

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: Huron University College			
Name of Contact Person: Deborah Lucas		Telephone #: 519 438 7224 ext 245	Email address: dlucas4@uwo.ca
Street Address(es) of Entity(ies): Huron University College, 1349 Western Road, London, Ontario, N6G 1H3			
Municipality: London			
Type of Entity (check one)			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input type="checkbox"/>	Educational Institutions	<input checked="" type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

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

II. DESCRIPTION OF THE 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. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

<p>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.</p>	
<p>Waste Category (as stated in Part V of your “Report of a Waste Audit”)</p>	<p>Source Separation and 3Rs Program</p>
<p><i>Example: fine paper (e.g. from an office)</i></p>	<p><u>“Fine Paper 3Rs Program”</u> <u>Reduce:</u> Staff will be encouraged to print on both sides of each sheet. <u>Reuse:</u> Discarded paper with print only on one side will be used for note pads/scrap. <u>Recycle:</u> Staff will be provided with instructions via email. Blue Box Receptacles for fine paper will be provided beside each desk. Custodial staff will collect and empty into bulk container at loading dock for collection by recycling company.</p>
<p>All streams</p>	<p><u>1. Communications</u> Reduce: Staff, faculty and students will be encouraged to find ways to reduce the generation of waste in all categories through a communication program developed with the assistance of Huron’s Communications department and members of Huron University College Students’ Council. Reuse: Staff, faculty and students will be encouraged to reuse materials, including using reusable water bottles. Recycle: Staff, faculty and students will be reached through a communication plan (including social media) to educate them about waste reduction and suggestions on how to recycle. During Orientation week, recycling will be highlighted as part of student information.</p> <p><u>2. Signage and labelling</u> Recycle: appropriate signage and labelling will be created and placed in recycling locations throughout Huron, to ensure that the entire community knows where waste goes, and why it’s important to properly sort materials. Primary Recycle locations will be included on campus maps.</p> <p>Currently collaborating with Western University to ensure that best practices are introduced at Huron.</p>
<p>Paper, Plastics, Glass bottles and jars, Metal (food and beverage cans)</p>	<p><u>3. Recycling Bins</u> Recycle: Recycling receptacles will continue to be located in key high traffic areas. New labels will be developed and added to all recycling receptacles to clarify what is recyclable. Individual recycling bins will be located in all offices. Educate staff on what can go in deskside recycling bins. Consider adding exterior recycling bins at convenient locations.</p>

Paper	<p><u>4. Paper Towel program</u> Reduce: Look into installing high speed air hand dryers in washrooms where there are only paper towels, and reduce the amount of paper towel dispensers available on campus.</p>
Plastics	<p><u>5. Bottle-less water station program</u> Reduce: Encourage the use of reusable water bottles/drinking containers and ask students / staff to bring their own drinking containers. Continue the installation of bottle-less water stations throughout campus, ensuring regular maintenance on filters.</p>
Cardboard	<p><u>6. Extended Producer Responsibility program</u> Reduce: Request that Huron's largest suppliers take back the waste they bring with their deliveries. This should help reduce the amount of cardboard that is managed through Huron. Recycle: Send out reminder to staff about breaking down cardboard before disposal and a reminder to custodial staff to ensure all cardboard is recycled.</p>
Organics	<p><u>7. Introduce Organics Program</u> Explore the introduction of organic waste collection in the Dining Hall.</p>
Furniture	<p><u>8. Furniture and Equipment Recycling Program</u> Reuse: All furniture in good condition will be re-used / re-purposed in other locations on the Huron campus in order to extend its life span. Recycling: Once all attempts have been made to reuse the furniture, we will recycle furniture if in useable condition by sending it to charities.</p>
batteries, lamps and lightbulbs	<p><u>9. Alternative Waste Program</u> Recycle: Develop the processes and infrastructure to centralize recycling of these items, and develop campus recycling locations that are convenient.</p>
Printer Cartridges and Toner	<p><u>10. Recycle Printer cartridges and Toner</u> <u>Recycle:</u> Continue to divert via recycling program held with Staples. Ensure copier Toner cartridges go back to OECanada for recycling.</p>

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 #
Deborah Lucas, Vice-Principal of Finance and Administration	- 1. Communications 6. Alternative Waste Program, 7, Organic Waste Program	519-438-7224 x245
Kim Knowles, Director of Technology and Infrastructure Projects	- 2. Signage and Labelling; 3. Outdoor Waste Bin Project; 7. Organic Waste Program; 8. Furniture Recycling; 9. Alternative Waste Program; 10. Printer Cartridges and Toner	
Joe French, Maintenance Manager	- 4. Paper Towel Program; 5. Bottle-less water station program; 6. Alternative Waste Program; 8. Furniture Recycling	

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
	Note: Describes specific recommendations from written report
<i>Example: Fine Paper 3Rs Program</i>	<i>"Deskside receptacles and centralized containers to be purchased in March. New collection contract for recycling to be arranged for April Kick off for program and instructions to staff regarding 3Rs program to occur in April" OR "3Rs Program currently in place."</i>
1. Communications	As part of its communication plan, it is recommended that Huron set a goal to reduce waste generation by 10% and increase the waste diversion rate to 40% by 1 May 2019. Communications to staff, faculty and students should start during Orientation Week in September and continue throughout the year. A Communications plan will include messages that address each stakeholder group (students, staff, and faculty) and encourage them to reduce, reuse and recycle.
2. Signage and Labelling	It is recommended that Huron standardize signage and labelling around waste management on campus. During Summer 2018 new signage and labels will be created, to be implemented during the Fall of 2018.
3. Outdoor Waste Bin project	It is recommended that Huron add new outdoor waste bins that can handle single-stream recycling. This will be done during the Summer of 2018.

4. Paper towel programs	It is <u>recommended</u> that Huron begin to install jet air hand dryers, in larger, public washrooms. This will take place the Summer of 2018.
5. Bottle-less water station program	It is <u>recommended</u> that Huron continue its bottle-less water station installation, ensuring they are located in frequently populated areas. The installation of these units will be done throughout the year.
6. Alternative Waste Program	It is <u>recommended</u> that Huron develop processes to ensure all caretaking staff know how to properly sort and manage alternative waste. Some of the waste streams will also require training to staff and faculty which can be part of communications plan.
7. Organic Waste Program	It is <u>recommended</u> that Huron investigate the possibility of the introduction of organic waste collection in the Dining Hall through collection of kitchen waste.
8. Furniture Recycling	It is <u>recommended</u> that Huron look for more ways to donate furniture that is no longer needed by Fall of 2018.
9. Alternative Waste Program	It is <u>recommended</u> that Huron search out new companies to recycle batteries, lamps and lightbulbs and provide centralized locations for recycling by Summer of 2018. Will consult with Western University regarding contacts.
10. Printer Cartridges and Toner	It is <u>recommended</u> that Huron centralize location for recycling of printer cartridges by Summer of 2018 in order to simplify pick up of cartridges by Staples. Also centralize location for recycling of Toner.

VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

<p>Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:</p> <p>A summary of these waste audit results and waste reduction work plan will be posted for staff to see by 31 October 2017.</p> <p>Updates on Waste Reduction Plan will be included quarterly in weekly announcements set to faculty and staff.</p> <p>New labels will be applied to recycling and waste receptacles to make it clear what can go in each container.</p> <p>Work with Huron University Students' Council to determine best way to get students involved in recycling and build awareness through a communications plan, orientation activities and an environmentally-focused student club.</p>

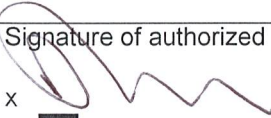
VII. ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED AMOUNT

Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (kgs or tonnes)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (kgs or tonnes)			Estimated Annual Amount to be Diverted * (%)
			Reduce	Reuse	Recycle	
<i>Example: Fine Paper</i>	1.8 tonnes	<i>Fine Paper 3Rs Program</i>	200kg	100kg	12 tonnes	83
	tonnes					
Recycling (Paper and Containers)	75.552	Paper recycling and container recycling	0	0	30 tonnes	39.7%
Cardboard	18.648	Cardboard recycling	0	0	18.648	100%
E-Waste	N a	E-Cycle	0	0	0	0
Scrap Metal	N a	Scrap metal recycling	0	0	0	0
Wood	N a	Wood recycling	0	0	0	0
Organics	38.4666	Composting	0	0	19	49.4%
Other Waste	32.098	Other Waste (Landfill)	3	0	0	9.3%
Building and Constructio	0	Building and construction waste recycling	0	0	0	0
Skids	0	Skid recycling	0	0	0	0
Alternative Waste	0	Alternative Waste	0	0	0	0
Total	164.764		3	0	67.648	42.8%

* 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:  x	Title: Vice-Principal of Finance and Administration	Date: October 30, 2017
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