	0.74	67.9%	0.85	5.33	77.6%
Newsprint	0.00	0.0%	0.00	0.00	0.0%
Boxboard	0.27	24.8%	0.31	1.31	19.1%
Other papers	0.08	7.3%	0.09	0.23	3.3%
QAQC Check	1.09	100.0%	1.25	6.87	100.0%

Waste Audit Report

HPEDSB Centennial Secondary School
WRG Project P1311b

Table B7: Annual Waste Management & Recycling Quantities

Materials	3Rs/Disposed	Sep 2018 to Aug 2019		Jun 2021 to May 2022		Notes
		MT	%	MT	%	
Garbage	Disposed	43.51	100.0%	28.53	100.0%	Data per Hauler pickup summary
	Sub-total	43.51	49.3%	28.53	39.0%	
Mixed Recycling	Recycled	43.24	96.7%	43.24	96.7%	Estimated based on 14 totes/wk
Cardboard	Recycled	1.47	3.3%	1.47	3.3%	Estimated based on 2 totes/wk
	Sub-total	44.71	50.7%	44.71	61.0%	
Total Generated		88.22	100.0%	73.24	100.0%	
Total 3Rs (Diverted)		44.71	50.7%	44.71	61.0%	
Total Disposed		43.51	49.3%	28.53	39.0%	
Waste Diversion Rate			50.7%		61.0%	
Potential Diversion (assume 60% capture)		19.66		6.02		
Potential Waste Diversion Rate			73.0%		69.3%	

Acc# 717-3157

CENTENNIAL SECONDARY SCHOOL

WASTE KG

2021 29,077

January 2,174

February 2,446

March 3,261

April 2,174

May 2,717

June 2,717

July 1,630

August 1,902

September 2,446

October 2,446

November 3,261

December 1,902

2022 12,229

January 1,087

February 2,174

March 2,989

April 2,717

May 3,261

June 2021 to May 2022 TOTAL 28,533



Fwd: Waste Audit

Anthony Cromie <anthony@wastereductiongroup.ca>
To: Stephen Kuchma <stephen@wastereductiongroup.ca>

Thu, Jun 16, 2022 at 11:44 AM

See attached

Best regards,

Anthony Cromie

Sales Manager

Customer Service | 416-823-4554

Toll Free | 1-833-974-4040

Mobile | 647-785-5651

w | wastereductiongroup.ca

o | 214 Merton St, Suite 101, Toronto, ON, M4S 1A6

----- Forwarded message -----

From: **Melanie Morrish** <mmorrish@hpedsb.on.ca>
Date: Thu., Jun, 16, 2022, 11:37 a.m.
Subject: RE: Waste Audit
To: Anthony Cromie <anthony@wastereductiongroup.ca>

Hi Anthony,

Please see attached for weights for each site.

CS = 984 students + approx. 45 staff

SJAM students = 253 + approx. 20 staff

Thank you!

Melanie Morrish

Energy/Environmental Technologist

Asbestos Coordinator

Cell: (613) 921-0201



Appendix C

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: Hastings and Prince Edward District School Board			
Name of Contact Person: Melanie Zeitz-Morrish		Telephone #: 613-966-1170 x. 2105	Email address: mmorrish@hpedsb.on.ca
Street Address(es) of Entity(ies): 160 Palmer Road			
Municipality: Belleville, 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

Provide a brief overview of the entity(ties): 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 984 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.
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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).

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 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 place in garbage</i>	<i>No recycling program implemented.</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)	2.56	10.35	-7.8	0.00	0.00	0.0	1.78	9.18	-7.4	0.78	1.17	-0.4
HDPE (#2)	2.53	1.88	0.6	0.00	0.00	0.0	2.09	1.12	1.0	0.44	0.77	-0.3
Polypro. (#5)	0.68	4.15	-3.5	0.00	0.00	0.0	0.24	3.59	-3.3	0.44	0.56	-0.1
Polysty. (#6)	0.35	0.77	-0.4	0.00	0.00	0.0	0.13	0.16	0.0	0.22	0.61	-0.4
Glass	2.04	0.00	2.0	0.00	0.00	0.0	1.94	0.00	1.9	0.10	0.00	0.1
Aluminum	0.93	2.94	-2.0	0.00	0.00	0.0	0.52	2.71	-2.2	0.42	0.23	0.2
Steel	0.43	0.66	-0.2	0.00	0.00	0.0	0.32	0.32	0.0	0.10	0.34	-0.2
Gable Top	0.56	2.65	-2.1	0.00	0.00	0.0	0.40	1.44	-1.0	0.16	1.21	-1.1
Aseptic	0.56	0.31	0.3	0.00	0.00	0.0	0.00	0.08	-0.1	0.56	0.23	0.3
Fine Paper	6.39	9.35	-3.0	0.00	0.00	0.0	4.50	8.50	-4.0	1.89	0.85	1.0
Newsprint	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.00	0.0
Boxboard	4.81	2.40	2.4	0.00	0.00	0.0	2.32	2.09	0.2	2.49	0.31	2.2
Other papers	1.35	0.46	0.9	0.00	0.00	0.0	0.99	0.37	0.6	0.36	0.09	0.3
Cardboard	28.96	10.06	18.9	0.00	0.00	0.0	27.26	10.06	17.2	1.70	0.00	1.7
Paper Towels	4.34	16.36	-12.0	0.00	0.00	0.0	0.00	0.00	0.0	4.34	16.36	-12.0
Coffee Cups	1.87	1.06	0.8	0.00	0.00	0.0	0.00	0.00	0.0	1.87	1.06	0.8
Organics	17.58	3.67	13.9	0.00	0.00	0.0	0.00	0.00	0.0	17.58	3.67	13.9
LDPE (#4) Plastic Films	0.96	0.00	1.0	0.00	0.00	0.0	0.69	0.00	0.7	0.27	0.00	0.3
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	0.33	0.00	0.3	0.00	0.00	0.0	0.00	0.00	0.0	0.33	0.00	0.3
Scrap Metal	0.08	0.00	0.1	0.00	0.00	0.0	0.00	0.00	0.0	0.08	0.00	0.1
Electronic Wastes	0.44	0.00	0.4	0.00	0.00	0.0	0.00	0.00	0.0	0.44	0.00	0.4
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	0.06	0.00	0.1	0.00	0.00	0.0	0.00	0.00	0.0	0.06	0.00	0.1
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
PPE	1.00	0.06	0.9	0.00	0.00	0.0	0.00	0.00	0.0	1.00	0.06	0.00
Textiles	2.00	0.17	1.8	0.00	0.00	0.0	0.00	0.00	0.0	2.00	0.17	0.00
Other/Nonrecyclable	10.41	5.95	4.5	0.00	0.00	0.0	1.55	5.10	-3.6	8.86	0.85	8.0
Total	91.22	73.24	18.0	0.00	0.00	0.0	44.71	44.71	0.0	46.51	28.53	15.2
Percent Change (C ÷ A x 100)			19.7%			NA			0.0%			32.7%

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.

2019 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.

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

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: Hastings and Prince Edward District School Board			
Name of Contact Person: Melanie Zeitz-Morrish		Telephone #: 613-966-1170 x. 2105	Email address: mmorrish@hpedsb.on.ca
Street Address(es) of Entity(ies): 160 Palmer Road			
Municipality: Belleville, 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 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 984 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>

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>“Comingled 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>“Comingled 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>“Comingled 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>“Comingled 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	No Recycling Program Implemented
Aluminum food and beverage cans	<p><u>“Comingled 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>“Comingled 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>“Comingled 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>“Comingled 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>“Comingled 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	<p><u>“Comingled 3Rs Program”</u> <u>Reduce:</u> None.</p>

	<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>"Comingled 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>"Comingled 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>"Comingled 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.		
Name of Person	Responsibility	Telephone #
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.	
Source Separation and 3Rs Program	Schedule for Completion
Comingled Recycling	3Rs Program currently in place
Electronic wastes	3Rs Program currently in place

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.

.../3

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	10.35	Comingled 3Rs Program			7.25	70%
HDPE (#2) plastic food and beverage bottles	1.88	Comingled 3Rs Program			1.32	70%
Polypropylene (#5) Plastic	4.15	Comingled 3Rs Program			2.90	70%
Polystyrene (#6) Plastic	0.77	Comingled 3Rs Program			0.54	70%
Glass food and beverage bottles/jars	0.00	No Recycling Program			0.00	70%
Aluminum food and beverage cans	2.94	Comingled 3Rs Program			2.06	70%
Steel food and beverage cans	0.66	Comingled 3Rs Program			0.46	70%
Gable top Containers	2.65	Comingled 3Rs Program			1.85	70%
Aseptic	0.31	Comingled 3Rs Program			0.22	70%

Containers						
Fine paper	9.35	Comingled 3Rs Program			6.54	70%
Newsprint	0.00	Comingled 3Rs Program			0.00	70%
Boxboard shoe boxes, cereal boxes, etc.	2.40	Comingled 3Rs Program			1.68	70%
Other Recyclable Paper Fibers	0.46	Comingled 3Rs Program			0.32	70%
Cardboard	10.06	Comingled 3Rs Program			9.56	95%
Paper towels	16.36	No Recycling Program				NA
Coffee Cups	1.06	No Recycling Program				NA
Organics / Food Waste	3.67	No Recycling Program				NA
LDPE (#4) Plastic films	0.00	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 & Ballasts	0.00	No Recycling Program				NA
Batteries	0.00	No Recycling Program				NA
Printer cartridges	0.00	No Recycling Program				NA
Non-Recyclable	5.95	No Recycling Program				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: