Attachment 1

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: Brock University		
Name of Contact Person: Domenic Manicia	**Telephone #:** 905-688-5550	**Email address:** dmanicia@brocku.ca
Street Address(es) of Entity(ies): 500 Glenridge Avenue		
Municipality: St.Catharines		

Type of Entity (check one)			
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):

Brock is a comprehensive university with an expansive undergraduate system as well as advanced research, post-graduate and doctoral programs.

Brock serves its community as a cultural, academic and recreational centre, bringing excellent facilities to the people who created the University years ago.

Number of academic Faculties — 7 (Applied Health Sciences; Business; Education; Humanities; Mathematics and Science; Social Sciences; and Graduate Studies)
Faculty — 596
Canada Research Chairs — 10
Library holdings — 2,007,942
Professional librarians — 18

III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE **Attachment 1**

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**
Aluminum food and beverage cans	***Cafeteria and Campus Waste Reduction and Blue Bin Program*** *Reduce: Staff/Students will be encouraged to bring reusable containers for lunch and breaks.* *Reuse: n/a* *Recycle: Staff/Students will be provided with blue bins in cafeterias and throughout campus for cans to be placed when emptied. Staff/Students will be encouraged to place tins in appropriate recycling receptacles. Receptacles will be placed in strategic locations in campus 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 recycling company on a weekly basis.*
Cardboard	***Cardboard Recycling Program*** *Reduce: Suppliers will be encouraged to make use of reusable containers for the shipment of supplies to Brock University.* *Reuse: Boxes will be reused for shipments when appropriate.* *Recycle: Cardboard will be flattened and placed in Cardboard bin in the Shipping/Receiving area for collection by recycling company.*
Fine paper	***Paper Fibre Reduction and Recycling Program*** *Reduce: Staff/Students will be encouraged to print on both sides of each sheet. Staff/Students will also make use of information bulletin board in main hallway for posting of information.* *Reuse: Discarded paper with print only on one side will be used for note pads/scrap.* *Recycle: Staff/Students will be provided with instructions via email. Receptacles will be provided beside each desk. Staff/Students will empty receptacles into centralized containers. Custodial Staff/Students will empty centralized containers into bulk container at loading dock for collection by recycling company*
Glass food and beverage bottles/jars	***Cafeteria and Campus Waste Reduction and Blue Bin Program*** *Reduce: Staff/Students will be encouraged to bring reusable containers for lunch and breaks.* *Reuse: n/a* *Recycle: Staff/Students will be provided with blue bins in lunchroom areas for glass containers to be placed when emptied. Staff/Students will be encouraged to place glass containers in appropriate recycling receptacles. Receptacles will be placed in strategic locations in lunchroom 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 recycling company on a weekly basis.*
Newsprint	***Paper Fibre Reduction and Recycling Program*** *Reduce: Staff/Students will be encouraged to take reading materials home with them after they are finished with them. Electronic "E-News" has been launched with School Newspaper for online reading.* *Reuse: Staff/Students will be encouraged to leave newspapers they are finished reading in common areas for others to read.* *Recycle: Staff/Students will be provided with blue bins in lunchroom and 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 locations in lunchroom and office 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 recycling company on a weekly basis.*

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Steel food and beverage cans	***Lunchroom Waste Reduction and Blue Bin Program*** *Reduce: Staff/Students will be encouraged to bring reusable containers for lunch and breaks.* *Reuse: n/a* *Recycle: Staff/Students will be provided with blue bins in lunchroom areas for cans to be placed when emptied. Staff/Students will be encouraged to place cans in appropriate recycling receptacles. Receptacles will be placed in strategic locations in lunchroom 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 recycling company on a weekly basis.*
PET (#1) plastic food and beverage bottles	***Cafeteria and Campus Waste Reduction and Blue Bin Program*** *Reduce: Staff/Students will be encouraged to bring reusable containers for lunch and breaks.* *Reuse: n/a* *Recycle: Staff/Students will be provided with blue bins in lunchroom areas for plastic bottles to be placed when emptied. Staff/Students will be encouraged to place plastic bottles in appropriate recycling receptacles. Receptacles will be placed in strategic locations in lunchroom 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 recycling company on a weekly basis.*
HDPE (#2) plastic jugs, crates, totes and drums	n/a
LDPE (#4) plastic film	***Plastic Film Reduction and Recycling Program*** *Reduce: Brock University will encourage suppliers to reduce the amount of plastic film and wrapping materials used to transport supplies* *Reuse: n/a* *Recycle: Brock University will explore the potential to recycle plastic film and initiate source reduction efforts*
Polystyrene (#6)	***Lunchroom Waste Reduction and Blue Bin Program*** *Reduce: Staff/Students will be encouraged to bring reusable containers for lunch and breaks.* *Reuse: n/a* *Recycle: Staff/Students will be provided with blue bins in lunchroom areas for Polystyrene containers to be placed when emptied. Staff/Students will be encouraged to place Polystyrene containers in appropriate recycling receptacles. Receptacles will be placed in strategic locations in lunchroom 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 recycling company on a weekly basis.*
Organics	***Organics Diversion Program*** *Reduce: Staff/Students will be encouraged to bring uneaten food items home after lunch breaks* *Reuse: n/a* *Recycle: Brock University industries will explore the use of an organics collection bin in the lunchroom area for collection and transportation to a MOE licensed compost facility.*
Boxboard shoe boxes, cereal boxes, etc.	***Paper Fibre Reduction and Recycling Program*** *Reduce: Staff/Students will be encouraged to bring reusable containers for lunch and breaks.* *Reuse: n/a* *Recycle: Staff/Students will be provided with blue bins in lunchroom areas for boxboard to be placed when emptied. Staff/Students will be encouraged to place boxboard in appropriate recycling receptacles. Receptacles will be placed in strategic locations in lunchroom 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 recycling company on a weekly basis.*

Glossy magazines, catalogues, flyers	***Paper Fibre Reduction and Recycling Program*** **Attachment 1** *Reduce: Staff/Students will be encouraged to take reading materials home with them after they are finished with them.* *Reuse: Staff/Students will be encouraged to leave reading materials they are finished reading in common areas for others to read.* *Recycle: Staff/Students will be provided with blue bins in lunchroom and 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 locations in lunchroom and office 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 recycling company on a weekly basis.*
Wood	***Wood Diversion Program*** *Reduce: n/a* *Reuse: Brock University will continue to reuse wooden pallets* *Recycle:*
Steel	***Scrap Steel Reduction and Recycling Program*** *Reduce: Brock University will investigate through metal optimization study to insure steel is used with as little scrap generated as possible.* *Reuse: n/a* *Recycle: Scrap conveyor system will be maintained and Triple M will continue to collect scrap steel for recycling.*
Drywall	n/a
Skids	***Wood Pallet Reuse and Recycling Program*** *Reduce: Staff to monitor use of Pallet to eliminate/reduce broken pallets.* *Reuse: Staff to Reuse Pallets where possible and practical* *Recycle: Broken Pallets to be recovered and recycled when possible.*
Paper towels	***Hand Dryer Initiative*** *Reduce: Brock University will investigate the installation of hand dryers in high traffic washroom areas* *Reuse: n/a* *Recycle: n/a*
Printer cartridges	*Recycle: Collected by Mail Services department for proper recycling.*
IT equipment/audio-visual equipment	*Recycle: Collected by Mail Services department for proper recycling.*
Furniture	*Reuse: Asset redeployment program to reuse redundant furniture wherever possible.*
Building/renovation material	*Building contractor must comply with all regulations and post material separation program with every project.*
Disposable take out food packaging	***Cafeteria Waste Reduction and Blue Bin Program*** *Reduce: Staff/Students will be encouraged to bring reusable containers for lunch and breaks.* *Reuse: n/a* *Recycle: Staff/Students will be provided with blue bins in cafeteria for glass containers to be placed when emptied. Staff/Students will be encouraged to place glass containers in appropriate recycling receptacles. Receptacles will be placed in strategic locations in lunchroom 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 recycling company on a weekly basis.*
Cell phones	*Recycle: Returned to IT Department for appropriate recycling*
Diapers	n/a
Clothing/textiles	***Glove and Rag Reuse Program***

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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 #**
Domenic Maniccia	Waste reduction	905-688-5550

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**
Dining Hall Waste Reduction and Blue Bin Program	*3Rs Program currently in place.* *Additional signage and promotional campaign considered – Summer 2011*
Cardboard Recycling Program	*3Rs Program currently in place.*
Paper Fibre Reduction and Recycling Program	*3Rs Program currently in place.*
Organics Diversion Program	. *Organics diversion program for Kitchen Prep area continued..*
Glove and Rag Resuse Program	*Considered*
Plastic Film Reduction and Recycling Program	*Suppliers to be encouraged to reduce plastic film and wrapping used to transport supplies – Summer 2011.* *Plastic film source separation program launched – Summer 2011.*
Scrap Steel Reduction and Recycling Program	*Scrap Steel recycling – continued*
Wood Diversion Program	*Wooden Pallet Reuse program continued*
Fine Paper Reduction	*Academic Delivery Methods*

VI. COMMUNICATION TO STAFF/STUDENTS, CUSTOMERS, GUESTS AND VISITORS

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:
Sustainability Cooridinating Committee to review work plan and workplan to be posted on University's computer bulletin board.

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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**	
Aluminum food and beverage cans	*27,676.36*	***"Cafeteria and Campus Waste Reduction and Blue Bin Program"***	*5,535.27*	--	*20,757.27*	*95*
Cardboard	*358,754.76*	***"Cardboard Recycling Program"***	--	--	*340,817.022*	*95*
Coffee/Drink Cups	*11,301.18*	***"Organics Diversion Program"***	*2,260.24*		*8,475.88*	*95*
Glass	*38,134.58*	***"Cafeteria and Campus Waste Reduction and Blue Bin Program"***	*7,626.92*		*2,8600.94*	*95*
Tetra Paks	*37,740.46*	***"Cafeteria and Campus Waste Reduction and Blue Bin Program"***	*7,548.09*		*28,305.35*	*95*
Metal	*38,906.02*	***"Cafeteria and Campus Waste Reduction and Blue Bin Program" and "Scrap Steel Reduction Program"***	*7,781.20*		*29,179.52*	*95*
Organics	*619,874.29*	***"Organics Diversion Program"***	*123,974.86*		*464,905.72*	*95*
Paper – Recyclable	*327,915.47*	***"Paper Fiber Reduction Program"***	*65,583.09*		*245,936.60*	*95*
Plastic – Recyclable	*60,560.81*	***"Cafeteria and Campus Waste Reduction and Blue Bin Program"***	*12,112.16*		*45,420.61*	*95*
Plastic Film	*28,681.61*	*"Plastic Film Reduction and Recycling Program"*	*5,736.32*		*21,511.21*	*95*

* 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: Domenic Maniccia	**Title:** **Director, Custodial Services**	**Date:** **March 8, 2011**