

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(is) and Company Name:

University of Guelph

Name of Contact Person:

Natalie Vasilivetsky

Telephone #:

(519) 824 4120 x58129

Email address:

nvasiliv@uoguelph.ca

Street Address(as) of Entity(is):

70 Trent Lane, Guelph, ON

Municipality:

Guelph

Type of Entity (check one)

Retail Shopping Establishments

Hotels and Motels

Retail Shopping Complexes

Hospitals

Office Buildings

Educational Institutions

Restaurants

Large Manufacturing Establishments

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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):

The University of Guelph main campus is an educational institution located in Guelph, Ontario that consists of a 330-hectare (815 acre) site with approximately 29,507 undergraduate and graduate students and 1,700 international students. The university boasts seven schools across three campuses, and offers programs in physical and life sciences, business, arts, social sciences, and agricultural and veterinary sciences.


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	
Newspapers - Daily and weekly	Review placement of recycling receptacles throughout facility. Ensuring twinned beside garbage bins in all areas. Ensure signage includes large graphics identifying recyclable materials. Educate staff on waste management policies via presentations and e-mail communication. Set up hauling contract to ensure material is brought to a recycling facility.	
Magazines and Catalogues	(Same as newspaper)	
Shredded Paper	(Same as newspaper)	
Office Paper	(Same as newspaper)	
Gable Top Containers	(Same as newspaper)	
Aseptic Containers	(Same as newspaper)	
Polycoat Beverage Cups (Coffee cups)	N/A	
Spiral Wound Containers	N/A	
Ice Cream Containers and Other Bleached Long Polycoat Fibre	N/A	
Paper Laminate Packaging	N/A	
Corrugated Cardboard	(Same as newspaper)	
Boxboard/Cores/Molded Pulp	(Same as newspaper)	
#1 PET Bottles and Jars -	(Same as newspaper)	
#1 PET Thermoform -	(Same as newspaper)	
#2 HDPE Bottles and Jugs	(Same as newspaper)	
Flexible Film Plastic - LDPE & HDPE	N/A	
LDPE/HDPE Film - Products (non-packaging)	N/A	
#5 Other PP Containers	(Same as newspaper)	
#6 PS - Expanded Polystyrene	N/A	
#6 PS - Non-expanded Polystyrene - Non-beverage	(Same as newspaper)	
Plastic Laminates and Other Film Packaging	N/A	
Other Rigid Plastic Packaging - Non- Beverage	N/A	
Other Plastics - (non-	N/A	
Aluminum- Food Containers	(Same as newspaper)	
Aluminum Beverage Containers -	(Same as newspaper)	
Aluminum Foil & Foil Trays	(Same as newspaper)	
Aluminum Aerosols	(Same as newspaper)	
Other Aluminum (non-packaging)	(Same as newspaper)	
Steel Food Cans	(Same as newspaper)	
Steel Aerosol Container	(Same as newspaper)	
Other steel (non-packaging)	(Same as newspaper)	
Clear Glass - food and other products	(Same as newspaper)	
Other Glass	N/A	
Avoidable Food Waste	Review placement of organics receptacles throughout facility for 2023. Will continue to divert via program. Initiate discussion on reduction opportunities. Ensure twinned beside garbage and recycle bins in the cafeteria and other areas where permitted.	
Unavoidable Food Waste	(Same as Food Waste)	
Yard Waste	(Same as Food Waste)	
Compostable Certified Bags	(Same as Food Waste)	
Other Acceptable Organics	(Same as Food Waste)	
Compostable Containers	(Same as Food Waste)	
Tissue (paper towel)	(Same as Food Waste)	
Textiles	N/A	
Other Waste	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		
Name of Person	Responsibility	Telephone #
Natalie Vasilivetsky	Implementing the Waste Reduction Work Plan	(519) 824-4120 ext. 58129

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
Newspapers - Daily and weekly	Set up recycling contact to ensure recycling is delivered to a recycling facility. Review recycling bin placements/signage: Fall 2024. Continue ongoing communication about waste reduction measures.
Magazines and Catalogues	Same as Newspaper
Shredded Paper	Same as Newspaper
Office Paper	Same as Newspaper
Gable Top Containers	Same as Newspaper
Aseptic Containers	Same as Newspaper
Polycoat Beverage Cups (Coffee cups)	N/A
Spiral Wound Containers	N/A
Ice Cream Containers and Other Bleached Long Polycoat Fibre	N/A
Paper Laminate Packaging	N/A
Corrugated Cardboard	Same as Newspaper
Boxboard/Cores/Molded Pulp	Same as Newspaper
#1 PET Bottles and Jars -	Same as Newspaper
#1 PET Thermoform -	Same as Newspaper
#2 HDPE Bottles and Jugs	Same as Newspaper
Flexible Film Plastic – LDPE & HDPE	N/A
LDPE/HDPE Film - Products (non-packaging)	N/A
#5 Other PP Containers	Same as Newspaper
#6 PS - Expanded Polystyrene	N/A
#6 PS - Non-expanded Polystyrene - Non-beverage	Same as Newspaper
Plastic Laminates and Other Film Packaging	N/A
Other Rigid Plastic Packaging - Non- Beverage	N/A
Other Plastics - (non-packaging/durable)	N/A
Aluminum- Food Containers	Same as Newspaper
Aluminum Beverage Containers –	Same as Newspaper
Aluminum Foil & Foil Trays	Same as Newspaper
Aluminum Aerosols	Same as Newspaper
Other Aluminum (non-packaging)	Same as Newspaper
Steel Food Cans	Same as Newspaper
Steel Aerosol Container	Same as Newspaper
Other steel (non-packaging)	Same as Newspaper
Clear Glass - food and other products	Same as Newspaper
Other Glass	N/A
Avoidable Food Waste	Review organics bin placements/signage: Spring 2020. Continue ongoing communication about waste reduction measures.
Unavoidable Food Waste	Same as Food Waste
Yard Waste	Same as Food Waste
Compostable Certified Bags	Same as Food Waste
Other Acceptable Organics	Same as Food Waste
Compostable Containers	Same as Food Waste
Tissue (paper towel)	Same as Food Waste
Textiles	N/A
Other Waste	N/A
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:	
To be completed by University of Guelph Representative.	

VII. Estimated Annual Waste Produced By Material Type And The Projected Annual Amount to be Diverted by the 3Rs					
Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (kgs)	Projections to Reduce, Reuse or Recycle Waste/Yr (kgs)			Estimated Waste Diversion Rate ** (%)
		Reduce	Reuse	Recycle	
Newspapers - Daily and weekly	2,134	-	-	1,387	65%
Magazines and Catalogues	721	-	-	469	65%
Shredded Paper	11,854	-	-	-	
Office Paper	7,853	-	-	-	100%
Gable Top Containers	1,701	-	-	1,105	65%
Aseptic Containers	3,062	-	-	1,990	65%
Polycoat Beverage Cups (Coffee cups)	13,338	-	-	0	
Spiral Wound Containers	68	-	-	-	
Ice Cream Containers and Other Bleached Long Polycoat Fibre	2,065	-	-	0	
Paper Laminate Packaging	18,644	-	-	0	
Corrugated Cardboard	6,121	-	-	4,285	70%
Boxboard/Cores/Molded Pulp	20,075	-	-	14,053	70%
#1 PET Bottles and Jars -	8,187	-	-	5,731	70%
#1 PET Thermoform -	3,040	-	-	2,128	70%
#2 HDPE Bottles and Jugs	2,783	-	-	1,948	70%
Flexible Film Plastic – LDPE & HDPE	11,686	-	-	-	
LDPE/HDPE Film - Products (non-packaging)	17,110	-	-	-	
#5 Other PP Containers	13,754	-	-	-	70%
#6 PS - Expanded Polystyrene	687	-	-	-	
#6 PS - Non-expanded Polystyrene - Non-beverage	1,200	-	-	-	70%
Plastic Laminates and Other Film Packaging	4,575	-	-	-	
Other Rigid Plastic Packaging - Non- Beverage	1,302	-	-	-	
Other Plastics - (non-packaging/durable)	75	-	-	-	
Aluminum- Food Containers	0	-	-	0	
Aluminum Beverage Containers –	1,791	-	-	1,164	65%
Aluminum Foil & Foil Trays	761	-	-	494	65%
Aluminum Aerosols	0	-	-	-	
Other Aluminum (non-packaging)	0	-	-	-	
Steel Food Cans	3,235	-	-	2,103	65%
Steel Aerosol Container	568	-	-	-	65%
Other steel (non-packaging)	221	-	-	221	100%
Clear Glass - food and other products	55,824	-	-	41,868	75%
Other Glass	288,806	72,201	-	-	
Avoidable Food Waste	17,792	4,448	-	8,896	75%
Unavoidable Food Waste	2,741	685	-	1,370	75%
Yard Waste	1,961	490	-	980	75%
Compostable Certified Bags	1,928	482	-	964	75%
Other Acceptable Organics	20,874	5,219	-	10,437	75%
Compostable Containers	24,759	-	-	12,380	50%
Other Waste	0	-	-	-	
Total	590,088	-	-	-	

* 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: 	Date: 6/20/2024
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