

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: Huron University College at Western University		
Name of Contact Person: Deborah Lucas	Telephone #: 519-438-7224, ext 245	Email address: dlucas4@uwo.ca
Street Address(es) of Entity(ies): 1349 Western Rd, London, ON N6G 1H3		
Municipality: London		
Type of entity Educational Institutions		

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>Located in London, Ontario, Huron University College is one of Canada's oldest universities. Established in 1863 as the founding college of Western University, Huron University College is a co-educational institution granting liberal arts and theology degrees in partnership with Western. Located on a scenic 47-acre campus next to Western University, Huron offers undergraduate degree programs through its Faculty of Arts and Social Science department and undergraduate and graduate degree programs through its Faculty of Theology. Huron has approximately 900 students with approximately 225 living in residence.</p>

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	Offered in food areas throughout campus and also brought in by students, staff and faculty.
Boxboard shoe boxes, cereal boxes, etc.	Brought in by students, staff and faculty
Cardboard	Generated in business operations and brought onto campus by students, staff and faculty.
Cell phones	n/a
Clothing/textiles	n/a
Diapers	n/a
Disposable take-out food packaging	Generated in eateries throughout the campus.
Drywall	Taken away by contractors.
Fine paper	Produced by students, staff and faculty in classrooms, study areas, residence rooms and office areas
Furniture	Generated mostly in residences, but also during renovations
Glass food and beverage bottles/jars	Generated in campus eateries, self-serve machines and brought in by students, staff and faculty
Glossy magazines, catalogues, flyers	Brought in by students, staff and faculty and print material produced by Recruitment and Advancement offices.
HDPE (#2) plastic jugs, crates, totes and drums	Generated at food services locations throughout campus; also brought in by students, staff and faculty
IT equipment/audio-visual equipment	Generated by Information Technology Services at Huron, as well as by brought in by students.
LDPE (#4) plastic film	Generated by students, staff and faculty
Newsprint	Newspapers available across campus, generated by two units (Western News and The Gazette); also brought in by students, staff and faculty
Organics	Generated through food services on-campus, and brought in by students, staff and faculty.
Paper towels	Generated in washrooms throughout all facilities at Huron.
PET (#1) plastic food and beverage bottles	Generated at food services locations throughout campus; also brought in by students, staff and faculty
Polystyrene (#6)	Generated by students, staff and faculty
Printer cartridges	Generated in offices throughout Huron by staff and faculty.
Skids	Generated in retail operations and through deliveries in docks on campus
Steel	Generated during construction and renovations throughout campus

Steel food and beverage cans	Generated in food services locations throughout campus, brought in by students, staff and faculty
Wood	Generated during construction and renovations throughout campus
Other:	Lamps and Lightbulbs - generated through building operations by maintenance as well as Information Technology Services.

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	Some may end up in garbage containers	Students, staff and faculty place cans in recycling bins found inside buildings throughout Huron. Recycling is then picked up by housekeeping and brought to a centralized location for removal by Waste Management company.
Boxboard shoe boxes, cereal boxes, etc.	Some may end up in garbage containers	Students, staff and faculty place boxes in recycling bins found inside buildings throughout Huron. Recycling is then picked up by housekeeping and brought to a centralized location for removal by Waste Management company.
Building/renovation material	n/a	Waste generated through renovation/construction is managed by the contractor of the project
Cardboard	n/a	Collected by staff from central recycling areas and offices; Cardboard is collected by Housekeeping who then place them in collection bins for pick-up by Waste Management company.
Cell phones	n/a	n/a
Clothing/textiles	n/a	n/a
Diapers	n/a	n/a
Disposable take-out food packaging	Placed in garbage bins	Some disposable take-out food packaging are recycled if cardboard
Drywall	n/a	Waste generated through renovation/construction is managed by the contractor of the project
Fine paper	Some may end up in garbage containers	Students, staff and faculty place in recycling bins found in their offices or central recycling areas. Picked up by housekeeping to be recycled.

Furniture	Some may end up curbside for garbage recollection	Re-purposed as possible throughout campus.
Glass food and beverage bottles/jars	Some may end up in garbage containers	Students, staff and faculty place in recycling bins which are then picked up by housekeeping to be recycled. Recycling is then picked up and brought to a centralized location for removal by Waste Management company.

Glossy magazines, catalogues, flyers	Some may end up in garbage containers	Students, staff and faculty place in recycling bins found in offices and centralized locations to be picked up by housekeeping and brought to a centralized location for recycling.
HDPE (#2) plastic jugs, crates, totes and drums	Some may end up in garbage containers	Students, staff and faculty place in recycling bins found in offices and centralized locations to be picked up by housekeeping and brought to a centralized location for recycling.
IT equipment/audio-visual equipment	n/a	Collected in various locations on campus, sent to recycling through the program with Staples. Also use RPR for disposal of e-waste.
LDPE (#4) plastic film	Some may end up in garbage containers	Students, staff and faculty place in recycling bins found in offices and centralized locations to be picked up by housekeeping and brought to a centralized location for recycling.
Newsprint	Some may end up in garbage containers	Students, staff and faculty place in recycling bins found in offices and centralized locations to be picked up by housekeeping and brought to a centralized location for recycling.
Organics	All ends up in garbage containers	Currently no method for recycling or composting organic materials.
Paper towels	Placed in garbage bins	n/a

PET (#1) plastic food and beverage bottles	Some may end up in garbage containers	Students, staff and faculty place in recycling bins found in offices and centralized locations to be picked up by housekeeping and brought to a centralized location for recycling.
Polystyrene (#6)	Some may end up in garbage containers	Students, staff and faculty place in recycling bins found in offices and centralized locations to be picked up by housekeeping and brought to a centralized location for recycling.
Printer cartridges	n/a	Recycling Program with Staples.
Skids	n/a	
Steel	n/a	
Steel food and beverage cans	Some may end up in garbage containers	Students, staff and faculty place in recycling bins found in offices and centralized locations to be picked up by housekeeping and brought to a centralized location for recycling.
Wood	n/a	
Lamps and lightbulbs	n/a	Staff place them in special containers in buildings, to be picked up by a recycling company (RPR currently). Plan to change to Aevitas.
Batteries	Some may end up in garbage	Currently no plan in place to recycle batteries. Will look into using the company Raw Materials.
Electronic Waste	n/a	Information Technology arrange for electronic waste to be recycled by Staples or use RPR.

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)

		Estimated Amount of Waste Produced kgs or tonnes (t)											
Categories of Waste	Examples:	Generated			Reused			Recycled			Disposed		
		"A" 2016	"B" * 2016	"C" * Change (A-B)	"A" 2016	"B" * 2016	"C" * Change (A-B)	"A" 2016	"B" * 2016	"C" * Change (A-B)	"A" 2016	"B" * 2016	"C" * Change (A-B)
	<i>Aluminum food and beverage cans</i>	100kg	90kg	-10kg	0	0	0	75kg	85kg +	10kg	25kg	5kg	-20kg
	<i>Cardboard</i>												
	Aluminum food and beverage cans	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Boxboard shoe boxes, cereal boxes, etc.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Building/renovation material	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Cardboard	21	0	21	0	0	21	0	0	21	0	0	0
	e-Waste	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Clothing/Textiles	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Diapers	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Drywall	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Fine paper	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Furniture	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Glass food and beverage bottles/jars	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Glossy magazines, catalogues, flyers	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	HDPE (#2) plastic jugs, crates, totes, drums	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	LDPE (#4) plastic film	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Newsprint	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Organics	38.466	0	38.466	0	0	0	0	0	0	38.466	0	38.466
	Recycling (Paper/Containers)	73.2	0	73.2	0	0	18.648	0	0	18.648	54.552	0	54.552
	Polystyrene (#6)	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Printer cartridges	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Steel food and beverage cans	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Other: Landfill Waste	32.098	0	32.098	0	0	0	0	0	0	32.098	0	32.098
	Alternative Waste (Batteries, Oil, Lamps)	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Total	164.764	0	164.764	0	0	39.648	0	0	39.648	125.116	0	125.116
	Percent Change (total C ÷ total A x 100)			100%						100%			100%

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 written policy currently.
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. *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.
	Will work with Huron Student Council to increase awareness and improve the purchase of products containing recycled material. Move towards developing a comprehensive plan to address this issue.

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

Signature of authorized official:



Title:

Vice-Principal of Finance and Administration

Date:

October 30, 2017