

2013-14 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)			
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"/>

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. Queen's University has approximately 25,000 students, staff and faculty and generates approximately 2500 MT of waste and recyclables per year.</p>

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
Mixed Fibre	<p>Program already in place. Students, staff and faculty recycle mixed fibre materials in deskside and centralized receptacles. Receptacles are labeled clearly to ensure users are aware of what is accepted in the program and what is not.</p> <p>Fine Paper 3 Rs:</p> <p>Reduce: Employees/students are encouraged to send correspondence electronically, only print documents when necessary, print double-sided.</p> <p>Reuse: Employees/students are encouraged to use paper with only one sided printing for scrap/note paper.</p> <p>Recycle: Paper that cannot be reused is recycled in desk-side or centralized recycling containers. Custodial staff picks up the material and recycle it in exterior recycling containers for collection by the contracted recycling company.</p>
Cans, Glass & Plastic	<p>Program already in place. Students, staff and faculty recycle cans, glass and plastic materials in centralized receptacles. Receptacles are labeled clearly to ensure users are aware of what is accepted in the program and what is not.</p>
Organics	<p>Program already in place. The dining halls have been equipped with two ECorect machines: one in Ban Righ in 2009 and one in Leonard Hall in 2011. The material that comes out of the composter is put into organics collection totes and sent to a composting facility. The campus retail outlets also participate in the organics program and organic materials from the kitchens to a composting facility. Campus departments are invited to join the campus organics program which focuses on capturing food waste generated by staff who bring their lunches to work. Interested departments are issued a green bin to collect organics material. This container will be emptied into an exterior toter that is picked up weekly and transported to a composting facility. Departments can join the office organics program by filling out an on-line request form.</p>
Electronics	<p>Program already in place. Employees are asked to fill out an online E-waste Disposal Request Form to dispose of electronic equipment such as computers, monitors, keyboards, phones, mice, scanners and printers.</p>
Leaf & Yard Waste	<p>Program already in place. Grounds Department ensures all material collected is taken to Kingston Area Recycling Centre or is mulched for campus garden beds.</p>
Scrap Metal	<p>Program already in place. The university has a scrap metal recycling program. Scrap metal includes any metal equipment or furniture that are free from hazardous materials. Items accepted for scrap metal recycling include: Steel, Cast Iron, Stainless Steel, Aluminum, Brass, Copper, Lead, Metal Alloys, Electrical Wire, and furniture containing 50% metal, large appliances (Freon removed from fridges). Staff are asked to fill out an online pick up request to schedule a pick up.</p>

Paint	Program already in place. Employees are instructed to fill out the online Hazardous Waste Disposal form on the Environmental Health & Safety website to have paint picked up for disposal.
Batteries	Program already in place. Employees are instructed to collect batteries in a container in their office. When the container is full, employees box them up and fill out the online Hazardous Waste Disposal form on the Environmental Health & Safety website.
Fluorescent Tubes	PPS staff place all burnt out fluorescent tubes in their original boxes and compact fluorescents lamps are to be stored in a regular cardboard box. Staff tape the box closed and transport to the designated pick up location. Any broken fluorescent tubes are to be swept up and put in a plastic bag before placing in a cardboard box and taping it shut with either duct tape or packing tape. Bulbs are picked up monthly and sent for recycling.
Books	<p>Program already in place. The university currently donates books to Better World Books. Better World Books is a for-profit company that collects and sells books online to fund literacy initiatives around the world. Employees are asked to follow the steps below to send their books to Better World Books:</p> <ol style="list-style-type: none"> 1. Send the Waste Coordinator an email to request shipping boxes. 2. Notify the Waste Coordinator when the books have been packed up. 3. Labels will be sent to affix to the boxes. 4. Once the labels are on the boxes, a date will be selected for shipping (paid for by BWB). 5. UPS will pick up the books. <p>Paperback and hardcover books that are not accepted by Better World Books can be recycled through the Mixed Fibre recycling program. Covers must be removed from hardcover books prior to recycling.</p>
Furniture	Program already in place. Employees are asked to fill out an online Furniture Pick Up Request Form to make arrangements for unwanted furnishings. The university also has a furniture reuse program. Employees can contact the Waste Coordinator to find out what's available or visit the Freecycle.queensu.ca website.
Grease	Program already in place. Food services groups collect grease from their operations in exterior containers provided by a grease recycling company. Grease is collected according to the pick up frequency required for their operation.

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.

Communication Posters:

<http://www.queensu.ca/sustainability/initiatives/Waste/wastediversion/posters.html>

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>
Mixed Fibre	Program already in place. Continue to educate all employees/students about the materials accepted in the mixed fibre recycling program.
Cans, Glass & Plastic	Program already in place. Continue to educate all employees/students about the materials accepted in the cans, glass and plastic recycling program.
Organics	Program already in place. Continue to educate all employees/students about the materials accepted in the organics recycling program, recruit more office to join the Office Organics Program, expand the organics program to public spaces.
Electronics	Program already in place. Continue to educate all employees/students about the materials accepted in the electronic waste recycling program and the process for scheduling electronic waste pick ups.
Leaf & Yard Waste	Program already in place. Grounds Department ensures all material collected is taken to Kingston Area Recycling Centre or is mulched for campus garden beds.
Scrap Metal	Program already in place. Continue to educate all employees/students about the materials accepted in the scrap metal recycling program and the process for scheduling scrap metal pick ups.
Paint	Material is not recyclable. Continue to educate all employees/students about the paint collection program and how to contact Environmental Health & Safety to collect unwanted paint.

Batteries	Program already in place. Continue to educate all employees/students about battery recycling and how to contact Environmental Health & Safety to collect expired batteries.
Fluorescent Tubes	Program already in place. Continue to educate Physical Plant Services staff about how to properly dispose of expired fluorescent tubes and compact fluorescents. Standard Operating Procedure available in hard copy and on-line.
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 2012. Covers from hard cover books must be removed before placed in recycling containers.
Furniture	Material is not recyclable. Ensure employees/students are aware of campus furniture reuse practices.
Grease	Program already in place. Dining Rooms and food outlets participate in grease recycling practices with an outside contractor.

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>	1.8 t	<i>Fine Paper 3Rs Program</i>	200 t	100 t	1.2 t	83
Mixed Fibre	851.91	Mixed Fibre Recycling Program			600.43	70%
Cans, Glass & Plastic	517.57	Cans, Glass & Plastic Recycling Program			323.11	62%
Organics	1457.00	Organics Recycling Program			181.04	12%
Electronics	43.69	Electronic Waste Recycling Program			33.93	78%
Leaf & Yard Waste	87.73	Leaf & Yard Waste Recycling Program			87.08	99%
Scrap Metal	70.74	Scrap Metal Recycling Program			70.74	100%
Hazardous Materials (paint, batteries)	18.13	Hazardous Waste Collection Program			5.91	33%
Fluorescent Tubes	2.97	Fluorescent Light Tube Collection Program			2.97	100%
Books	24.33	Book Reuse & Recycling Program		1.92		8%
Furniture	25	Furniture Reuse Program		5.70		23%

Grease	13.91	Grease Recycling Program			13.91	100%
Beer & Liquor Bottle Returns	12.41	Beer & Liquor Bottle Take Back Program			12.41	100%

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

Signature of authorized official:

Title:

Date:

Elyse Osborne Recycling Coordinator February 25, 2014