

REPORT OF WASTE REDUCTION WORK PLAN – GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Queen's University			
Name of Contact Person: Llynwen Osborne		Telephone #: (613) 533-3396	Email address: lrao@queensu.ca
Street Address(es) of Entity(ies): 207 Stuart Street			
Municipality: Kingston, ON			
Type of Entity (Check one)			
<input type="checkbox"/> Retail Shopping Establishments	<input type="checkbox"/> Hotels and Motels	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Retail Shopping Complexes	<input type="checkbox"/> Hospitals	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Office Buildings	<input type="checkbox"/> Educational Institutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Restaurants	<input type="checkbox"/> Large Manufacturing Establishments	<input type="checkbox"/>	<input type="checkbox"/>

DESCRIPTION OF ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>-Queen's University is located in Kingston, Ontario. -The campus is comprised of several buildings including libraries, laboratories, residence buildings, cafeterias, classrooms, and athletic facilities.</p>
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PLANS TO REDUCE, REUSE AND RECYCLE

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	Source Separation and 3Rs Program
Cardboard (OCC)	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Boxboard (OBB)	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Fine paper, Mixed Paper	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Newsprint	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Kraft Paper	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Molded Pulp	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Spiral Wound Containers	Material is not recyclable. Continue to dispose of as waste.
Gable Top Containers	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Aseptic Containers	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Other Paper	Material is not recyclable. Continue to dispose of as waste.
Books	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not. Covers must be removed from hard cover books before recycling.
Aluminum Food and Beverage Cans	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Aluminum Foil, Trays	Material is not recyclable. Continue to dispose of as waste.
Steel Food and Beverage Cans	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Glass food & beverage bottles	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
PET (#1) plastic food & beverage	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
PET (#1) Water Bottles	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
PET (#2) Other Containers	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
HDPE (#2) plastic jugs, crates, totes	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
PVC (#3) Containers	Material is not recyclable. Continue to dispose of as waste.
LDPE/PP (#4, #5) plastic film, containers	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Polystyrene (#6)	Material is not recyclable. Continue to dispose of as waste.
Non-Recyclable Plastic Film	Material is not recyclable. Continue to dispose of as waste.
Organics, Food Waste	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Paper towel, Tissue	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Wood	Inquire into available wood recycling programs.
Yard Waste	Program already in place. Ensure all employees/students are educated on what is accepted in program and what is not.
Batteries	Inquire into available battery collection and recycling programs for proper handling and disposal.
Paint	Inquire into available paint collection and disposal programs to keep material out of waste stream.
Other HSW	Inquire into available HSW collection and disposal programs for proper handling of material. Ensure material from laboratory areas is not HSW.
Rubber	Material is not recyclable. Continue to dispose of as waste.
Diapers	Material is not recyclable. Continue to dispose of as waste.
Electronics, E-Waste	Inquire into available e-waste collection programs for proper handling and disposal.
Furnace Filters	Material is not recyclable. Continue to dispose of as waste.
Textiles, Clothing	Inquire into available donation programs for old clothes and toys.



RESPONSIBILITY FOR IMPLEMENTING THE WASTE AND 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 #
Llynwen Osborne	Employee and student communication; program enhancement and education.	613-533-3396

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:

Written communication will be distributed or posted for all employees and students to read, detailing the audit results and the plan to increase and continue with recycling initiatives for all functional areas of the campus. The communication will speak to the Work Plan action items and objectives, and will provide the vehicle necessary to continue towards greater diversion success.

Follow up communications will be provided to inform employees and students of program success, challenges and/or improvements required on a continual basis. Include recycling handling and protocols for the campus in on site Health and Safety Training, new staff orientation programs and student orientation programs. Post information in all staff and student common areas, encouraging employees and students to participate in the available programs in order to maintain and enhance current and new campus waste diversion initiatives.



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
<i>Example: Fine Paper 3Rs Program</i>	<i>"Deskside receptacles and centralized containers to be purchased in March. New collection contract for recycling to be arranged for April Kick off for program and instructions to staff regarding 3Rs program to occur in April" OR "3Rs Program currently in place."</i>
Cardboard (OCC)	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Boxboard (OBB)	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Fine paper, Mixed Paper Fibres	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Newsprint	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Kraft Paper	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Molded Pulp	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Spiral Wound Containers	Material is not recyclable. Ensure all employees/students are educated on what is accepted in current recycling program by fall 2011.
Gable Top Containers	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Aseptic Containers	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Other Paper	Material is not recyclable. Ensure all employees/students are educated on what is accepted in current recycling program by fall 2011.
Books	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011. Covers from hard cover books must be removed before placed in recycling containers.
Aluminum Food and Beverage Cans	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Aluminum Foil, Trays	Material is not recyclable. Ensure all employees/students are educated on what is accepted in current recycling program by fall 2011.
Steel Food and Beverage Cans	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Glass Food and Beverage Containers	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
PET (#1) plastic soft drink containers	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
PET (#1) Water Bottles	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
PET (#1) Other Containers	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
HDPE (#2) plastic jugs, crates, totes,	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
PVC (#3) Containers	Material is not recyclable. Ensure all employees/students are educated on what is accepted in current recycling program by fall 2011.
LDPE/PP (#4, #5) plastic film, containers	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011.
Polystyrene (#6)	Material is not recyclable. Consider using other materials for packaging food and coffee in fall 2011. Otherwise, dispose of material in waste containers.
Non-Recyclable Plastic Film	Material is not recyclable. Ensure all employees/students are educated on what is accepted in current recycling program by fall 2011.
Organics, Food Waste	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011. Increase number of containers for greater capture rates.
Paper Towel, Tissue	Program already in place. Ensure all employees/students are educated on what is accepted in current recycling program and what is not by fall 2011. Increase number of containers for greater capture rates.
Wood	Inquire into available wood recycling programs in fall 2011.
Yard Waste	Inquire into available yard waste collection programs for year round participation in fall 2011.
Batteries	Inquire into available battery recycling programs in fall 2011.
Paint	Inquire into available programs for handling material in fall 2011.
Other HSW	Inquire into available programs for handling material in fall 2011.
Rubber	Material is not recyclable. Ensure all employees/students are educated on what is accepted in current recycling program by fall 2011.
Diapers	Material is not recyclable. Ensure all employees/students are educated on what is accepted in current recycling program by fall 2011.
Electronics, E-Waste	Inquire into available e-waste collection and recycling programs for student and staff participation in fall 2011.
Furnace Filters	Material is not recyclable. Continue to dispose of as waste.
Textiles, Clothing	Inquire into available donation programs for material in fall 2011.



ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED AMOUNT TO BE DIVERTED BY THE 3R'S

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	
<i>Example: Fine Paper</i>	<i>1.8 t</i>	<i>Fine Paper 3Rs Program</i>	<i>200 t</i>	<i>100 t</i>	<i>1.2 t</i>	<i>83</i>
Cardboard (OCC)	60.86	Cardboard Recycling Program			30.43	50
Boxboard (DBB)	12.88	Mixed Paper Recycling Program			6.44	50
Fine paper, Mixed Paper	35.50	Mixed Paper Recycling Program			17.75	50
Newsprint	45.84	Mixed Paper Recycling Program			22.92	50
Kraft Paper	1.42	Mixed Paper Recycling Program			0.71	50
Molded Pulp	3.38	Mixed Paper Recycling Program			1.70	50
Gable Top Containers	10.61	Mixed Paper Recycling Program			5.31	50
Aseptic Containers	0.71	Mixed Paper Recycling Program			0.35	50
Other Paper	30.63	Waste	3.06			10
Books	22.87	Mixed Paper Recycling Program			11.44	50
Aluminum Food and Beverage Cans	10.75	Co-Mingled Recycling Program			5.37	50
Aluminum Foil, Trays	0.40	Waste	0.04			10
Steel Food and Beverage Cans	20.24	Co-Mingled Recycling Programs			10.12	50
Glass food and beverage bottles/jars	30.30	Co-Mingled Recycling Program			15.15	50
PET (#1) plastic soft drink containers	17.76	Co-Mingled Recycling Program			8.88	50
PET (#1) Water Bottles	32.17	Co-Mingled Recycling Program			16.08	50
PET (#1) Other Containers	8.46	Co-Mingled Recycling Program			4.23	50
HDPE (#2) plastic jugs, crates, totes, drums	20.35	Co-Mingled Recycling Program			10.17	50
PVC (#3) Containers	0.53	Waste	0.05			10
LDPE/PP (#4, #5) plastic film, containers	1.65	Co-Mingled Recycling Program			0.82	50
Polystyrene (#6)	13.61	Waste	1.36			10
Non-Recyclable Plastic Film	36.32	Waste	3.63			10
Organics, Food Waste	1,234.80	Organics			617.40	50
Paper Towel, Tissue	57.05	Organics			28.52	50
Wood	65.61	Wood Recycling Program			16.40	25
Yard Waste	0.65	Organics			0.33	50
Batteries	0.02	Battery Recycling			0.01	25
Paint	10.46	Hazardous Waste Handling			2.62	25
Other HSW	1.96	Hazardous Waste Handling			0.49	25
Rubber	1.07	Waste	0.10			10
Diapers	35.41	Waste	3.54			10
Electronics, E-Waste	10.95	E-Waste Recycling			2.73	25
Furnace Filters	13.36	Waste	1.33			10
Textiles, Clothing	22.11	Donation Programs	5.52			25

I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.

Signature of authorized official:

Title:

Date:

PL Osborne

Waste Coordinator

March 25, 2011

