

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.

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

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: McMaster University		
Name of Contact Person: Carlos Figueira	Telephone #: 905-525-9140 X28695	Email address: figueira@mcmaster.ca
Street Address(es) of Entity(ies): 1280 Main St W		
Municipality: Hamilton		
Type of Entity: Educational Institutions		

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):

<p>McMaster University, one of four Canadian universities listed among the Top 100 universities in the world, is renowned for its innovation in both learning and discovery. It has a student population of approximate 29,000 students, and more than 156,000 alumni in 140 countries.</p>

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 (e.g. from an office)</i>	<i>“Fine Paper 3Rs Program” Reduce: Staff will be encouraged to print on both sides of each sheet. Reuse: Discarded paper with print only on one side will be used for note pads/scrap. Recycle: Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Staff will empty receptacles into centralized containers. Custodial staff will empty centralized containers into bulk container at loading dock for collection by recycling company.</i>
Aluminum	Continue to recycle
Cardboard	Continue to recycle
Fine Paper	Moving to electronic processes and the use of fleet printing devices.
Glass	Continue to recycle.
Newsprint	Continue to recycle.
PET #1	Promote the use of refillable water bottles and increase the number of water filling stations on campus.
HDPE #2	Continue to recycle.
LDPE #4	Continue to recycle.
Polystyrene #6	Work with Purchasing Resources to encourage external suppliers to limit the amount of polystyrene in campus deliveries.
Organics	Look for opportunities to expand McMaster composting program to campus eateries, office locations and some central areas.
Boxboard	Continue to recycle.
Glossy Magazines	Continue to recycle.
Wood	Continue to recycle.
Steel	Continue to recycle.
Drywall	Continue to recycle.
Skids	Continue to find alternate external options for the removal of skids.
Paper Towel	Include recycling bins in washrooms for recycling and/or compost.
Print Cartridges	Increase number of central bins that will collect Print Cartridges.
IT	Provide central bins in a variety of campus locations for drop off between collection events. Continue to host collection events once every 6 months with the opportunity for the material to be reused by other members of campus. Expand program to include other types of electronic equipment.
Furniture	McMaster University's online auction site and look for external charitable organizations for donation.
Building/Renovation Material	Continue to recycle as part of McMaster's Sustainable Building Policy.
Disposable take-out Containers	Hospitality Services to switch to more sustainable packaging and decrease the amount of packaging. .
Cell Phones	Provide information about drop-off locations and mail-back opportunities, and offer collection days as part of our IT collection day.

Diapers	N/A
Clothing	Encourage the use of donation.

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 #
Carlos Figueira	Director of Facility Services. Responsible executive	905 525 9140 ext 28695

V. 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:
<p>1. McMaster's Facility Services website provides information on proper disposal of containers, paper fiber, organic material, electronics, batteries, CD and DVD's as well as information on hazardous waste and the City of Hamilton waste program.</p> <p>2. All central campus waste bins (Plaza Bins and Slim Jims) are positioned in "hubs" of three bins and provide communication on paper fiber, containers and general waste. Three central locatoin for disk recycling host a similar communication. "Back of house" and public composting programs have a consistent branding as well as a visual guide to assist individuals identify which items are accepted.</p> <p>3. An overview of McMaster's waste program has been prepared by past sustainability interns. The program overview was prepared as an online powerpoint presentation and includes a voice-over explanation.</p> <p>6. Tracking of monthly waste reports for each campus loading dock, which will be automatically uploaded to McMaster's electronic resource management system will also provide opportunity to actively manage waste generated and diverted at the loading dock-level each month. This information is availabe to members of the campus community via an electronic dashboard. This initiative is being led by Facility Services.</p>

VI. 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>"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>
Aluminum 3Rs Program	Increase the number of bins and provide educational material.
Cardboard 3Rs Program	Increase the number of bins, provide educational material and work with suppliers to decrease the amount of cardboard used for campus deliveries.
Fine Paper 3Rs Program	Increase the number of bins, provide educational material regarding duplexing, moving to electronic processes and the use of fleet printing devices. Work with MACgreen to expand their "used but not bruised" notebook program.
Glass 3Rs Program	Increase the number of bins and provide educational material.
Newsprint 3Rs Program	Increase the number of bins and provide educational material.
PET #1 3Rs Program	Increase the number of bins and provide educational material and promote the use of refillable water bottles.
HDPE #2 3Rs Program	Increase the number of bins and provide educational material.
LDPE #4 3Rs Program	Increase the number of bins, provide educational material.
Polystyrene #6 3Rs Program	Increase the number of bins, provide educational material and work with Purchasing Resources to encourage external suppliers to limit the amount of polystyrene in campus deliveries.
Organics 3Rs Program	Expand McMaster's composting program to campus eateries, office locations and some central areas.
Boxboard 3Rs Program	Increase the number of bins and provide educational materials.
Glossy Magazines 3Rs Program	Increase the number of bins and provide educational material.
Wood 3Rs Program	Continue to recycle
Steel 3Rs Program	Continue to recycle.
Drywall 3Rs Program	Continue to recycle.
Skids 3Rs Program	Continue to find alternate external options for the removal of skids.
Paper Towel 3Rs Program	Include recycling bins in washrooms for recycling and/or compost.
Print Cartridges 3Rs Program	Increase the number of central bins that will collect Print Cartridges.
IT 3Rs Program	Provide central bins in a variety of campus locations for drop off between collection events. Continue to host collection events once every 6 months with the opportunity for the material to be reused by other members of campus. Expand the program to include other types of electronic equipment.
Furniture 3Rs Program	Continue to provide educational material about McMaster University's online auction site and look for external charitable organizations for donation.

Clothing Material 3Rs Program	Continue to encourage the use of donation.
Disposable take-out Containers 3Rs Program	Increase the number of bins, provide educational material and work with Hospitality Services to switch to more sustainable packaging and decrease the amount of packaging all together.
Cell Phones 3Rs Program	Provide educational material, information about drop-off locations and mail-back opportunities, and offer collection days once every 6 months.

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

Material Categories (as stated in Part III)	Estimated Annual Waste Produced *	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>	<i>(kgs or tonnes) 1.8 tonnes</i>	<i>Fine Paper 3Rs Program</i>	<i>200 kg</i>	<i>100 kg</i>	<i>1.2 tonnes</i>	<i>83</i>
Aluminum	24.91 tonnes	That	2 t		0.5 t	10 %
Cardboard	108.64 tonnes	This	30 t		0.25 t	30%
Fine Paper	96.64 tonnes	This	9 t		0.7 t	10%
Glass	40.57 tonnes	That	4 t		0.1 t	10%
Newsprint	65.45 tonnes	That	6 t		0.5	10%
PET #1	145.37 tonnes	That	14 t		0.5 t	10%
HDPE #2	24.34 tonnes	That	2 t		0.4 t	10%
LDPE #4	17.48 tonnes	That	1 t		0.7 t	10%
Polystyrene #6	53.16 tonnes	That	5 t		0.3 t	10%
Organics	386.83 tonnes	Organics	114 t		20 t	30%
Boxboard	45.30 tonnes	This	4 t		0.5 t	10%
Glossy Magazines	25.21 tonnes	This	2 t		0.5 t	10%
Wood	87.77 tonnes		8 t		0.8 t	10%
Steel	0.74 tonnes		0 t		0 t	0%
Drywall	8.77 tonnes		0 t		0 t	0%
Skids	N/A					N/A
Paper Towel	93.60 tonnes	This or Organics	9 t		0.4 t	10%
Print Cartridges	N/A	Electronic Collection, Reuse and Recycle				N/A
IT	11.50 tonnes	Electronic Collection, Reuse and Recycle	0 t		9.9 t	90%
Furniture	N/A					N/A
Building Renovation	N/A					N/A
Disposable take-out Containers	N/A					N/A
Cell Phones	N/A	Electronic Collection, Reuse and Recycle				N/A
Diapers	N/A					N/A
Clothing	11 tonnes		0 t		1.1 t	10%

* 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: Director, Facility Services	Date: