



Niagara College Canada Waste Audit Report 2013-2014

Summary - Welland and Niagara-on-the-Lake Campus

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EXECUTIVE SUMMARY

A solid non-hazardous waste audit was conducted for the Niagara College Welland Campus located at 300 Woodlawn Road, Welland, Ontario L3C 7L3, and Niagara College Niagara-on-the-Lake Campus located at 135 Taylor Road, Niagara-on-the-Lake, Ontario L0S 1J0 between March 11th and March 18th, 2014. The purpose of the audit is to comply with *Ontario Regulations 102/94* and *103/94*. In fall 2011, Niagara College set a diversion rate target of 65%, consistent with the Niagara Region target.

The regulations stipulate that all educational institutions with more than 350 full time students enrolled at the facility must conduct a solid waste audit on an annual basis. Beyond provincial legislation, a solid waste audit can provide useful information for a facility to reduce the solid waste generated. It can also assist in identifying potential cost savings associated with the disposal of solid waste. Information gathered during the solid waste audit may provide insight into wasteful activities currently taking place.

The Environmental Management and Assessment Post-Graduate students conducted nine waste audits on the facilities at the Niagara College Welland and Niagara-on-the-Lake Campus's as part of their curriculum requirements in their Pollution Prevention course taught by Taryn Wilkinson. The waste audit reports submitted by the students were then combined and consolidated by Taryn Wilkinson, the Sustainability Coordinator for Niagara College, as well as Gina Pannunzio, the Sustainability Engagement Assistant. Each waste audit group followed a very similar procedure to ensure accuracy and consistency.

Results revealed in 2013, Niagara College generated a total of 1,043,672.46kg of solid non-hazardous waste between both campuses. Of this total, 469,644.96kg was recycled, 22,679.63kg was composted, 55,677.88kg was re-used and 204,160.00kg was sent to landfill. This translates into a diversion rate of 51.38%.

The waste audit found that the NOTL Campus generates approximately 621,092.17kg of solid non-hazardous waste on an annual basis. Of this total, 162,523.33kg was recycled, 45,990.73kg was reused, and a total of 291,510kg was sent to landfill. This translates to a diversion rate of 53.06%.

In 2013, the Welland Campus generates approximately 422,580.29kg of solid non-hazardous waste on an annual basis. Of this total, 176,420.82kg was recycled, and a total of 204,160kg was sent to landfill. This translates to a diversion rate of 51.69%.

Many recommendations are also included and will form the basis of the waste reduction work plan. The waste reduction work plan will outline the recommended initiatives that

Niagara College should implement waste reduction initiatives to further reduce solid waste generation. The waste reduction work plan must be updated on an annual basis once the results of the annual waste audit are completed. The recommendations follow the waste reduction hierarchy: Source Reduction, Recycling (offsite) Treatment and Disposal. Included in this summary, are the Welland and NOTL Campus's Ministry of Environment Waste Forms: Report of a Waste Audit in the Appendix.

1.0 Introduction – Facility Review and Operations

A solid, non-hazardous waste audit was completed for the Niagara College Welland campus to ensure compliance with *Ontario Regulations 102/94 and 103/94*. The facilities included in this audit were located at the Niagara College Welland campus at 300 Woodlawn Road in Welland, Ontario, as well as the Niagara-on-the-Lake campus at 150 Taylor Road in Niagara-on-the-Lake, Ontario.

The main scope of the waste audit was to comply with *Ontario Regulations 102/94 and 103/94*. This regulation stipulates that all educational institutions with more than 350 full time students enrolled at the facility must conduct a solid waste audit on their solid waste stream and that the audit must be conducted on an annual basis. The Ministry of the Environment (MOE) requires that a solid waste audit address three main aspects. These include:

1. The nature, amount and composition of the waste generated in functional areas,
2. The manner in which the waste is generated including any relevant management policies and/or procedures; and
3. The manner in which the waste is managed after its generation

Niagara College has more than 350 students enrolled at the Welland and Niagara-on-the-Lake campus and therefore must comply with the *Ontario Regulation 102/94*. The objective to report waste management practices and generation on campus, is to achieve compliance, and evaluate how close Niagara College is to achieving a 65% diversion from the landfill, as indicated in the 2013-2016 Strategic Plan.

As well as achieving compliance with pertinent provincial legislation, a solid waste audit can provide useful information for a facility to reduce the solid waste generated. It can also assist in identifying potential cost savings associated with the disposal of solid waste. Information gathered during the solid waste audit may provide insight into wasteful activities.

Recommendations will focus on these activities and will form the basis of the waste reduction work plan. The waste reduction work plan will outline the recommended initiatives that Niagara College should implement to further reduce solid waste generation and improve both campus' standing with respect to the Strategic Plan, and the 65% waste reduction target. The waste reduction work plan must be updated on an annual basis once the results of the annual waste audit are completed.

The solid non-hazardous waste audit for Niagara College was conducted between March 11th and March 18th. The waste audit results for Niagara College have been compiled in Section 2.0 and recommendations that will be utilized to formulate the waste reduction work plan are found in Section 3.0.

2.0 Waste Audit Results

The following sections outline the results for Niagara College as well as the results of the recycling programs. The waste stream composition, recycling stream composition and re-use stream composition are also included in this section.

2.1 Niagara College Results

Results revealed in 2013, Niagara College generated a total of 1,043,672.46kg of solid non-hazardous waste between both campuses. Of this total, 469,644.96kg was recycled, 22,679.63kg was composted, 55,677.88kg was re-used and 204,160.00kg was sent to landfill. This translates into a diversion rate of 51.38%. **Figure 1** and **Table 1** summarize these results.

Figure 1. Niagara College Overall Waste Diversion, 2013

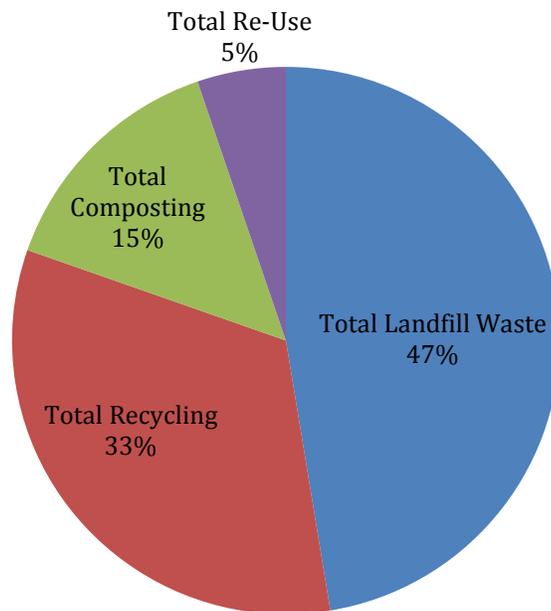


Table 1. Summary of Niagara College Wide Solid Non-Hazardous Waste, 2013

Waste Stream	NOTL	Annual Composition (%)	Welland	Annual Composition (%)	Total Weight (kg)	Annual Composition (%)
Total Landfill Waste	291,510.00	46.94%	204,160.00	48.31%	495,670.00	47.49%
Total Recycling	260,911.82	42.01%	208,733.14	24.85%	469,644.96	45.00%
Total Composting	121,068.12	19.49%	32,312.32	16.61%	153,380.44	14.70%
Total Re-Use	45,990.73	7.40%	9,687.15	1.64%	55,677.88	5.33%
Total Diverted Material	427,970.66	-	250,732.61	-	678,703.27	-
Total Waste Generated	621,092.17	100.00%	422,580.29	100.00%	1,043,672.46	100.00%
DIVERSION RATE	53.06%	-	43.10%	-	51.39%	-

2.2 Niagara College Overall Landfill Waste Results

Niagara College generated a total of 496,670.00 kg of solid non-hazardous waste, which was sent to landfill. Of this total, the largest portion of the waste was from Organics at 28.12%, the, and Cardboard (13.06%) Building/Renovation Material stream (9.80%) comprised of majority of the material sent to landfill as well. **Figure 2.** and **Table 2.** summarizes the total regular waste stream composition for Niagara College in 2013.

Figure 2. Niagara College Total Solid Waste Composition, 2013

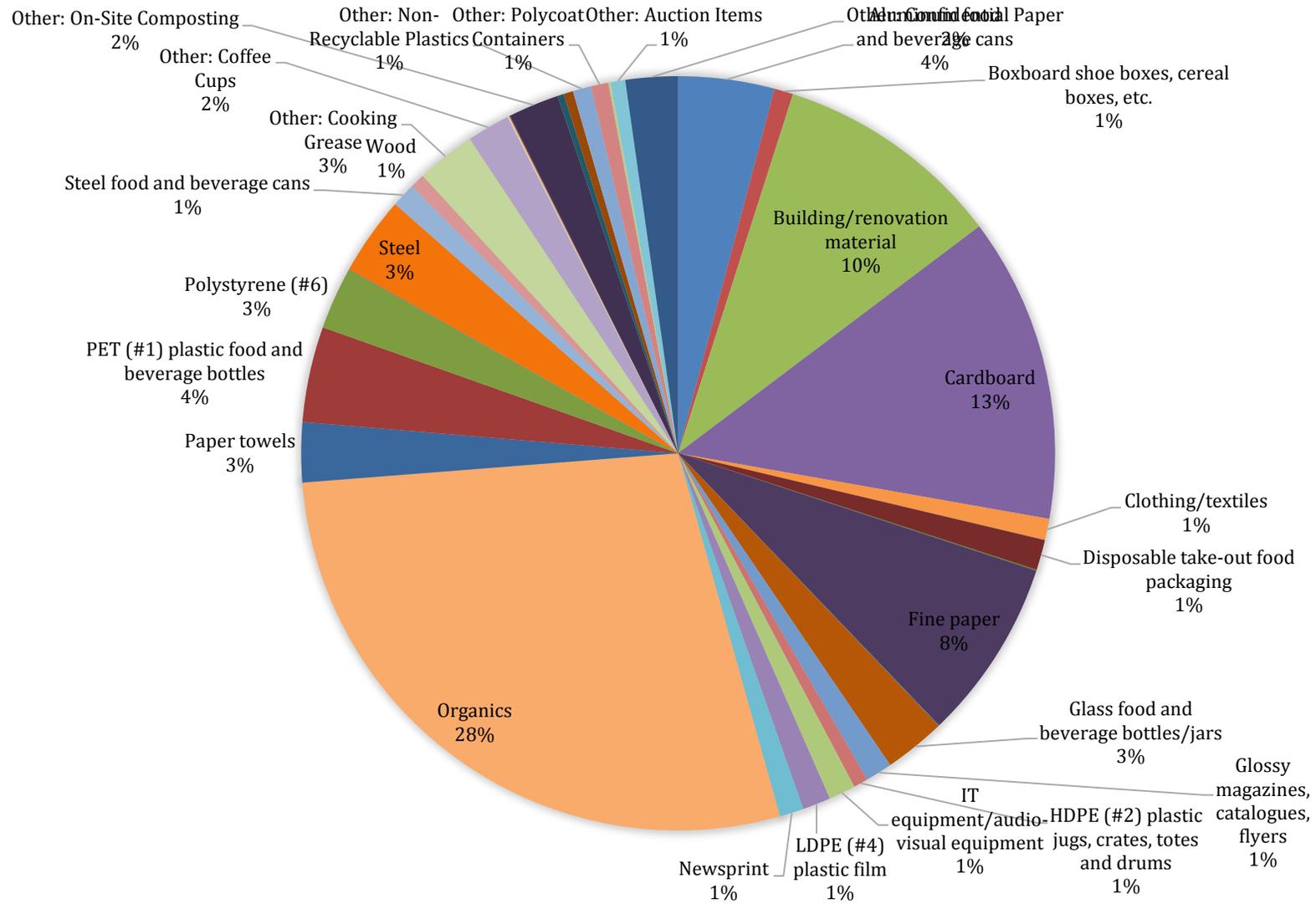


Table 2. Niagara College Total Solid Waste Composition, 2013

MOE Classification	Annual Weight (kg)	Annual Composition (%)
Aluminum food and beverage cans	42,981.10	4.12%
Boxboard shoe boxes, cereal boxes, etc.	8,432.43	0.81%
Building/renovation material	102,270.00	9.80%
Cardboard	136,295.74	13.06%
Cell phones	0.00	0.00%
Clothing/textiles	9,521.68	0.91%
Diapers	54.00	0.01%
Disposable take-out food packaging	13,557.20	1.30%
Drywall	487.53	0.05%
Fine paper	81,136.44	7.77%
Furniture	337.46	0.03%
Glass food and beverage bottles/jars	27,519.11	2.64%
Glossy magazines, catalogues, flyers	11,959.24	1.15%
HDPE (#2) plastic jugs, crates, totes and drums	6,496.33	0.62%
IT equipment/audio-visual equipment	12,007.01	1.15%
LDPE (#4) plastic film	12,536.01	1.20%
Newsprint	10,772.89	1.03%
Organics	293,436.77	28.12%
Paper towels	26,773.22	2.57%
PET (#1) plastic food and beverage bottles	42,738.69	4.10%
Polystyrene (#6)	28,024.33	2.69%
Printer cartridges	193.03	0.02%
Skids	0.00	0.00%
Steel	35,127.49	3.37%
Steel food and beverage cans	10,799.95	1.03%
Wood	6,597.36	0.63%
Other: Cooking Grease	26,390.73	2.53%
Other: Coffee Cups	19,145.99	1.83%
Other: Wax Paper	213.37	0.02%
Other: Filters	729.43	0.07%
Other: Shrink Wrap	114.15	0.01%
Other: Batteries	253.95	0.02%
Other: Rubber	21.74	0.00%
Other: On-Site Composting	22,679.63	2.17%
Other: Non-Recyclable Paper	2,808.17	0.27%
Other: Recyclable Plastics (# 3,5,7)	4,259.28	0.41%
Other: Non-Recyclable Plastics	8,210.56	0.79%
Other: Polycoat Containers	7,806.88	0.75%
Other: Kraft	1,084.73	0.10%

Other: Landscape Fabric	6.42	0.00%
Other: Auction Items	6,487.15	0.62%
Other: Concrete	0.00	0.00%
Other: Confidential Paper	23,405.27	2.24%
Miscellaneous	0.00	0.00%
TOTAL	1,043,672.46	100.00%

2.3 Niagara College Recycling Results

Niagara College diverted Organics (26.55%), Cardboard (11.99%), Fine Paper (7.50%) and PET (#1) Plastic Food and Beverage Bottles (5.72%) through the recycling stream. **Figure 3.** summarizes all of the recycling streams the college used in 2013, and **Table 3.** summarizes the annual compositions of each stream.

Figure 3. Niagara College Recycling Composition, 2013

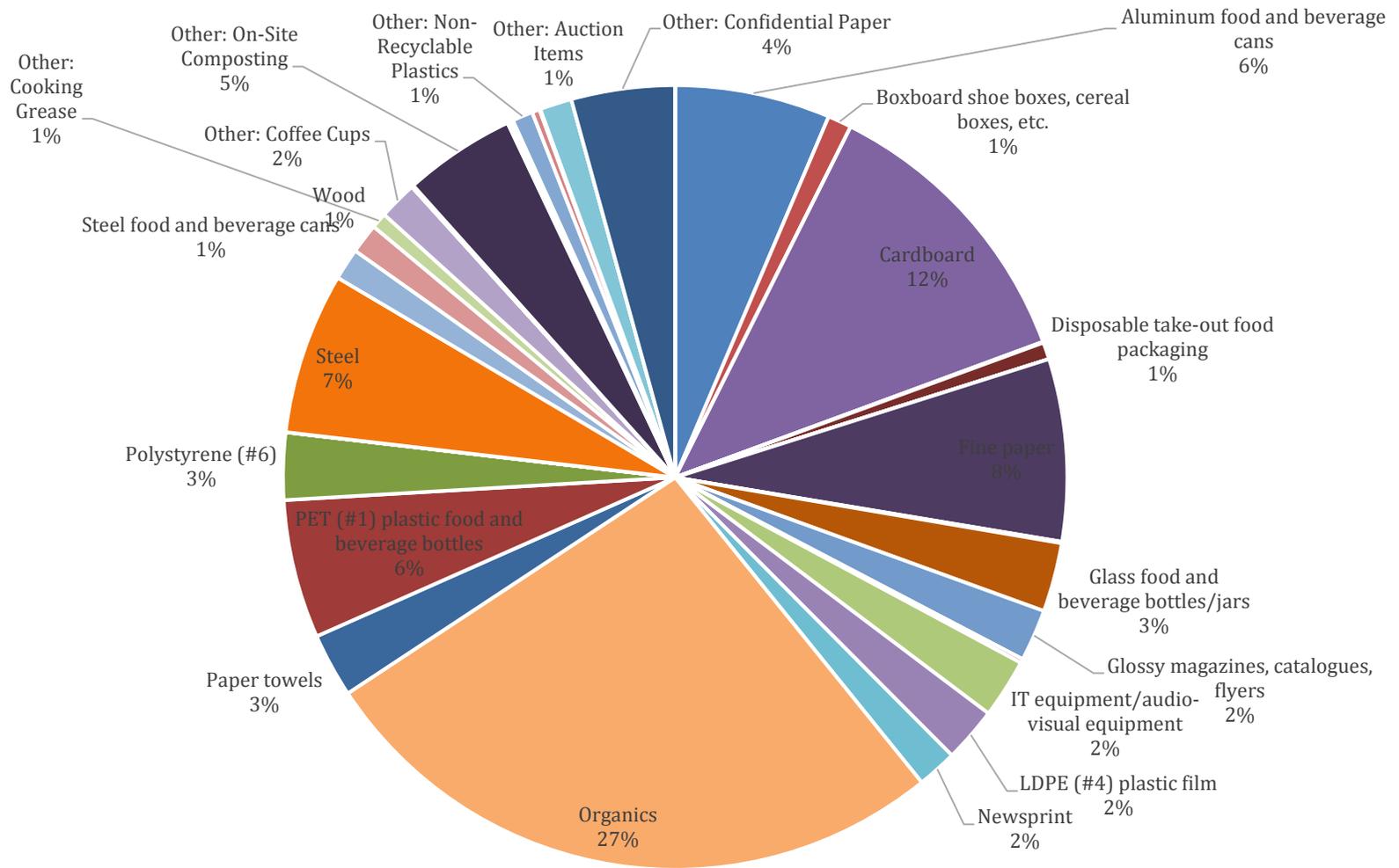


Table 3. Niagara College Recycled Material Composition, 2013

MOE Classification	Annual Weight (kg)	Annual Composition (%)
Aluminum food and beverage cans	31,519.80	6.40%
Boxboard shoe boxes, cereal boxes, etc.	4,838.84	0.98%
Building/renovation material	0.00	0.00%
Cardboard	59,030.00	11.99%
Cell phones	0.00	0.00%
Clothing/textiles	182.81	0.04%
Diapers	0.00	0.00%
Disposable take-out food packaging	3,454.41	0.70%
Drywall	0.00	0.00%
Fine paper	36,932.28	7.50%
Furniture	316.44	0.06%
Glass food and beverage bottles/jars	14,011.47	2.85%
Glossy magazines, catalogues, flyers	9,522.76	2.14%
HDPE (#2) plastic jugs, crates, totes and drums	829.54	0.17%
IT equipment/audio-visual equipment	12,000.00	2.44%
LDPE (#4) plastic film	11,129.76	2.26%
Newsprint	8,084.57	1.64%
Organics	130,700.81	26.55%
Paper towels	12,999.01	2.64%
PET (#1) plastic food and beverage bottles	27,737.92	5.72%
Polystyrene (#6)	13,588.42	2.76%
Printer cartridges	30.26	0.01%
Skids	0.00	0.00%
Steel	32,786.80	6.66%
Steel food and beverage cans	6,427.78	1.31%
Wood	6,060.00	1.23%
Other: Cooking Grease	3,200.00	0.65%
Other: Coffee Cups	6,822.98	1.59%
Other: Wax Paper	46.51	0.01%
Other: Filters	108.25	0.02%
Other: Shrink Wrap	104.34	0.02%
Other: Batteries	125.49	0.03%
Other: Rubber	21.74	0.00%

Other: Compost	22,679.63	4.61%
Other: Non-Recyclable Paper	1,305.94	0.12%
Other: Recyclable Plastics (# 3,5,7)	580.94	0.12%
Other: Non-Recyclable Plastics	4,968.78	0.85%
Other: Polycoat Containers	6,562.45	0.31%
Other: Kraft Paper	202.18	0.04%
Other: Landscape Fabric	6.42	0.00%
Other: Auction Items	0.00	1.32%
Other: Concrete	0.00	0.00%
Other: Confidential Paper	23,405.27	4.27%
Miscellaneous	0.00	0.00%
TOTAL	492,324.59	100.00%

2.4 Niagara College Overall Re-Use Waste Composition

The re-use program consisted of three waste streams with Organics at 46.70 0% as the largest contributor. Additionally, Cooking Oil was a significant stream, consisting of 41.65% of the re-use program, and auction items (11.65%) to follow. **Figure 4.** and **Table 4.** summarizes all material that was re-used at Niagara College in 2013.

Figure 4. Niagara College Re-Use Waste Composition

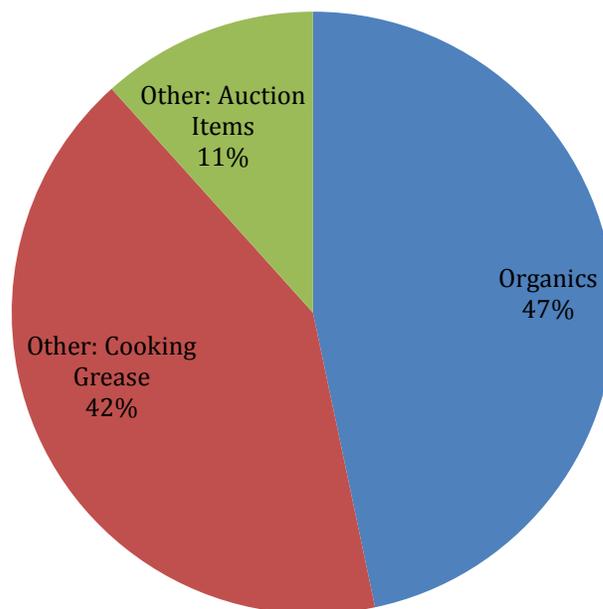


Table 4. Niagara College Re-Use Waste Composition

MOE Classification	Annual Total (kg)	Annual Composition (%)
Cooking Grease	23,190.73	42.65%
Organics	26,000.00	46.70%
Auction Items	6,487.15	11.65%
TOTAL	55,677.88	100.00%

6.0 Recommendations

The following list of recommendations may provide the basis of the waste reduction work plan. Recommendations will be made in order or priority according to the Environmental Management Hierarchy:

1. Source Reduction
2. Recycling (offsite)
3. Treatment
4. Disposal

Top priority is always given to source reduction initiatives since it is through these that resource consumption is minimized. It is also where the most significant cost savings occur for a facility. Money is not only saved in the reduction of disposal costs but also in the purchasing and consumption of those resources as well. Recycling is the second priority because it still involves the consumption of that resource to a certain extent. Money is saved in disposal costs when recycling opportunities are maximized but it still requires the replenishment of resources in the end.

6.1 Source Reduction Recommendations

1. A considerable amount of Coffee Cup and Disposable Take-Out Food Packaging waste can be prevented from entering the solid waste stream by encouraging the use of reusable food containers and travel mugs. Students and employees can be engaged to participate in a source reduction campaign by increasing awareness of source reduction principles, and increase awareness of the 20 cent discount for those who provide their own food containers and travel mugs.
2. To address the amount of paper found in the waste stream, an increase in the use of Blackboard and other electronic resources should be promoted and encouraged by all employees and students to reduce a significant amount of paper being used at the college. Educational resources and engagement tools should be used to promote these reduction and prevention practices.
3. A number of non-recyclable plastic food containers were discovered in the waste streams that are derived from both on and off campus food establishments. It is

recommended that the food establishments on campus stop offering non-recyclable packaging, and consolidate all material types in relation to the material available from the Canadian Food and Wine Institute. This material is recyclable and compostable, and when properly disposed of, will not enter a landfill.

4. In addition to introducing more recyclable and compostable take-out containers on campus, this material can also be established within the Residences, in replacement of non-recyclable or non-compostable materials. It was found within the Residences that a lot of take-out material enters the landfill, and by switching to more sustainable options, this material could potentially be diverted from the landfill.
5. While conducting the weighing and sorting, there were a number of garbage bags within other bags with very little waste in them. It is recommended that bins with little to no garbage be left until they are more than halfway full or emptied into another bin to avoid disposing of more garbage bags than necessary. In particular, the washrooms have small garbage bins due to the small volume of waste produced, which can be carried out in other waste generating areas as well, as needed.
6. When any department is ready to switch out old equipment, furniture or other resources, it is recommended they contact the Sustainability Coordinator to evaluate whether the material is salvageable for either the Auction Items or donations.
7. In the sorting process, large amount of unopened food items was found in the waste stream. It is recommend that educating students and staff to reduce and eliminate the act of wasting of food items. We encourage students and staffs to drop unopened food items in the food bank provided by the Student Administrative Council (SAC) which can be distributed to underprivileged individuals.

6.2 Recycling Recommendations

1. By increasing either the number of four-tier waste collection bins, or adding individual composting bins alongside single stream bins that are found throughout both the NOTL and Welland campus, this can increase the amount of organics and recyclable materials captured.
2. During the audit process, it was found that a large portion of solid waste generated within both the Residence buildings was organic food waste. It is recommended to implement an organics program as soon as possible to further increase organics capture rates, and diversion from the landfill.
3. In order to reduce the amount of waste produced and disposed, the source must be considered. Students should be encouraged to purchase products with less packaging, such as being discouraged from purchasing microwavable soup bowls, and directed toward canned soup.
4. To further enhance the effectiveness and importance of campus engagement, focus on waste management, and the available waste streams is critical to a successful program. Employees and students should be made aware constantly and consistently about the

various waste streams that are on campus. In particular, students should know that there are electronics and battery collection programs available.

5. During times of renovation, demolition or construction, proper disposal and separation of the material entering the landfill should be taken. As Building Renovation material comprised of a large portion of waste from the NOTL Campus, taking time to evaluate what is going to be land filled or separated can allow Niagara College to dispose of building material more responsibly.

6.3 Treatment Initiatives

1. If a composting program were to be introduced on the site, this initiative can help reduce this material entering the landfill. As the Greenhouse is constantly generating organic and compostable material, students and staff can take a leadership role in generating compost for Niagara College and community members. If a compost program at the college is not initiated, research could be done to determine if there are community members or community organizations that could utilize the wood scraps more effectively than paying to have it removed from the college.
2. Furthermore, if a composting program were to be introduced at the NOTL and Welland Campus, it could be managed by students and Facilities Management. Landscaping, gardening and other yard waste can be integrated into the compost. It is important to avoid material that may contain pathogens to avoid the pathogens being present in the compost. In the future, once established, the composting program could be reassessed to determine if including other forms of organic waste from the food generation areas would be environmentally, socially and economically viable
3. In order to decrease the amount of organic contamination within both the waste and recycling streams, students in Residence should be encouraged to rinse out bottles and containers, and separate the caps into the waste bins. Information resources such as signage can be created as a reminder and placed within communal disposal areas such as within the kitchen and common areas on each floor.

6.4 Initiatives in Disposal of Waste

1. Ensure waste is being placed in the proper receptacle through educational campaign and other interactive and available engagement strategies. In particular, a large portion of the organics generated (including Coffee Cups) were found within the solid waste stream. It would be a very valuable initiative to focus on Organics diversion from the landfill, by promoting the new organics streams, and provide educational resources surrounding this practice. Also provide education on what can and cannot be placed in the blue and grey bins through educational signs and campaigns throughout the school.

6.5 Other Initiatives

1. It is strongly recommended that Niagara College NOTL Campus continue to ensure that a solid waste audit is conducted on an annual basis. This will help monitor progress and

provide new opportunities for better waste management practices in the future. In addition, a Waste Reduction Work Plan should be updated annually to reflect information gathered during the audit. Completion of these activities will ensure compliance with Regulation 102/94 and 103/94.

2. There were a number of waste generating areas that did not make it into the 2013 audit, that were recognized last year.
 - a. At the NOTL Campus, these included: Science Labs, Hallways, Cafeteria, Library, Student Pub – The Armoury, Washrooms, Offices, Cooking Laboratories, Campus Grounds, Student Suites, Conference Room, Student Lounge, Kitchenette and Residence Front Desk
 - b. There were other areas of the Welland Campus that were not audited at all such as the Campus Grounds, Facilities Management and Assessment shop, offices of the Pavillion Building, Cafeteria Kitchen Waste, Computer Labs, Third Floor Simcoe Building and specialty academic areas such as Rankin Technology, and Applied Health.
3. There were other areas of the NOTL Campus that were not audited at all such as the Facilities Management and Assessment shop, Computer Labs, and specialty academic areas such as the Teaching Brewery, Greenhouse and the Wine Visitor and Education Centre.
4. Engagement strategies should be implemented to modify the recycling habits and increase awareness on campus in an effort to divert more recyclable materials away from the waste stream. Engagement strategies can include:
 - a. Volunteers guiding students and employees on waste disposal, increase signage with photos of waste materials, have information available electronically for those who would like to see the information displayed in a guide and provide resources for faculty in the classrooms to provide to their students.
 - b. Initiate a Pizza Box Program: as the Welland Campus Residence has some issues with regards to its diversion and disposal procedures, most notably in the student suites. It is recommended that a pizza box program should be implemented at the NOTL Campus through various education and communication tools throughout the building. The majority of the waste in the student's suites contained numerous amounts of pizza boxes mixed in with organics, plastics, fine paper, and other wastes. As a solution, a Pizza Box program that also includes other cardboard should be implemented on each floor within the residence.
 - c. Create a "green team" or "green" representative within the Residence and academic programs to help increase awareness on all waste management practices at the NOTL Campus.
5. It is also recommended that communication between upper management, staff and faculty and the students within the school improves. There was some difficulty conducting the waste audit and if communication improved it would help speed the

process along. It is also important to communicate to custodial staff the importance of waste audit compliance and the labelling process. This will streamline the waste audit process in the future. The results of this waste audit should be shared with the students and campaigns should be introduced that can help to increase the diversion rate.

Appendices

Appendix I: Niagara-on-the-Lake Campus - Ministry of the Environment Waste Form: Report of a Waste Audit

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).*
- [See an example of a filled-out form here \(PDF\).](#)

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Type your answers in the grey boxes - there is no character limit.		
Name of Contact Person: Taryn Wilkinson, Sustainability Coordinator	Telephone #: 905-735-2211 Ext. 7421	Email address: tawilkinson@niagaracollege.ca
Street Address(es) of Entity(ies): 135 Taylor Road		
Municipality: Niagara-on-the-Lake, ON		
Type of entity Educational Institution		

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): Niagara College offers more than 100 diploma, bachelor degree and advanced level programs at campuses in Welland, Niagara-on-the-Lake, and Niagara Falls; as well as more than 600 credit, vocational and general interest Continuing Education courses. Areas of specialization include food and wine sciences, advanced technology, media, applied health and community safety, supported by unique learning enterprises in food, wine, beer, horticulture and esthetics. With close to 4,800 first-year students beginning studies in September 2014, Niagara College’s combined enrolment surpassed 10,000 students. Niagara College also continues to see an increase in international enrolment, with approximately 2,400 students from 72 countries at Niagara
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College this year.

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?
<i>Example: Disposable Food Packaging</i>	<i>Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reusable mugs for customers consuming coffee/tea inside restaurant is being reviewed.</i>
Aluminum food and beverage cans	Aluminum food and beverage cans are generated from food service areas as well as food preparation areas. Recycling is available for these items at the NOTL campus.
Boxboard shoe boxes, cereal boxes, etc.	Boxboard is generated in food preparation areas. Recycling is available for boxboard shoe boxes, cereal boxes, etc. at the NOTL campus.
Building/renovation material	Building/renovation material is created on campus. Material that can be separated into recycling streams is. Those that are not are disposed in general waste.
Cardboard	Primarily generated through shipping and receiving of materials from various suppliers, particularly in the food preparation areas. Cardboard is bailed and recycled at the NOTL Campus.
Cell phones	N/A
Clothing/textiles	Clothing/Textiles are generated in the Campus Bookstore, the Greenhouse, and the Canadian Food and Wine Institute (CFWI). Clothing/Textiles can also be brought from off-site. Clothing/textiles can be placed in the solid waste stream.
Diapers	N/A
Disposable take-out food packaging	Disposable take out good packaging is generated in the cafeteria and food service area. The disposable food packaging at Benchmark is currently recyclable, which is placed in the recycling stream. The disposable takeout food packaging in the cafeteria is currently placed in the waste stream.
Drywall	N/A
Fine paper	Generated by students and staff as required for academic and administrative needs. Fine Paper can also be brought from off-site. Recycling is available for these items at the NOTL campus. Fine Paper that is soiled can be placed in the organics stream.
Furniture	N/A
Glass food and beverage bottles/jars	Glass food and beverage bottles/jars are generated from food service areas as well as food preparation areas. Recycling is available for glass at the NOTL campus.
Glossy magazines, catalogues, flyers	Glossy magazines, catalogues, and flyers are generated in numerous departments for academic and administrative purposes such as student information. Other external magazines catalogues and flyers are handed out at the NOTL campus such as the Financial Post Magazine for students. Recycling is available for glossy magazines, catalogues and flyers at the NOTL campus.
HDPE (#2) plastic jugs, crates, totes and drums	HDPE (#2) plastic jugs, crates, totes and drums are generated from the food service areas we well as food preparation areas. Recycling is available for HDPE (#1) at the NOTL campus.

IT equipment/audio-visual equipment	N/A
LDPE (#4) plastic film	LDPE (#4) plastic film is generated by the campus store and food preparation and service areas for take away. Recycling is available for LDPE (#4) at the NOTL campus.
Newsprint	Newsprint is generated from the Niagara News; the Niagara College newspaper that is published at the school. Other external newspapers are handed out at the NOTL campus such as the Globe and Mail and the National Post. Recycling is available for newsprint at the NOTL campus.
Organics	Organics are generated in food preparation areas as well as staff and students during meals. There is an organics collection area in the food preparation areas as well as the Student Administrative Council pub area. As well, an organics collection program is in place campus wide.
Paper towels	Paper towels are generated in science labs and athletic facility. Paper towels are currently placed in the waste stream.
PET (#1) plastic food and beverage bottles	PET (#1) plastic food and beverage bottles are generated from the food service areas as well as food preparation areas. Recycling is available for PET (#1) at the NOTL campus.
Polystyrene (#6)	Polystyrene (#6) is generated in food service areas such as soup and smoothie containers. Recycling is available for Polystyrene at the NOTL campus.
Printer cartridges	N/A
Skids	N/A
Steel	Steel and scrap metal waste is generated through the Facilities Management Services department. Recycling is available for wood at the NOTL campus. As well, academic programs within the Rankin Technology Centre generate wood. Recycling is available for that material on site.
Steel food and beverage cans	Steel food and beverage cans are not available for sale on the campus. Food preparation areas do utilize steel cans. Recycling is available for these items at the NOTL Campus.
Wood	Wood waste is generated through the Facilities Management Services department. Recycling is available for wood at the NOTL Campus. Recycling is available for that material on site.
Other: Cooking Oil	Cooking grease is generated in the food preparation areas. Cooking grease is currently recycled at The NOTL campus
Other: Coffee Cups	Coffee cups are generated in the food preparation and food service areas. A compost stream is available for all coffee cups on campus. The lids can be placed in the blue recycling stream on campus.
Other: Bottle Caps	Bottle caps are generated in the food service and common areas on campus. Recycling is available for all bottle caps.
Other: Wax Paper	Wax Paper is generated in the food service and food preparation areas on campus. Wax Paper can also be brought from off-site. Wax Paper can be disposed in the solid waste stream.
Other: Filters	Filters can be generated in the Teaching Brewery and the Wine Visitor and Education Centre (WVEC). Filters can be placed in the organics stream.
Other: Shrink Wrap	Shrink Wrap can be generated from various shipping and receiving areas, as it is attached to packaging, pallets, shipments etc. Shrink Wrap can be disposed of in the solid waste stream.
Other: Batteries	Batteries are generated on campus through classroom IT resources (remotes, devices etc.) Recycling is available for all batteries on campus.
Other: Rubber	Rubber can be generated on campus in various academic departments, within the food service and preparation areas as

	well as the campus cleaners. Rubber can also be brought in from off-site. Rubber gloves can be placed in the solid waste stream.
Other: Compost	Compost is generated at the Greenhouse by Staff and Students throughout the year, and is collected outside. Compost material that enters the waste stream is disposed of. Compost material that is put in the pile will be recycled.
Other: Non-Recyclable Paper	Non-Recyclable Paper is generated on campus through a variety of sources, such as the food service areas, (wax paper
Other: Recyclable Plastics (# 3,5,7)	Recyclable Plastics (# 3,5,7) are generated on campus within the food service areas such as the Cafeteria. Recyclable Plastics (# 3,5,7) can also be brought in from off-site. Blue bin recycling is available campus wide for this material.
Other: Non-Recyclable Plastics	Non-Recyclable Plastics (Other than #s 1 through 7) are generated in food service areas, and could potentially be brought on-site as well. Non-Recyclable Plastics can be placed in the solid waste stream.
Other: Polycoat Containers	Polycoat containers are generated on campus within the food service areas such as the Cafeteria. Polycoat containers can also be brought in from off-site. Blue bin recycling is available campus wide for this material.
Other: Kraft Paper	Generated by students and staff as required for academic and administrative needs. Kraft Paper can also be brought from off-site. Recycling is available for Kraft Paper at the NOTL campus.
Other: Landscape Fabric	Landscape Fabric is generated in the Greenhouse, for various Grounds and Academic purposes. All Landscape Fabric is placed in the solid waste stream.
Other: Auction Items	Auction items are generated on campus as reusable material. The items are auctioned off for the public to purchase.
Other: Confidential Paper	Confidential Paper is generated in a variety of Administration Offices. Confidential Paper is placed in specialty grey bins.
Miscellaneous	Miscellaneous waste is generated throughout the NOTL Campus in a variety of ways. This waste can include floor sweepings, dust, and unidentifiable, non-recyclable plastic wrappings. Miscellaneous waste can be placed in any solid waste stream for disposal.

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
<i>Example: Beverage cans</i>	<i>Staff/clients may place in garbage bins</i>	<i>Staff/clients place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.</i>
Aluminum food and beverage cans	Staff/students may place in waste receptacles	Staff and students place aluminum food and beverage cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.
Boxboard shoe boxes, cereal boxes,	Staff/students may place in waste	Staff and students place boxboard in

etc.	receptacles	recycling receptacles. Collection staff later collects and binds boxboard placing it in the compactor. Those in garbage are disposed; those in the compactor are recycled.
Building/renovation material	Staff/students may place in large collection containers	Staff and students place building/renovation material
Cardboard	Staff/students may place in waste receptacles	Staff and students place cardboard in recycling receptacles. Collection staff later collects and binds cardboard and places in the cardboard compactor. Those in garbage are disposed; those in the compactor are recycled.
Cell phones	N/A	N/A
Clothing/textiles	Staff/students may place in waste receptacles	Staff and students place Clothing Textiles in waste receptacles. Collection staff later collects Clothing/Textiles. Those in garbage are disposed.
Diapers	Staff/students may place in waste receptacles	Staff and students place Diapers in waste receptacles. Collection staff later collects Diapers. Those in garbage are disposed.
Disposable take-out food packaging	Staff/students may place in waste receptacles	Staff and students place Disposable take-out food packaging in waste receptacles. Collection staff later collects the Disposable take-out food packaging. Those in garbage are disposed; those in recycling receptacles are recycled.
Drywall	N/A	N/A
Fine paper	Staff/students may place in waste receptacles	Staff and students place fine paper in recycling receptacles. Collection staff later collects fine paper. Those in garbage are disposed; those in recycling receptacles are recycled in the general fine paper stream or the confidential paper stream.
Furniture	Staff/students may place in waste stream	External organizations come in and remove the furniture for re-use or repurposing.
Glass food and beverage bottles/jars	Staff/students may place in waste receptacles	Staff and students place glass food and beverage bottles/jars in recycling receptacles. Collection staff later collects beverage bottles/jars. Those in garbage are disposed; those in recycling receptacles are recycled.
Glossy magazines, catalogues, flyers	Staff/students may place in waste receptacles	Staff and students place glossy magazines, catalogues, flyers in recycling receptacles. Collection staff later collects glossy magazines, catalogues, flyers. Those in garbage are disposed; those in recycling receptacles are recycled.
HDPE (#2) plastic jugs, crates, totes and drums	Staff/students may place in waste receptacles	Staff and students place HDPE (#2) in recycling receptacles. Collection staff later collects HDPE (#2). Those in garbage are disposed; those in recycling receptacles are recycled.
IT equipment/audio-visual equipment	Staff may place in waste receptacles	Staff may place IT equipment/audio-visual equipment in the centralized e-

		waste collection containers located in FMS. An external waste hauler will later collect the IT equipment/audio-visual equipment.
LDPE (#4) plastic film	Staff/students may place in waste receptacles	Staff and students place LDPE (#4) in recycling receptacles. Collection staff later collects LDPE (#4). Those in garbage are disposed; those in recycling receptacles are recycled.
Newsprint	Staff/students may place in waste receptacles	Staff and students place newsprint in recycling receptacles. Collection staff later collects newsprint. Those in garbage are disposed; those in recycling receptacles are recycled.
Organics	Staff/students may place in waste receptacles	Staff and Students in the Student Administrative Council Food Establishments, kitchen areas, hallways as well as eating areas place organic material in compost receptacles. Collection staff later collect organics. Those in garbage are disposed; those in compost receptacles are composted
Paper towels	Staff/students may place in waste receptacles	Staff and students place Paper Towels place Paper Towels in the waste receptacles. Paper Towels are compostable on campus. Those placed in the green bin are composted. Those placed in the grey bin are recycled. Those placed in the solid waste bin are disposed of.
PET (#1) plastic food and beverage bottles	Staff/students may place in waste receptacles	Staff and students place PET (#1) in recycling receptacles. Collection staff later collects PET (#1). Those in garbage are disposed; those in recycling receptacles are recycled.
Polystyrene (#6)	Staff/students may place in waste receptacles	Staff and students place Polystyrene (#6) in recycling receptacles. Collection staff later collects Polystyrene (#6). Those in garbage are disposed; those in recycling receptacles are recycled.
Printer cartridges	N/A	N/A
Skids	N/A	N/A
Steel	Staff/students may place in waste stream	Staff and students place steel and scrap metal in large receptacles behind the automotive compound or welding shop. External waste haulers collect the material. Those in garbage are disposed; those in large receptacles are recycled.
Steel food and beverage cans	Staff/students may place in waste receptacles	Staff and students place steel cans in recycling receptacles. Collection staff later collect Cans. Those in garbage are disposed; those in recycling receptacles are recycled.
Wood	Staff/students may place in waste receptacles	Staff and students place wood in large receptacles behind the construction compound at the NOTL Campus. External waste haulers later collect the

		Wood. Those in garbage are disposed; those in large receptacles are recycled.
Other: Cooking Oil	Staff/students may place in waste receptacles	Staff and students place cooking oil in large receptacles at the rear loading dock. External waste haulers later collect the Cooking Grease. Those in garbage are disposed; those in collection bins are picked up to be recycled.
Other: Coffee Cups	Staff/students may place in waste receptacles	Staff and students place Coffee Cups in the four stream waste bins implemented campus wide. Collection staff later collects Coffee Cups. The Coffee Cups are compostable, those that are thrown on the other bins (solid, blue, grey) will be disposed in those streams.
Other: Wax Paper	Staff/students may place in waste receptacles	Staff and students place Waxed Paper in the waste receptacles. Collection staff later collects Waxed Paper. Those in the garbage are disposed; those in the blue bin are recycled.
Other: Filters	Staff/students may place in waste receptacles	Staff and students place Filters in the waste receptacles. Collection staff later collects Filters. Those in the green bin are composted. Those in the solid waste bin are disposed.
Other: Shrink Wrap	Staff/students may place in waste receptacles	Staff and students place Shrink Wrap in the waste receptacles. Collection staff later collects Shrink Wrap. Those in the solid waste stream are disposed.
Other: Batteries	Staff/students may place in waste receptacles	Staff and students place Batteries in the special designated bin. Collection staff later collects Batteries. Those in the solid waste bin are disposed. Those in the special collection container are recycled.
Other: Rubber	Staff/students may place in waste receptacles	Staff and students place Rubber in the waste receptacles. Collection staff later collects Rubber. Those in the blue bin are recycled. Those in the solid waste stream are disposed.
Other: Compost	Staff/students may place in waste receptacles	Staff and students place compostable material in the compost pile. Those in the solid waste bin are disposed.
Other: Non-Recyclable Paper	Staff/students may place in waste receptacles	Staff and students place Non-Recyclable Paper in the waste receptacles. Collection staff later collects Non-Recyclable Paper. Those in the solid waste stream are disposed of, those in the grey bin, are recycled.
Other: Recyclable Plastics (# 3,5,7)	Staff/students may place in waste receptacles	Staff and students place Recyclable Plastics in the waste receptacles. Collection staff later collects Recyclable Plastics. Those in the solid waste stream are disposed. Those in the blue bin are recycled.
Other: Non-Recyclable Plastics	Staff/students may place in waste receptacles	Staff and students place Non- Recyclable Plastics in the waste receptacles. Collection staff later collects Non-

		Recyclable Plastics. Those in the solid waste stream are disposed. Those in the blue bin are recycled.
Other: Polycoat Containers	Staff/students may place in waste receptacles	Staff and students place Polycoat Containers in the waste receptacles. Collection staff later collects Polycoat Containers. Those in the solid waste stream are disposed. Those in the blue bin are recycled.
Other: Kraft Paper	Staff/students may place in waste receptacles	Staff and students place Kraft Paper in the waste receptacles. Collection staff later collects the Kraft Paper. Those in the grey stream are recycled. Those in the solid waste stream are disposed.
Other: Landscape Fabric	Staff/students may place in waste receptacles	N/A
Other: Auction Items	Staff may place Auction Items in the proper storage space.	Staff will place Auction Items in the proper storage areas. All of the items will be re-used, and sold to the public.
Other: Confidential Paper	Staff/students may place in waste receptacles	Staff and students place Confidential Paper in the waste receptacles. Collection staff later collects the Confidential Paper. Those in the grey stream are recycled. Those in the solid waste stream are disposed.
Miscellaneous	Staff/students may place in waste receptacles	Staff and students place Miscellaneous Waste in the waste receptacles. Collection staff later collects the Miscellaneous Waste. Those in the solid waste stream are disposed.

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 ANNUALLY – [SEE A FILLED-OUT SAMPLE HERE \(PDF\)](#)

Categories of Waste	Estimated Amount of Waste Produced kgs or tonnes (t)											
	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)
<i>Examples:</i> <i>Aluminum food and beverage cans</i>	100kg	90kg	-10kg	0	0	0	75kg	85kg +	10kg	25kg	5kg	- 20kg
<i>Cardboard</i>	4t	3.8t	-.2t	0	0	0	3.2t	3.4t	+.2t.	8t	.4t	-.4t
Aluminum food and beverage cans	2,589.02	31,436.60	-28,847.58	0.00	0.00	0.00	1,557.85	21,684.28	-20,126.43	1,031.17	9,752.32	-8,721.15
Boxboard shoe boxes, cereal boxes, etc.	1,790.38	3,452.27	-1,661.89	0.00	0.00	0.00	0.00	2,340.14	-2,340.14	1,790.38	1,112.13	678.25
Building/renovation material	0.00	21,161.24	-21,161.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,150.00	-21,150.00
Cardboard	5,512.43	104,108.12	-98,595.69	0.00	0.00	0.00	5,512.43	36,760.00	-31,247.57	0.00	67,348.12	-67,348.12
Cell phones	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clothing/textiles	145.04	2,794.52	-2,649.48	0.00	0.00	0.00	0.00	148.09	-148.09	145.04	2,646.43	-2,501.39
Diapers	0.00	54.00	-54.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.00	-54.00
Disposable take-out food packaging	230.45	11,273.65	-11,043.20	0.00	0.00	0.00	0.00	3,454.41	-3,454.41	230.45	7,819.25	-7,588.80
Drywall	0.00	11.24	-11.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fine paper	5,170.61	38,952.27	-33,781.66	0.00	0.00	0.00	2,082.19	15,396.25	-13,314.06	3,088.42	23,556.02	-20,467.60
Furniture	0.00	32.26	-32.26	0.00	0.00	0.00	0.00	11.24	-11.24	0.00	21.02	-21.02
Glass food and beverage bottles/jars	2,945.75	13,193.81	-10,248.06	0.00	0.00	0.00	2,085.69	8,968.05	-6,882.36	860.06	4,225.77	-3,365.71
Glossy magazines, catalogues, flyers	0.00	6,627.00	-6,627.00	0.00	0.00	0.00	0.00	4,234.91	-4,234.91	0.00	1,392.09	-1,392.09
HDPE (#2) plastic jugs, crates, totes and drums	0.00	4142.87	-4,142.87	0.00	0.00	0.00	0.00	399.65	-399.65	0.00	3,743.22	-3,743.22

IT equipment/audio-visual equipment	0.00	3,007.01	- 3,007.01	0.00	0.00	0.00	0.00	3,000.00	- 3,000.00	0.00	7.01	-7.01
LDPE (#4) plastic film	0.00	9,738.06	- 9,738.06	0.00	0.00	0.00	0.00	8,657.09	- 8,657.09	0.00	1,080.97	- 1,080.97
Newsprint	0.00	7,783.23	- 7,783.23	0.00	0.00	0.00	0.00	7,783.23	- 7,783.23	0.00	0.00	0.00
Organics	17,967.27	212,543.08	- 194,575.81	0.00	26,000.00	- 26,000.00	470.07	98,388.49	- 97,918.42	17,497.20	88,154.59	- 70,657.39
Paper towels	5,392.24	16,227.15	- 10,834.91	0.00	0.00	0.00	0.00	7,167.67	- 7,167.67	5,392.24	9,059.48	- 3,667.24
PET (#1) plastic food and beverage bottles	0.00	19,966.28	- 19,966.28	0.00	0.00	0.00	0.00	6,882.49	- 6,882.49	0.00	13,083.78	- 13,083.78
Polystyrene (#6)	0.00	14,420.27	- 14,420.27	0.00	0.00	0.00	0.00	3,492.18	- 3,492.18	0.00	10,928.09	- 10,928.09
Printer cartridges	0.00	168.63	-168.63	0.00	0.00	0.00	0.00	14.45	-14.45	0.00	154.18	-154.18
Skids	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Steel	0.00	4,497.64	- 4,497.64	0.00	0.00	0.00	0.00	4,020.00	- 4,020.00	0.00	477.64	-477.64
Steel food and beverage cans	0.00	9,165.30	- 9,165.30	0.00	0.00	0.00	0.00	6,427.78	- 6,427.78	0.00	2,737.52	- 2,737.52
Wood	350.41	2,289.65	- 1,939.24	0.00	0.00	0.00	0.00	2,220.00	- 2,220.00	350.41	69.65	280.76
Other: Cooking Oil	3,300.00	19,990.73	- 16,690.73	3,300.00	19,990.73	- 16,690.73	0.00	0.00	0.00	0.00	0.00	0.00
Other: Coffee Cups	4,973.96	20,145.99	- 15,172.03	0.00	0.00	0.00	0.00	6,822.98	- 6,822.98	4,973.96	12,323.01	- 7,349.05
Other: Wax Paper	0.00	200.48	-200.48	0.00	0.00	0.00	0.00	46.51	-46.51	0.00	153.97	-153.97
Other: Filters	0.00	692.90	-692.90	0.00	0.00	0.00	0.00	108.25	-108.25	0.00	584.65	-584.65
Other: Shrink Wrap	0.00	114.15	-114.15	0.00	0.00	0.00	0.00	104.34	-104.34	0.00	9.81	-9.81
Other: Batteries	0.00	236.76	-236.76	0.00	0.00	0.00	0.00	125.49	-125.49	0.00	111.27	-111.27
Other: Rubber	0.00	21.24	-21.24	0.00	0.00	0.00	0.00	21.74	-21.74	0.00	0.00	0.00
Other: Compost	41,635.37	22,679.63	18,955.74	1,199.08	0.00	1,199.08	40,339.00	22,679.63	17,659.37	97.29	0.00	97.29
Other: Non-Recyclable Paper	1,878.88	2,110.05	-231.17	0.00	0.00	0.00	1,828.70	626.82	1,201.88	50.18	1,502.23	- 1,452.05

Other: Recyclable Plastics (# 3,5,7)	11,016.66	4,259.28	6,757.38	0.00	0.00	0.00	3,270.07	580.94	2,689.13	7,746.59	3,678.34	4,068.25
Other: Non-Recyclable Plastics	138.12	6,659.54	-6,521.42	0.00	0.00	0.00	0.00	4,091.60	-4,091.60	138.12	2,567.94	-2,429.82
Other: Polycoat Containers	841.28	2,648.50	-1,807.22	0.00	0.00	0.00	231.26	1,548.03	-1,316.77	610.02	1,122.94	-512.92
Other: Kraft Paper	0.00	1,084.73	-1,084.73	0.00	0.00	0.00	0.00	202.18	-202.18	0.00	882.56	-882.56
Other: Landscape Fabric	0.00	6.42	-6.42	0.00	0.00	0.00	0.00	6.42	-6.42	0.00	0.00	0.00
Other: Auction Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other: Concrete	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other: Confidential Paper	0.00	3,195.62	0.00	0.00	0.00	0.00	0.00	5,576.13	0.00	0.00	0.00	0.00
Miscellaneous	4,878.20	0.00	4,878.20	0.00	0.00	0.00	1,132.70	0.00	1,132.70	3,745.50	0.00	3,745.50
Total	110,756.07	621,092.17	-507,140.47	110,756.07	45,990.73	-41,491.65	58,509.96	283,591.45	-221,885.86	47,747.03	291,510.00	-243,762.97
Percent Change (total C ÷ total A x 100)			-457.89			-37.46			-510.53			-510.53
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.												

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 (and please attach any additional page(s) as required):

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.
	No, however, the Sustainability Committee and Purchasing are currently working towards developing a purchasing policy that would encourage the purchase of products with recycled content. Paper with recycled content is one product that is specifically being considered.
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. <i>* 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.</i>
	Yes. The Sustainability Committee is currently reviewing materials and products that could be replaced with similar products or materials made with recycled or re-used content. Paper with recycled content is one product that is specifically being considered.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.

Signature of authorized official:	Title: Taryn Wilkinson, Sustainability Coordinator	Date:
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Ministry of the Environment Waste Form
Report of a Waste Reduction Work Plan
Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Niagara College			
Name of Contact Person: Taryn Wilkinson	Telephone #: 905.735.2211 x7421	Email address: tawilkinson@niagaracollege.ca	
Street Address(es) of Entity(ies): 135 Taylor Road			
Municipality: Niagara-on-the-Lake, ON			
Name of Owner and/or Operator of Entity(ies) and Company Name: Niagara College			
Retail Shopping Establishments		Hotels and Motels	
Retail Shopping Complexes		Hospitals	
Office Buildings		Educational Institutions	X
Restaurants		Large Manufacturing Establishments	

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

II. DESCRIPTION OF THE ENTITY

Provide a brief overview of the entity(ties): Niagara College offers more than 100 diploma, bachelor degree and advanced level programs at campuses in Welland, Niagara-on-the-Lake, and Niagara Falls; as well as more than 600 credit, vocational and general interest Continuing Education courses. Areas of specialization include food and wine sciences, advanced technology, media, applied health and community safety, supported by unique learning enterprises in food, wine, beer, horticulture and esthetics. With close to 4,800 first-year students beginning studies in September 2014, Niagara College's combined enrolment surpassed 10,000 students. Niagara College also continues to see an increase in international enrolment, with approximately 2,400 students from 72 countries at Niagara College this year.

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
<i>Example: fine paper</i>	<u>"Fine Paper 3Rs Program"</u>

<i>(e.g. from an office)</i>	<p><u>Reduce:</u> Staff will be encouraged to print on both sides of each sheet of paper and utilize more digital technology to reduce paper copies.</p> <p><u>Reuse:</u> Discarded paper with print only on one side will be used for note pads/scrap.</p> <p><u>Recycle:</u> Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Custodial staff will empty containers into bulk container at recycling compound for collection by recycling company.</p>
Aluminum food and beverage cans	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in cafeterias and throughout the school for cans to be placed when emptied. Staff/Students will be encouraged to place aluminum food and beverage cans in appropriate recycling receptacles. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be placed in strategic locations in the school with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Boxboard shoe boxes, cereal boxes, etc.	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food service areas for boxboard to be placed when emptied. Staff/Students will be encouraged to place boxboard in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Building/renovation material	N/A
Cardboard	<p><u>Cardboard Recycling Program</u></p> <p><u>Reduce:</u> Suppliers will be encouraged to make use of reusable containers for the shipment of supplies to Niagara College NOTL Campus.</p> <p><u>Reuse:</u> Boxes will be reused for shipments or storage when appropriate.</p> <p><u>Recycle:</u> Cardboard will be flattened, bailed and placed in the cardboard compactor in the Shipping/Receiving area for collection by Modern Corporation.</p>
Cell phones	N/A
Clothing/textiles	<p><u>Clothing/Textiles Reduction and Recycling Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> N/A</p>
Diapers	N/A
Disposable take-out food packaging	<p><u>Disposable Take-out Food Packaging Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring their own reusable containers such as Tupperware, Water Bottles etc. from home, to reduce using disposable packaging. A discount from the Cafeteria provider is available for those with a reusable Coffee Mug</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Most disposable material is able to be recycled, either in the blue, grey or compost bin.</p>
Drywall	N/A
Fine paper	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to print on both sides of each piece of paper as</p>

	<p>well as not print when it is unnecessary. Students will also be encouraged to submit assignments electronically.</p> <p><u>Reuse:</u> Discarded paper with print only on one side will be used for note pads/scrap.</p> <p><u>Recycle:</u> Staff/Students will be provided with instructions via email. Receptacles will be provided in each high waste generating area. There will be a recycling receptacle wherever there is a waste receptacle. Staff/Students will empty receptacles into centralized containers. Custodial Staff/Students will empty centralized containers into bulk container at back area for collection by Niagara Recycling on a weekly basis.</p>
Furniture	<p><u>Furniture Reuse Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to use furniture as long as possible as to not replace furniture that does not need replacing</p> <p><u>Reuse:</u> Niagara College will donate furniture that can be re-used to organizations that can repurpose it for people in need.</p> <p><u>Recycle:</u> Staff/Students will be provided with the necessary bins to recycling parts of furniture such as wood and scrap metal.</p>
Glass food and beverage bottles/jars	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for glass containers to be placed when emptied. There will be a recycling receptacle wherever there is a waste receptacle. Staff/Students will be encouraged to place glass containers in appropriate recycling with the appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Glossy magazines, catalogues, flyers	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to utilize online reading material. All Niagara College publications are now available online in digital form.</p> <p><u>Reuse:</u> Staff/Students will be encouraged to leave reading materials they are finished reading in common areas for others to read.</p> <p><u>Recycle:</u> Staff/Students will be provided with grey bins in high waste generating areas for glossy magazines, catalogues and flyers to be placed when emptied. Staff/Students will be encouraged to place glossy magazines, catalogues and flyers in appropriate recycling with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
HDPE (#2) plastic jugs, crates, totes and drums	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> Staff/Students will be encouraged to reuse crates and totes wherever possible.</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic jugs, crates, totes and drums to be placed when emptied. Staff/Students will be encouraged to place plastic in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
IT equipment/audio-visual equipment	<p><u>Campus Waste Reduction and Electronics Recycling Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> Items that are salvageable are sent to the Niagara College auction</p> <p><u>Recycle:</u> Staff/Students are encouraged to place non-reusable items in the proper e-waste collection bins to be recycled.</p>
LDPE (#4) plastic film	<p><u>Campus Waste Reduction and Blue Bin Program</u></p>

	<p><u>Reduce:</u> Niagara College will encourage suppliers to reduce the amount of plastic film and wrapping materials used to transport supplies and encourage reusable bags in the retail areas of Niagara College NOTL Campus such as the campus store.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic film to be placed when emptied. Staff/Students will be encouraged to place plastic film in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Newsprint	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to take reading materials home with them after they are finished with them. Niagara News, the Niagara College Newspaper will encourage an electronic “E-News” for online reading.</p> <p><u>Reuse:</u> Staff/Students will be encouraged to leave newspapers they are finished reading in common areas for others to read.</p> <p><u>Recycle:</u> Staff/Students will be provided with grey bins in office areas for newsprint, fine paper and magazines to be placed when emptied. Staff/Students will be encouraged to place newsprint, fine paper and magazines in appropriate recycling receptacles. Receptacles will be placed in strategic high waste generating areas with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Organics	<p><u>Organics Diversion Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring uneaten food items home after lunch breaks or uneaten non-perishable food items can be donated to a local food drive.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with green bins in all food generating areas, and common areas. Staff/Students will be encouraged to place organics in the proper collection bin, through signage and literature indicating what is accepted and not accepted in the bins. There will be an organics container wherever the four stream waste bins are located. Receptacles will be emptied on a regular basis, before they become full into large 96-gallon roll away bins for collection by Waste Management, on a weekly basis.</p>
Paper towels	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to use washrooms with the electronic hand-dryers, and use less Paper Towel to dry their hands.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students are encouraged to place all Paper Towels in the organics collection bin to be recycled.</p>
PET (#1) plastic food and beverage bottles	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic bottles to be placed when emptied. Staff/Students will be encouraged to place plastic bottles in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Polystyrene (#6)	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks. Niagara College will encourage suppliers to reduce the amount of polystyrene and</p>

	<p>wrapping materials used to transport supplies.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food service areas for polystyrene to be placed when emptied. Staff/Students will be encouraged to place polystyrene in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Printer cartridges	N/A
Skids	N/A
Steel	<p><u>Scrap Steel Reduction and Recycling Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> Staff/Students will be encouraged to use scrap metal before new metal is purchased in the technology labs.</p> <p><u>Recycle:</u> Staff/Students will be provided with a scrap metal bin behind the automotive compound, welding compound and Facilities Management Services area. Staff/Students will be encouraged to place steel in appropriate receptacle with appropriate signage affixed to the receptacle. The Receptacle will be emptied every when the bin reaches capacity by Falconer Iron & Metal, Glendale Metal Company and Metal Supply and Transport.</p>
Steel food and beverage cans	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for cans to be placed when emptied. Staff/Students will be encouraged to place cans in appropriate recycling receptacles. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be placed in strategic locations in lunchroom and food preparation areas with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Wood	<p><u>Wood Recycling Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> Staff/Students will be encouraged to use scrap wood before new wood is purchased in the construction lab.</p> <p><u>Recycle:</u> Staff/Students will be provided with a scrap wood bin behind the construction labs. Staff/Students will be encouraged to place wood in appropriate receptacle with appropriate signage affixed to the receptacle. The Receptacle will be emptied every three months by Canadian Waste Handlers.</p>
Other: Cooking Grease	<p><u>Cooking Grease Recycling Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with a used cooking oil bin. Staff/Students will be encouraged to place cooking oil in appropriate receptacle with appropriate signage affixed to the receptacle. The receptacle will be emptied one per month by Rothsay.</p>
Other: Coffee Cups	<p><u>Coffee/ Drink Cup Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to use reusable coffee mugs</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/students will be encouraged to place Coffee/Drink Cups in the organics collection once it is in place.</p>
Other: Wax Paper	N/A

Other: Filters	<p><u>Filter Recycling Program</u></p> <p><u>Reduce:</u> N/A <u>Reuse:</u> N.A <u>Recycle:</u> Staff/Students are encouraged to place all filters for alcohol production in the organics stream to be composted. There are specific receptacles in the Brewery and WVEC to collect the used filter material.</p>
Other: Shrink Wrap	N/A
Other: Batteries	<p><u>Battery Recycling Program</u></p> <p><u>Reduce:</u> N/A <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students are encouraged to place all batteries in the collection bins located in the Student Administrative Council's pub (The Core).</p>
Other: Rubber	N/A
Other: Compost	<p><u>Organics Diversion Program</u></p> <p><u>Reduce:</u> N/A <u>Reuse:</u> N/A <u>Recycle:</u> A compost program is in the beginning stages for the NOTL Campus for all yard related waste</p>
Other: Non-Recyclable Paper	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to take reading materials home with them after they are finished with them. Niagara News, the Niagara College Newspaper will encourage an electronic "E-News" for online reading. <u>Reuse:</u> Staff/Students are encouraged to salvage Non-Recyclable Paper to use as scrap paper <u>Recycle:</u> N/A</p>
Other: Recyclable Plastics (# 3,5,7)	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks. <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic bottles to be placed when emptied. Staff/Students will be encouraged to place plastic bottles in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Other: Non-Recyclable Plastics	<p><u>Campus Waste Reduction</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks. <u>Reuse:</u> N/A <u>Recycle:</u> N/A</p>
Other: Polycoat Containers	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks. <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic bottles to be placed when emptied. Staff/Students will be encouraged to place plastic bottles in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Other: Kraft Paper	<p><u>Paper Fiber Reduction and Recycling Bin Program</u></p>

	<p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> Staff/Students will be encouraged to salvage Kraft Paper that can be reused</p> <p><u>Recycle:</u> Staff/Students will be provided with grey bins in office areas for Kraft Paper to be placed when emptied. Staff/Students will be encouraged to place newsprint, fine paper and magazines in appropriate recycling receptacles. Receptacles will be placed in strategic high waste generating areas with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Other: Landscape Fabric	N/A
Other: Auction Items	<p><u>Niagara College Auction Items Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> All salvageable items are sent to the auction list for sale to the public.</p> <p><u>Recycle:</u> N/A</p>
Other: Confidential Paper	<p><u>Confidential Paper Fiber Reduction and Recycling Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to reduce unnecessary printing, for special, confidential paper documents. Moving towards more on-line administration is encouraged as well.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff will be provided with specialty grey bins in general office administrative areas for Confidential Paper to be placed. Staff is encouraged to place Confidential Paper in the appropriate specialty bins. Receptacles are placed strategically in office administrative areas, to maximize recycling efforts, with special signage on the receptacle. The receptacles will be emptied on a regular basis when they become full, and are collected by Iron Mountain.</p>
Miscellaneous	N/A

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 #
Taryn Wilkinson	Facilities Management Services	905.735.2211 x7421

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
<i>Example: Fine Paper 3Rs Program</i>	<i>“Desk side 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>
Campus Waste Reduction and Recycling Bin Program	3Rs Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Cardboard Recycling Program	3Rs Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Scrap Steel Reduction and Recycling Program	Scrap Steel Reduction and Recycling Program currently in place. Additional

	signage and promotional campaign is being considered for the 2014-2015 academic school year.
Hand Dryer Program	Hand Dryer Program is being considered for remaining washrooms still using Paper Towels
Wood Recycling Program	Wood Recycling Program is implemented at the NOTL Campus for the Academic Departments
Paper Fiber Reduction and Recycling Program	3Rs Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Organics Diversion Program	Organics Diversion Program is being considered.
E-Waste Recycling Program	E-Waste Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Coffee/ Drink Cup Reduction and Recycling Program	Coffee/ Drink Cup Reduction and Recycling Program are being considered for the 2014-2015 school year.
Battery Recycling Program	Battery Recycling Program is currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Filter Recycling Program	Filter Recycling Program is currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Cooking Grease Recycling Program	Cooking Grease Recycling Program is currently in place.
Furniture Recycling Program	Furniture Recycling Program is currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Clothing/Textiles Reduction and Recycling Program	Clothing/Textiles Reduction and Recycling Program are in consideration.
Confidential Paper Fiber Reduction and Recycling Bin Program	A Confidential Paper reduction and recycling program is currently in place.
Auction Items Reuse Program	Auction Items Reuse Program is 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:
The Sustainability Committee will review the current work plan and will develop communication material for the Niagara College NOTL campus to be launched in Fall 2014. This will ensure that all staff, faculty and students are aware of the Waste Reduction Work Plan and it is communicated effectively. The areas of communication include the Sustainability website, internal staff (InsideNC), and student news (Niagara News). Additional opportunities to participate in Fall Orientation 2014, to hand out literature to new and returning staff and students highlighting waste management on campus will be developed.

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

Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (kgs)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (kgs)			Estimated Annual Amount to be Diverted ** (%)
			Reduce	Reuse	Recycle	
<i>Example:</i>	1.8 kg	Fine Paper 3Rs Program	200	100	1.2	83

<i>Fine Paper</i>						
Aluminum food and beverage cans	21,684.28	Campus Waste Reduction and Recycling Bin Program	3,00.00	N/A	15,000.00	65
Boxboard shoe boxes, cereal boxes, etc.	2,340.14	Paper Fiber Reduction and Recycling Program	200.00	N/A	1,600.00	65
Cardboard	36,760.00	Paper Fiber Reduction and Recycling Program	1,400.00	N/A	25,000.00	65
Clothing/textiles	148.09	Clothing/Textiles Reduction and Recycling Program	50.00	N/A	N/A	65
Disposable take-out food packaging	3,454.41	Campus Waste Reduction and Recycling Bin Program	200.00	N/A	2,000.00	65
Fine paper	15,396.25	Paper Fiber Reduction and Recycling Program	1,000	1,000	10,000	65
Furniture	11.24	Furniture Recycling Program	N/A	2.00	8.00	65
Glass food and beverage bottles/jars	8,968.05	Campus Waste Reduction and Recycling Bin Program	500.00	N/A	6,300.00	65
Glossy magazines, catalogues, flyers	5,234.91	Paper Fiber Reduction and Recycling Program	800.00	40.00	3,570.00	65
HDPE (#2) plastic jugs, crates, totes and drums	399.65	Campus Waste Reduction and Recycling Bin Program	60.00	N/A	250.00	65
IT equipment/audio-visual equipment	3,000.00	E-Waste Recycling Program	100.00	N/A	2,500.00	65
LDPE (#4) plastic film	8,657.09	Campus Waste Reduction and Recycling Bin Program	6,320.00	N/A	N/A	65
Newsprint	7,783.23	Campus Waste Reduction and Recycling Bin Program	200.00	N/A	6,000.00	65
Organics	98,388.49	Organics Diversion Program	9,000.00	N/A	80,500.00	65
Paper towels	7,167.67	Organics Diversion Program	1,500.00	N/A	5,500.00	65
PET (#1) plastic food and beverage bottles	6,482.49	Campus Waste Reduction and Recycling Bin Program	300.00	N/A	5,000.00	65
Polystyrene (#6)	3,492.18	Campus Waste Reduction and Recycling Bin Program	250.00	N/A	2,000.00	65
Printer Cartridges	14.45	Campus Waste Reduction and Recycling Bin Program	N/A	N/A	14.25	65
Steel	4,020.00	Scrap Steel Reduction and Recycling Program	500.00	N/A	3,200.00	65
Steel food and beverage cans	6,427.78	Campus Waste Reduction and Recycling Bin Program	400.00	N/A	5,000.00	65
Wood	2,220.00	Wood Recycling Program	300.00	N/A	1,500.00	65
Other: Cooking Oil	19,990.73	Cooking Grease Recycling Program	100.00	N/A	19,990.73	65

Other: Coffee Cups	6,822.98	Coffee/ Drink Cup Reduction and Recycling Program Organics Diversion Program	1000.00	N/A	5,500.00	65
Other: Batteries	125.49	Battery Recycling Program	25.00	N/A	100.00	65
Other: Compost	22,679.63	Organics Diversion Program	1,000.00	N/A	18,000.00	65
Other: Recyclable Plastics (# 3,5,7)	580.94	Campus Waste Reduction and Recycling Bin Program	300.00	N/A	350.00	65
Other: Polycoat Containers	1,525.56	Campus Waste Reduction and Recycling Bin Program	150.00	N/A	1,100.00	65
Other: Kraft Paper	202.18	Paper Fiber Reduction and Recycling Program	25.00	N/A	140.00	65
Other: Confidential Paper	5,576.13	Auction Items Reuse Program	N/A	N/A	5,500.00	65

* 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: Taryn Wilkinson, Sustainability Coordinator	Date:

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).*
- *[See an example of a filled-out form here](#) (PDF).*

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Type your answers in the grey boxes - there is no character limit.		
Name of Contact Person: Taryn Wilkinson, Sustainability Coordinator	Telephone #: 905-735-2211 Ext. 7421	Email address: tawilkinson@niagaracollege.ca
Street Address(es) of Entity(ies): 300 Woodlawn Road		
Municipality: Welland, ON		
Type of entity Educational Institution		

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

II. DESCRIPTION OF ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Niagara College offers more than 100 diploma, bachelor degree and advanced level programs at campuses in Welland, Niagara-on-the-Lake, and Niagara Falls; as well as more than 600 credit, vocational and general interest Continuing Education courses. Areas of specialization include food and wine sciences, advanced technology, media, applied health and community safety, supported by unique learning enterprises in food, wine, beer, horticulture and esthetics. With close to 4,800 first-year students beginning studies in September 2014, Niagara College’s combined enrolment surpassed 10,000 students. Niagara College also continues to see an increase in international enrolment, with approximately 2,400 students from 72 countries at Niagara College this year.</p>
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III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
<i>Example: Disposable Food Packaging</i>	<i>Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reusable mugs for customers consuming coffee/tea inside restaurant are being reviewed.</i>
Aluminum food and beverage cans	Aluminum food and beverage cans are generated from food service areas as well as food preparation areas. Recycling is available for these items at the Welland campus.
Boxboard shoe boxes, cereal boxes, etc.	Boxboard is generated in food preparation areas. Recycling is available for boxboard shoe boxes, cereal boxes, etc. at the Welland campus.
Building/renovation material	Building/renovation material is created on campus. Material that can be separated into recycling streams is. Those that are not, are disposed in general waste.
Cardboard	Primarily generated through shipping and receiving of materials from various suppliers, particularly in the food preparation areas. Cardboard is bailed and recycled at the Welland Campus.
Cell phones	N/A
Clothing/textiles	N/A
Diapers	N/A
Disposable take-out food packaging	Disposable take out good packaging is generated in the cafeteria and food service area. The disposable food packaging at Benchmark is currently recyclable, which is placed in the recycling stream. The disposable takeout food packaging in the cafeteria is currently placed in the waste stream.
Drywall	N/A
Fine paper	Generated by students and staff as required for academic and administrative needs. Recycling is available for these items at the Welland campus.
Furniture	N/A
Glass food and beverage bottles/jars	Glass food and beverage bottles/jars are generated from food service areas as well as food preparation areas. Recycling is available for glass at the Welland campus.
Glossy magazines, catalogues, flyers	Glossy magazines, catalogues, and flyers are generated in numerous departments for academic and administrative purposes such as student information. Other external magazines catalogues and flyers are handed out at the Welland campus such as the Financial Post Magazine for students. Recycling is available for glossy magazines, catalogues and flyers at the Welland campus.
HDPE (#2) plastic jugs, crates, totes and drums	HDPE (#2) plastic jugs, crates, totes and drums are generated from the food service areas we well as food preparation areas. Recycling is available for HDPE (#1) at the Welland campus.
IT equipment/audio-visual equipment	IT equipment/audio-visual equipment is generated in all areas of the Welland Campus. Recycling is available for electronic waste.
LDPE (#4) plastic film	LDPE (#4) plastic film is generated by the campus store and food preparation and service areas for take away. Recycling is available for LDPE (#4) at the Welland campus.
Newsprint	Newsprint is generated from the Niagara News; the Niagara

	College newspaper that is published at the school. Other external newspapers are handed out at the Welland campus such as the Globe and Mail and the National Post. Recycling is available for newsprint at the Welland campus.
Organics	Organics are generated in food preparation areas as well as staff and students during meals. There is an organics collection area in the food preparation areas as well as the Student Administrative Council pub area. As well, an organics collection program is in place campus wide.
Paper towels	Paper towels are generated in science labs and athletic facility. Paper towels are currently placed in the waste stream.
PET (#1) plastic food and beverage bottles	PET (#1) plastic food and beverage bottles are generated from the food service areas as well as food preparation areas. Recycling is available for PET (#1) at the Welland campus.
Polystyrene (#6)	Polystyrene (#6) is generated in food service areas such as soup and smoothie containers. Recycling is available for Polystyrene at the Welland campus.
Printer cartridges	N/A
Skids	N/A
Steel	Steel and scrap metal waste is generated through the Facilities Management Services department. Recycling is available for wood at the Welland campus. As well, academic programs within the Rankin Technology Centre generate wood. Recycling is available for that material on site.
Steel food and beverage cans	Steel food and beverage cans are not available for sale on the campus. Food preparation areas do utilize steel cans. Recycling is available for these items at the Welland Campus.
Wood	Wood waste is generated through the Facilities Management Services department. Recycling is available for wood at the Welland Campus. As well, academic programs within the Rankin Technology Centre generate wood. Recycling is available for that material on site.
Other: Cooking Grease	Cooking grease is generated in the food preparation areas. Cooking grease is currently recycled at The Welland campus
Other: Coffee Cups	Coffee cups are generated in the food preparation and food service areas. A compost stream is available for all coffee cups on campus. The lids can be placed in the blue recycling stream on campus.
Other: Wax Paper	N/A
Other: Filters	Filters are generated on campus through academic departments. Recycling is available for all filters on campus.
Other: Shrink Wrap	N/A
Other: Batteries	Batteries are generated on campus through classroom IT resources (remotes, devices etc.) Recycling is available for all batteries on campus.
Other: Rubber	Rubber can be generated on campus in various academic departments, within the food service and preparation areas as well as the campus cleaners. Rubber can also be brought in from off-site. Rubber gloves can be placed in the solid waste stream.
Other: Compost	Compost is generated across the Welland Campus Grounds. A special collection container is available for all compost waste.
Other: Non-Recyclable Paper	Non-Recyclable Paper is generated on campus through a variety of sources, such as the food service areas, (wax paper
Other: Recyclable Plastics (# 3,5,7)	Recyclable Plastics (# 3,5,7) are generated on campus within the food service areas such as the Cafeteria. Recyclable Plastics (# 3,5,7) can also be brought in from off-site. Blue bin recycling is available campus wide for this material.

Other: Non-Recyclable Plastics	Non-Recyclable Plastics (Other than #s 1 through 7) are generated in food service areas, and could potentially be brought on-site as well. Non-Recyclable Plastics can be placed in the solid waste stream.
Other: Polycoat Containers	Polycoat containers are generated on campus within the food service areas such as the Cafeteria. Polycoat containers can also be brought in from off-site. Blue bin recycling is available campus wide for this material.
Other: Auction Items	Auction items are generated on campus as reusable material. The items are auctioned off for the public to purchase.
Other: Confidential Paper	Confidential Paper is generated in a variety of Administration Offices. Confidential Paper is placed in specialty grey bins.
Miscellaneous	Miscellaneous waste is generated throughout the Welland Campus in a variety of ways. This waste can include floor sweepings, dust, and unidentifiable, non-recyclable plastic wrappings. Miscellaneous waste can be placed in any solid waste stream for disposal.

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
<i>Example: Beverage cans</i>	<i>Staff/clients may place in garbage bins</i>	<i>Staff/clients place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.</i>
Aluminum food and beverage cans	Staff/students may place in waste receptacles	Staff and students place aluminum food and beverage cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.
Boxboard shoe boxes, cereal boxes, etc.	Staff/students may place in waste receptacles	Staff and students place boxboard in recycling receptacles. Collection staff later collects and binds boxboard placing it in the compactor. Those in garbage are disposed; those in the compactor are recycled.
Building/renovation material	Staff/students may place in large collection containers	Staff and students place building/renovation material
Cardboard	Staff/students may place in waste receptacles	Staff and students place cardboard in recycling receptacles. Collection staff later collects and binds cardboard and places in the cardboard compactor. Those in garbage are disposed; those in the compactor are recycled.
Cell phones	N/A	N/A
Clothing/textiles	Staff/students may place in waste receptacles	Staff and students place Clothing Textiles in waste receptacles. Collection staff later collects Clothing/Textiles. Those in garbage are disposed.
Diapers	Staff/students may place in waste receptacles	Staff and students place Diapers in waste receptacles. Collection staff later collects Diapers. Those in garbage are disposed.
Disposable take-out food packaging	Staff/students may place in waste receptacles	Staff and students place Disposable take-out food packaging in waste receptacles. Collection staff later collects the Disposable take-out food packaging. Those in garbage are disposed; those in recycling receptacles are recycled.
Drywall	N/A	N/A
Fine paper	Staff/students may place in waste receptacles	Staff and students place fine paper in recycling receptacles. Collection staff later collects fine paper. Those in garbage are disposed; those in recycling receptacles are recycled in the general fine paper stream or the confidential paper stream.
Furniture	Staff/students may place in waste stream	External organizations come in and remove the furniture for re-use or repurposing.
Glass food and beverage bottles/jars	Staff/students may place in waste	Staff and students place glass food and

	receptacles	beverage bottles/jars in recycling receptacles. Collection staff later collects beverage bottles/jars. Those in garbage are disposed; those in recycling receptacles are recycled.
Glossy magazines, catalogues, flyers	Staff/students may place in waste receptacles	Staff and students place glossy magazines, catalogues, flyers in recycling receptacles. Collection staff later collects glossy magazines, catalogues, flyers. Those in garbage are disposed; those in recycling receptacles are recycled.
HDPE (#2) plastic jugs, crates, totes and drums	Staff/students may place in waste receptacles	Staff and students place HDPE (#2) in recycling receptacles. Collection staff later collects HDPE (#2). Those in garbage are disposed; those in recycling receptacles are recycled.
IT equipment/audio-visual equipment	Staff may place in waste receptacles	Staff may place IT equipment/audio-visual equipment in the centralized e-waste collection containers located in FMS. An external waste hauler will later collect the IT equipment/audio-visual equipment. Those in the solid waste stream are disposed, those put in the proper collection bin are recycled.
LDPE (#4) plastic film	Staff/students may place in waste receptacles	Staff and students place LDPE (#4) in recycling receptacles. Collection staff later collects LDPE (#4). Those in garbage are disposed; those in recycling receptacles are recycled.
Newsprint	Staff/students may place in waste receptacles	Staff and students place newsprint in recycling receptacles. Collection staff later collects newsprint. Those in garbage are disposed; those in recycling receptacles are recycled.
Organics	Staff/students may place in waste receptacles	Staff and Students in the Student Administrative Council Food Establishments, kitchen areas, hallways as well as eating areas place organic material in compost receptacles. Collection staff later collect organics. Those in garbage are disposed; those in compost receptacles are composted
Paper towels	Staff/students may place in waste receptacles	Staff and students place Paper Towels place Paper Towels in the waste receptacles. Paper Towels are compostable on campus. Those placed in the green bin are composted. Those placed in the grey bin are recycled. Those placed in the solid waste bin are disposed of.
PET (#1) plastic food and beverage bottles	Staff/students may place in waste receptacles	Staff and students place PET (#1) in recycling receptacles. Collection staff later collects PET (#1). Those in garbage are disposed; those in recycling receptacles are recycled.
Polystyrene (#6)	Staff/students may place in waste receptacles	Staff and students place Polystyrene (#6) in recycling receptacles. Collection staff

		later collects Polystyrene (#6). Those in garbage are disposed; those in recycling receptacles are recycled.
Printer cartridges	N/A	N/A
Skids	N/A	N/A
Steel	Staff/students may place in waste stream	Staff and students place steel and scrap metal in large receptacles behind the automotive compound or welding shop. External waste haulers collect the material. Those in garbage are disposed; those in large receptacles are recycled.
Steel food and beverage cans	Staff/students may place in waste receptacles	Staff and students place steel cans in recycling receptacles. Collection staff later collect Cans. Those in garbage are disposed; those in recycling receptacles are recycled.
Wood	Staff/students may place in waste receptacles	Staff and students place wood in large receptacles behind the construction compound at the Welland Campus. External waste haulers later collect the Wood. Those in garbage are disposed; those in large receptacles are recycled.
Other: Cooking Grease	Staff/students may place in waste receptacles	Staff and students place cooking oil in large receptacles at the rear loading dock. External waste haulers later collect the Cooking Grease. Those in garbage are disposed; those in collection bins are picked up to be recycled.
Other: Coffee Cups	Staff/students may place in waste receptacles	Staff and students place Coffee Cups in the four stream waste bins implemented campus wide. Collection staff later collects Coffee Cups. The Coffee Cups are compostable, those that are thrown on the other bins (solid, blue, grey) will be disposed in those streams.
Other: Wax Paper	Staff/students may place in waste receptacles	Staff and students place Waxed Paper in the waste receptacles. Collection staff later collects Waxed Paper. Those in the garbage are disposed; those in the blue bin are recycled.
Other: Filters	Staff/students may place in waste receptacles	Staff and students place Filters in the waste receptacles. Collection staff later collects Filters. Those in the green bin are composted. Those in the solid waste bin are disposed.
Other: Shrink Wrap	Staff/students may place in waste receptacles	Staff and students place Shrink Wrap in the waste receptacles. Collection staff later collects Shrink Wrap. Those in the solid waste stream are disposed.
Other: Batteries	Staff/students may place in waste receptacles	Staff and students place Batteries in the special designated bin. Collection staff later collects Batteries. Those in the solid waste bin are disposed. Those in the special collection container are recycled.
Other: Rubber	Staff/students may place in waste receptacles	Staff and students place Rubber in the waste receptacles. Collection staff later collects Rubber. Those in the blue bin are

		recycled. Those in the solid waste stream are disposed.
Other: Compost	Staff/students may place in waste receptacles	Staff and students place compostable material in the compost pile. Those in the solid waste bin are disposed.
Other: Non-Recyclable Paper	Staff/students may place in waste receptacles	Staff and students place Non-Recyclable Paper in the waste receptacles. Collection staff later collects Non-Recyclable Paper. Those in the solid waste stream are disposed of, those in the grey bin, are recycled.
Other: Recyclable Plastics (# 3,5,7)	Staff/students may place in waste receptacles	Staff and students place Recyclable Plastics in the waste receptacles. Collection staff later collects Recyclable Plastics. Those in the solid waste stream are disposed. Those in the blue bin are recycled.
Other: Non-Recyclable Plastics	Staff/students may place in waste receptacles	Staff and students place Non- Recyclable Plastics in the waste receptacles. Collection staff later collects Non-Recyclable Plastics. Those in the solid waste stream are disposed. Those in the blue bin are recycled.
Other: Polycoat Containers	Staff/students may place in waste receptacles	Staff and students place Polycoat Containers in the waste receptacles. Collection staff later collects Polycoat Containers. Those in the solid waste stream are disposed. Those in the blue bin are recycled.
Other: Auction Items	Staff may place Auction Items in the proper storage space.	Staff will place Auction Items in the proper storage areas. All of the items will be re-used, and sold to the public.
Other: Confidential Paper	Staff/students may place in waste receptacles	Staff and students place Confidential Paper in the waste receptacles. Collection staff later collects the Confidential Paper. Those in the grey stream are recycled. Those in the solid waste stream are disposed.
Miscellaneous	Staff/students may place in waste receptacles	Staff and students place Miscellaneous Waste in the waste receptacles. Collection staff later collects the Miscellaneous Waste. Those in the solid waste stream are disposed.

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 ANNUALLY – [SEE A FILLED-OUT SAMPLE HERE \(PDF\)](#)

Categories of Waste	Estimated Amount of Waste Produced kgs or tonnes (t)											
	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)
<i>Examples:</i>												
<i>Aluminum food and beverage cans</i>	<i>100kg</i>	<i>90kg</i>	<i>-10kg</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>75kg</i>	<i>85kg +</i>	<i>10kg</i>	<i>25kg</i>	<i>5kg</i>	<i>- 20kg</i>
<i>Cardboard</i>	<i>4t</i>	<i>3.8t</i>	<i>-.2t</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>3.2t</i>	<i>3.4t</i>	<i>+.2t.</i>	<i>8t</i>	<i>.4t</i>	<i>-.4t</i>
Aluminum food and beverage cans	2,999.15	11,544.50	-8,545.35	0.00	0.00	0.00	1,967.98	9,835.52	-7,867.54	1,031.17	1,708.98	-677.81
Boxboard shoe boxes, cereal boxes, etc.	1,790.38	4,980.16	-3,189.78	0.00	0.00	0.00	0.00	2,498.70	-2,498.70	1,790.38	2,481.46	-691.08
Building/renovation material	0.00	81,120.00	-81,120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81,120.00	-81,120.00
Cardboard	18,426.34	32,187.62	-13,761.28	0.00	0.00	0.00	18,426.34	22,270.00	-3,843.66	0.00	9,917.62	-9,917.62
Cell phones	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clothing/Textiles	0.00	6,727.16	-6,727.16	0.00	0.00	0.00	0.00	34.72	-34.72	0.00	6,692.44	-6,692.44
Diapers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Disposable take-out food packaging	0.00	2,283.55	-2,283.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,283.55	-2,283.55
Drywall	0.00	487.53	-487.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	487.53	-487.53
Fine paper	2,864.05	42,184.17	-39,320.12	0.00	0.00	0.00	0.00	21,536.03	-21,536.03	2,864.05	20,648.14	-17,784.09
Furniture	0.00	305.20	-305.20	15,309.00	0.00	15,309.00	0.00	305.20	-305.20	0.00	0.00	0.00
Glass food and beverage bottles/jars	1,239.96	14,325.30	-13,085.34	0.00	0.00	0.00	379.90	5,043.42	-4,663.52	860.06	9,281.88	-8,421.82
Glossy magazines, catalogues, flyers	0.00	6,332.24	-6,332.24	0.00	0.00	0.00	0.00	5,287.85	-5,287.85	0.00	1,044.39	-1,044.39
HDPE (#2) plastic jugs, crates, totes, drums	0.00	2,345.43	-2,345.43	0.00	0.00	0.00	0.00	429.89	-429.89	0.00	1,923.57	-1,923.57
IT equipment/audio-visual equipment	0.00	9,000.00	-9,000.00	0.00	0.00	0.00	0.00	9,000.00	-9,000.00	0.00	0.00	0.00
LDPE (#4) plastic film	0.00	2,797.95	-2,797.95	0.00	0.00	0.00	0.00	2,472.67	-2,472.67	0.00	325.28	-325.28

Newsprint	0.00	2,989.66	-2,989.66	0.00	0.00	0.00	0.00	301.34	-301.34	0.00	2,688.32	-2,688.32
Organics	33,042.78	80,893.69	-47,850.91	0.00	0.00	0.00	0.00	32,312.32	-32,312.32	33,042.78	48,581.37	-15,538.59
Paper towels	2,978.40	10,546.07	-7,567.67	0.00	0.00	0.00	0.00	5,831.34	-5,831.34	2,978.40	4,714.73	-1,736.33
PET (#1) plastic food and beverage bottles	0.00	23,172.41	-23,172.41	0.00	0.00	0.00	0.00	21,255.43	-21,255.43	0.00	1,916.98	-1,916.98
Polystyrene (#6)	0.00	13,604.06	-13,604.06	0.00	0.00	0.00	0.00	10,096.24	-10,096.24	0.00	3,507.82	-3,507.82
Printer cartridges	0.00	24.40	-24.40	0.00	0.00	0.00	0.00	15.81	-15.81	0.00	8.59	-8.59
Skids	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Steel	56,139.27	30,629.85	25,509.42	0.00	0.00	0.00	55,388.67	28,766.80	26,621.87	750.60	1,863.05	-1,112.45
Steel food and beverage cans	0.00	1,634.65	-1,634.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,634.65	-1,634.65
Wood	4,500.00	4,307.71	192.29	0.00	0.00	0.00	4,500.00	3,840.00	660.00	0.00	467.71	-467.71
Other: Cooking Oil	0.00	6,400.00	-6,400.00	3,550.00	3,200.00	350.00	0.00	3,200.00	-3,200.00	0.00	0.00	0.00
Other: Coffee Cups	6,514.76	0.00	6,514.76	0.00	0.00	0.00	1,146.50	0.00	1,146.50	5,368.26	0.00	5,368.26
Other: Wax Paper	0.00	12.89	-12.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.89	-12.89
Other: Filters	0.00	36.53	-36.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.53	-36.53
Other: Shrink Wrap	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other: Batteries	0.00	17.19	-17.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.19	-17.19
Other: Rubber	696.20	0.00	696.20	0.00	0.00	0.00	0.00	0.00	0.00	696.20	0.00	696.20
Other: Compost	1,832.25	0.00	1,832.25	1,199.08	0.00	1,199.08	1,832.25	0.00	1,832.25	0.00	0.00	0.00
Other: Non-Recyclable Paper	27,861.50	0.00	27,861.50	0.00	0.00	0.00	27,861.50	679.12	27,182.38	0.00	0.00	0.00
Other: Recyclable Plastics (# 3,5,7)	13,102.56	0.00	13,102.56	0.00	0.00	0.00	8,401.26	0.00	8,401.26	4,701.30	0.00	4,701.30
Other: Non-Recyclable Plastics	7,567.39	751.02	6,816.37	0.00	0.00	0.00	0.00	877.18	-877.18	7,567.39	673.84	6,893.55
Other: Polycoat Containers	202.92	135.91	67.01	0.00	0.00	0.00	202.92	5,014.42	-4,811.50	0.00	121.49	-121.49
Other: Auction Items	0.00	12,974.30	0.00	0.00	6,487.15	6,487.15	0.00	0.00	0.00	0.00	0.00	0.00
Other: Concrete	6,060.00	0.00	6,060.00	0.00	0.00	0.00	6,060.00	0.00	6,060.00	0.00	0.00	0.00

	0						0			00	0	
Other: Confidential Paper	0.00	17,829.14	0.00	0.00	0.00	0.00	0.00	17,829.14	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	187,817.91	422,580.29	-203,958.94	20,058.08	9,687.15	16,858.08	126,167.32	9,835.52	-7,867.54	61,650.59	204,160.00	-142,509.41
Percent Change (total C ÷ total A x 100)			-10859.40%			8404.63%			-5131.02%			-23115.66%
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.												

Note: Coffee Cups were included in the Organics component of this audit.

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 (and please attach any additional page(s) as required):

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.
	No, however, the Sustainability Committee and Purchasing are currently working towards developing a purchasing policy that would encourage the purchase of products with recycled content. Paper with recycled content is one product that is specifically being considered.
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. <i>* 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.</i>
	Yes. The Sustainability Committee is currently reviewing materials and products that could be replaced with similar products or materials made with recycled or re-used content. Paper with recycled content is one product that is specifically being considered.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.

Signature of authorized official:	Title: Taryn Wilkinson, Sustainability Coordinator	Date:
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Ministry of the Environment Waste Form
Report of a Waste Reduction Work Plan
Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Niagara College			
Name of Contact Person: Taryn Wilkinson	Telephone #: 905.735.2211 x7421	Email address: tawilkinson@niagaracollege.ca	
Street Address(es) of Entity(ies): 300 Woodlawn Road			
Municipality: Welland			
Name of Owner and/or Operator of Entity(ies) and Company Name: Niagara College			
Retail Shopping Establishments		Hotels and Motels	
Retail Shopping Complexes		Hospitals	
Office Buildings		Educational Institutions	X
Restaurants		Large Manufacturing Establishments	

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

II. DESCRIPTION OF THE ENTITY

Provide a brief overview of the entity(ies):
Niagara College offers more than 100 diploma, bachelor degree and advanced level programs at campuses in Welland, Niagara-on-the-Lake, and Niagara Falls; as well as more than 600 credit, vocational and general interest Continuing Education courses. Areas of specialization include food and wine sciences, advanced technology, media, applied health and community safety, supported by unique learning enterprises in food, wine, beer, horticulture and esthetics. With close to 4,800 first-year students beginning studies in September 2014, Niagara College's combined enrolment surpassed 10,000 students. Niagara College also continues to see an increase in international enrolment, with approximately 2,400 students from 72 countries at Niagara College this year.

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	Source Separation and 3Rs Program

your "Report of a Waste Audit")	
Example: fine paper (e.g. from an office)	<p><u>"Fine Paper 3Rs Program"</u></p> <p><u>Reduce:</u> Staff will be encouraged to print on both sides of each sheet of paper and utilize more digital technology to reduce paper copies.</p> <p><u>Reuse:</u> Discarded paper with print only on one side will be used for note pads/scrap.</p> <p><u>Recycle:</u> Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Custodial staff will empty containers into bulk container at recycling compound for collection by recycling company.</p>
Aluminum food and beverage cans	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in cafeterias and throughout the school for cans to be placed when emptied. Staff/Students will be encouraged to place aluminum food and beverage cans in appropriate recycling receptacles. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be placed in strategic locations in the school with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Boxboard shoe boxes, cereal boxes, etc.	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food service areas for boxboard to be placed when emptied. Staff/Students will be encouraged to place boxboard in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Building/renovation material	N/A
Cardboard	<p><u>Cardboard Recycling Program</u></p> <p><u>Reduce:</u> Suppliers will be encouraged to make use of reusable containers for the shipment of supplies to Niagara College Welland Campus.</p> <p><u>Reuse:</u> Boxes will be reused for shipments or storage when appropriate.</p> <p><u>Recycle:</u> Cardboard will be flattened, bailed and placed in the cardboard compactor in the Shipping/Receiving area for collection by Modern Corporation.</p>
Cell phones	N/A
Clothing/textiles	<p><u>Clothing/Textiles Reduction and Recycling Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> N/A</p>
Diapers	N/A
Disposable take-out food packaging	<p><u>Disposable Take-out Food Packaging Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring their own reusable containers such as Tupperware, Water Bottles etc. from home, to reduce using disposable packaging. A discount from the Cafeteria provider is available for those with a reusable Coffee Mug</p> <p><u>Reuse:</u> N/A</p>

	<p><u>Recycle:</u> Most disposable material is able to be recycled, either in the blue, grey or compost bin.</p>
Drywall	N/A
Fine paper	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to print on both sides of each piece of paper as well as not print when it is unnecessary. Students will also be encouraged to submit assignments electronically.</p> <p><u>Reuse:</u> Discarded paper with print only on one side will be used for note pads/scrap.</p> <p><u>Recycle:</u> Staff/Students will be provided with instructions via email. Receptacles will be provided in each high waste generating area. There will be a recycling receptacle wherever there is a waste receptacle. Staff/Students will empty receptacles into centralized containers. Custodial Staff/Students will empty centralized containers into bulk container at back area for collection by Niagara Recycling on a weekly basis.</p>
Furniture	<p><u>Furniture Reuse Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to use furniture as long as possible as to not replace furniture that does not need replacing</p> <p><u>Reuse:</u> Niagara College will donate furniture that can be re-used to organizations that can repurpose it for people in need.</p> <p><u>Recycle:</u> Staff/Students will be provided with the necessary bins to recycling parts of furniture such as wood and scrap metal.</p>
Glass food and beverage bottles/jars	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for glass containers to be placed when emptied. There will be a recycling receptacle wherever there is a waste receptacle. Staff/Students will be encouraged to place glass containers in appropriate recycling with the appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Glossy magazines, catalogues, flyers	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to utilize online reading material. All Niagara College publications are now available online in digital form.</p> <p><u>Reuse:</u> Staff/Students will be encouraged to leave reading materials they are finished reading in common areas for others to read.</p> <p><u>Recycle:</u> Staff/Students will be provided with grey bins in high waste generating areas for glossy magazines, catalogues and flyers to be placed when emptied. Staff/Students will be encouraged to place glossy magazines, catalogues and flyers in appropriate recycling with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
HDPE (#2) plastic jugs, crates, totes and drums	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> Staff/Students will be encouraged to reuse crates and totes wherever possible.</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic jugs, crates, totes and drums to be placed when emptied. Staff/Students will be encouraged to place plastic in appropriate recycling with</p>

	<p>appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
IT equipment/audio-visual equipment	<p><u>Campus Waste Reduction and Electronics Recycling Program</u></p> <p><u>Reduce:</u> N/A <u>Reuse:</u> Items that are salvageable are sent to the Niagara College auction <u>Recycle:</u> Staff/Students are encouraged to place non-reusable items in the proper e-waste collection bins to be recycled.</p>
LDPE (#4) plastic film	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Niagara College will encourage suppliers to reduce the amount of plastic film and wrapping materials used to transport supplies and encourage reusable bags in the retail areas of Niagara College Welland Campus such as the campus store. <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic film to be placed when emptied. Staff/Students will be encouraged to place plastic film in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Newsprint	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to take reading materials home with them after they are finished with them. Niagara News, the Niagara College Newspaper will encourage an electronic “E-News” for online reading. <u>Reuse:</u> Staff/Students will be encouraged to leave newspapers they are finished reading in common areas for others to read. <u>Recycle:</u> Staff/Students will be provided with grey bins in office areas for newsprint, fine paper and magazines to be placed when emptied. Staff/Students will be encouraged to place newsprint, fine paper and magazines in appropriate recycling receptacles. Receptacles will be placed in strategic high waste generating areas with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Organics	<p><u>Organics Diversion Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring uneaten food items home after lunch breaks or uneaten non-perishable food items can be donated to a local food drive. <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students will be provided with green bins in all food generating areas, and common areas. Staff/Students will be encouraged to place organics in the proper collection bin, through signage and literature indicating what is accepted and not accepted in the bins. There will be an organics container wherever the four stream waste bins are located. Receptacles will be emptied on a regular basis, before they become full into large 96-gallon roll away bins for collection by Waste Management, on a weekly basis.</p>
Paper towels	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to use washrooms with the electronic hand-dryers, and use less Paper Towel to dry their hands. <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students are encouraged to place all Paper Towels in the organics collection bin to be recycled.</p>

<p>PET (#1) plastic food and beverage bottles</p>	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic bottles to be placed when emptied. Staff/Students will be encouraged to place plastic bottles in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
<p>Polystyrene (#6)</p>	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks. Niagara College will encourage suppliers to reduce the amount of polystyrene and wrapping materials used to transport supplies.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food service areas for polystyrene to be placed when emptied. Staff/Students will be encouraged to place polystyrene in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
<p>Printer cartridges</p>	<p>N/A</p>
<p>Skids</p>	<p>N/A</p>
<p>Steel</p>	<p><u>Scrap Steel Reduction and Recycling Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> Staff/Students will be encouraged to use scrap metal before new metal is purchased in the technology labs.</p> <p><u>Recycle:</u> Staff/Students will be provided with a scrap metal bin behind the automotive compound, welding compound and Facilities Management Services area. Staff/Students will be encouraged to place steel in appropriate receptacle with appropriate signage affixed to the receptacle. The Receptacle will be emptied every when the bin reaches capacity by Falconer Iron & Metal, Glendale Metal Company and Metal Supply and Transport.</p>
<p>Steel food and beverage cans</p>	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for cans to be placed when emptied. Staff/Students will be encouraged to place cans in appropriate recycling receptacles. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be placed in strategic locations in lunchroom and food preparation areas with appropriate signage affixed to the receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
<p>Wood</p>	<p><u>Wood Recycling Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> Staff/Students will be encouraged to use scrap wood before new wood is purchased in the construction lab.</p> <p><u>Recycle:</u> Staff/Students will be provided with a scrap wood bin behind the construction</p>

	labs. Staff/Students will be encouraged to place wood in appropriate receptacle with appropriate signage affixed to the receptacle. The Receptacle will be emptied every three months by Canadian Waste Handlers.
Other: Cooking Grease	<p><u>Cooking Grease Recycling Program</u></p> <p><u>Reduce:</u> N/A <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students will be provided with a used cooking oil bin. Staff/Students will be encouraged to place cooking oil in appropriate receptacle with appropriate signage affixed to the receptacle. The receptacle will be emptied one per month by Rothsays.</p>
Other: Coffee Cups	<p><u>Coffee/ Drink Cup Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to use reusable coffee mugs <u>Reuse:</u> N/A <u>Recycle:</u> Staff/students will be encouraged to place Coffee/Drink Cups in the organics collection once it is in place.</p>
Other: Wax Paper	N/A
Other: Filters	<p><u>Filter Recycling Program</u></p> <p><u>Reduce:</u> N/A <u>Reuse:</u> N.A <u>Recycle:</u> Staff/Students are encouraged to place all filters for alcohol production in the organics stream to be composted. There are specific receptacles in the Brewery and WVEC to collect the used filter material.</p>
Other: Shrink Wrap	N/A
Other: Batteries	<p><u>Battery Recycling Program</u></p> <p><u>Reduce:</u> N/A <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students are encouraged to place all batteries in the collection bins located in the Student Administrative Council's pub (The Core).</p>
Other: Rubber	N/A
Other: Compost	<p><u>Organics Diversion Program</u></p> <p><u>Reduce:</u> N/A <u>Reuse:</u> N/A <u>Recycle:</u> A compost program is in the beginning stages for the Welland Campus for all yard related waste</p>
Other: Non-Recyclable Paper	<p><u>Paper Fiber Reduction and Recycling Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to take reading materials home with them after they are finished with them. Niagara News, the Niagara College Newspaper will encourage an electronic "E-News" for online reading. <u>Reuse:</u> Staff/Students are encouraged to salvage Non-Recyclable Paper to use as scrap paper <u>Recycle:</u> N/A</p>
Other: Recyclable Plastics (# 3,5,7)	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks. <u>Reuse:</u> N/A <u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic bottles to be placed when emptied. Staff/Students will be encouraged to place plastic bottles in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a</p>

	waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.
Other: Non-Recyclable Plastics	<p><u>Campus Waste Reduction</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> N/A</p>
Other: Polycoat Containers	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to bring reusable containers for lunch and breaks.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in high waste generating areas and food preparation areas for plastic bottles to be placed when emptied. Staff/Students will be encouraged to place plastic bottles in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Other: Plant Tags	<p><u>Campus Waste Reduction and Blue Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to place all Plant Tags in the recycling stream after planting projects are completed.</p> <p><u>Reuse:</u> Staff/Students will be encouraged to save Plant Tags for future planting projects at the Welland Campus.</p> <p><u>Recycle:</u> Staff/Students will be provided with blue bins in for Plastic Tags to be placed when emptied. Staff/Students will be encouraged to place Plastic Tags in appropriate recycling with appropriate signage affixed to the receptacle. There will be a recycling receptacle wherever there is a waste receptacle. Receptacles will be emptied on a regular basis before they become full into large 96-gallon roll away bins for collection by Niagara Recycling on a weekly basis.</p>
Other: Concrete	N/A
Other: Auction Items	<p><u>Niagara College Auction Items Program</u></p> <p><u>Reduce:</u> N/A</p> <p><u>Reuse:</u> All salvageable items are sent to the auction list for sale to the public.</p> <p><u>Recycle:</u> N/A</p>
Other: Confidential Paper	<p><u>Confidential Paper Fiber Reduction and Recycling Bin Program</u></p> <p><u>Reduce:</u> Staff/Students will be encouraged to reduce unnecessary printing, for special, confidential paper documents. Moving towards more on-line administration is encouraged as well.</p> <p><u>Reuse:</u> N/A</p> <p><u>Recycle:</u> Staff will be provided with specialty grey bins in general office administrative areas for Confidential Paper to be placed. Staff are encouraged to place Confidential Paper in the appropriate specialty bins. Receptacles are placed strategically in office administrative areas, to maximize recycling efforts, with special signage on the receptacle. The receptacles will be emptied on a regular basis when they become full, and are collected by Iron Mountain.</p>
Miscellaneous	N/A

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 #
Taryn Wilkinson	Facilities Management Services	905.735.2211 x7421

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
<i>Example: Fine Paper 3Rs Program</i>	<i>“Desk side 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>
Campus Waste Reduction and Recycling Bin Program	3Rs Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Cardboard Recycling Program	3Rs Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Scrap Steel Reduction and Recycling Program	Scrap Steel Reduction and Recycling Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Hand Dryer Program	Hand Dryer Program is being considered for remaining washrooms still using Paper Towels
Wood Recycling Program	Wood Recycling Program is implemented at the Welland Campus for the Academic Departments
Paper Fiber Reduction and Recycling Program	3Rs Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Organics Diversion Program	Organics Diversion Program is being considered.
E-Waste Recycling Program	E-Waste Program currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Coffee/ Drink Cup Reduction and Recycling Program	Coffee/ Drink Cup Reduction and Recycling Program is being considered for the 2014-2015 school year.
Battery Recycling Program	Battery Recycling Program is currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Filter Recycling Program	Filter Recycling Program is currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Cooking Grease Recycling Program	Cooking Grease Recycling Program is currently in place.
Furniture Recycling Program	Furniture Recycling Program is currently in place. Additional signage and promotional campaign is being considered for the 2014-2015 academic school year.
Clothing/Textiles Reduction and	Clothing/Textiles Reduction and Recycling Program is in consideration.

Recycling Program	
Auction Items Reuse Program	Auction Items Reuse Program is currently in place
Confidential Paper Fiber Reduction and Recycling Bin Program	A Confidential Paper reduction and recycling program is 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:
The Sustainability Committee will review the current work plan and will develop communication material for the Niagara College Welland campus to be launched in Fall 2014. This will ensure that all staff, faculty and students are aware of the Waste Reduction Work Plan and it is communicated effectively. The areas of communication include the Sustainability website, internal staff (InsideNC), and student news (Niagara News). Additional opportunities to participate in Fall Orientation 2014, to hand out literature to new and returning staff and students highlighting waste management on campus will be developed.

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

Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (kgs)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (kgs)			Estimated Annual Amount to be Diverted ** (%)
			Reduce	Reuse	Recycle	
<i>Example: Fine Paper</i>	1.8 kg	<i>Fine Paper 3Rs Program</i>	200	100	1.2	83
Aluminum food and beverage cans	9,835.52	Campus Waste Reduction and Recycling Bin Program	289.21	N/A	6, 678.21	65
Boxboard shoe boxes, cereal boxes, etc.	2,498.70	Paper Fiber Reduction and Recycling Program	320.11	N/A	1,469.01	65
Cardboard	22,270.00	Paper Fiber Reduction and Recycling Program	1,023.87	N/A	18,020.00	65
Clothing/textiles	34.72	Clothing/Textiles Reduction and Recycling Program	30.00	N/A	N/A	65
Fine paper	21,536.03	Paper Fiber Reduction and Recycling Program	207.28	503.75	17,210.42	65
Furniture	305.20	Furniture Recycling Program	3.41	35.12	302.45	65
Glass food and beverage bottles/jars	5,043.42	Campus Waste Reduction and Recycling Bin Program	92.48	N/A	3,925.25	65
Glossy magazines, catalogues, flyers	5,287.85	Paper Fiber Reduction and Recycling Program	62.53	N/A	4,527.59	65
HDPE (#2) plastic jugs, crates, totes and drums	429.89	Campus Waste Reduction and Recycling Bin Program	50.68	N/A	293.25	65

IT equipment/audio-visual equipment	9,000.00	E-Waste Recycling Program	102.47	N/A	8,792.01	65
LDPE (#4) plastic film	2,472.67	Campus Waste Reduction and Recycling Bin Program	105.32	N/A	1,489.43	65
Newsprint	301.34	Paper Fiber Reduction and Recycling Program	128.35	N/A	204.25	65
Organics	32,312.32	Organics Diversion Program	603.21	N/A	30,035.18	65
Paper towels	5,831.34	Organics Diversion Program	103.21	N/A	4,789.79	65
PET (#1) plastic food and beverage bottles	21,255.43	Campus Waste Reduction and Recycling Bin Program	1,090.20	N/A	18,502.31	65
Polystyrene (#6)	10,096.24	Campus Waste Reduction and Recycling Bin Program	602.00	N/A	8,492.13	65
Printer cartridges	15.81	N/A	3.01	N/A	10.21	65
Steel	28,766.80	Scrap Steel Reduction and Recycling Program	1,982.12	N/A	25,392.20	65
Wood	3,840.00	Wood Recycling Program	700	N/A	2,902.85	65
Other: Cooking Oil	3,200.00	Cooking Grease Recycling Program	200	N/A	3000	65
Other: Polycoat Containers	5,014.42	Campus Waste Reduction and Recycling Bin Program	560.00	N/A	4,832.00	65
Other: Confidential Paper	17,829.14	Paper Fiber Reduction and Recycling Program	400.00	N/A	15,392.22	65

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

** Estimated Waste Diversion Rate = Amount of Waste Diverted (3Rs) ÷ Estimated Waste Produced x 100%

Note: Coffee Cups were included in the Organics component of this audit.

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