

Appendix C: Waste Audit Summary

**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)*

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Sun Life Assurance Company of Canada & ONTARIO Holdings Ltd. – Sun Life Financial Centre			
Name of Contact Person: Lynn Heaston		Telephone #: (613) 782-3873	Email address: Lynn.Heaston@bentallgreenoak.com
Street Address(es) of Entity(ies): 50 O’Connor Street			
Municipality: Ottawa			
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 checked="" type="checkbox"/>	Educational Institutions	<input 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 ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Sun Life Financial Centre is located at 99 Bank Street and 50 O’Connor Street in Ottawa, Ontario. The facility includes two towers of office space, retail space and an atrium. The 99 Bank Street tower has 15 storeys while 50 O’Connor has 17 storeys. The building areas for 99 Bank Street and 50 O’Connor Street are 41,827 m² and 52,771 m² respectively. The SLFC is owned by Sun Life Assurance Company of Canada & ONTARIO Holdings Ltd. and managed by BentallGreenOak.</p>
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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 the waste.

Categories of Waste	How Is The Waste Produced and What Management Decisions/Policies Affect Its Production?
Fine Paper	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
Newsprint	Brought in by staff and visitors. A diversion program is in place for recyclables.
Boxboard	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
Kraft Paper	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
Corrugated Cardboard	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
Gable Top Containers	Brought in by staff and visitors. A diversion program is in place for recyclables.
Aseptic Containers	Brought in by staff and visitors. A diversion program is in place for recyclables.
#1 Plastic (PET)	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
#2 Plastic (HDPE)	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
#4 Plastic (LDPE)	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
#5 Plastic (PP)	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
#6 Plastic (PS)	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
Glass	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
Aluminum Cans	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.
Steel Cans	Generated in the facility or brought in by staff and visitors. A diversion program is in place for recyclables.

Organic Food Waste	Generated in the facility or brought in by staff and visitors. A diversion program is in place for organics.
Coffee Cups	Generated in the facility or brought in by staff and visitors. A diversion program is in place for organics.
Cold Beverage Cups	Generated in the facility or brought in by staff and visitors. A diversion program is in place for organics.
Compostable Fibres/Tissues	Generated in the facility or brought in by staff and visitors. A diversion program is in place for organics.
E-Waste	Generated in the facility. A diversion program is in place for electronics.
Batteries and Bulbs	Generated in the facility. A diversion program is in place for batteries and other hazardous solid waste.
Metal	Generated in the facility. A diversion program is in place for scrap metals.
Wood	Generated in the facility. No diversion program is identified.
Plastic Strapping	Generated in the facility. No diversion program is identified.
Non-Recyclable/Other Landfill Waste	Generated in the facility. No diversion program is identified.
Personal Protective Equipment (PPE)	Generated in the facility. No diversion program is identified.
Textiles	Generated in the facility. No diversion program is identified.
Styrofoam	Generated in the facility. No diversion program is identified.

Note: When completing this form, write “n/a” in the columns where the entity will not produce any waste for a category of waste.

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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
Fine Paper	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Newsprint	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Boxboard	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Kraft Paper	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Corrugated Cardboard	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Gable Top Containers	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Aseptic Containers	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
#1 Plastic (PET)	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
#2 Plastic (HDPE)	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
#4 Plastic (LDPE)	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
#5 Plastic (PP)	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
#6 Plastic (PS)	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Glass	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Aluminum Cans	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.
Steel Cans	May be placed in error in a garbage receptacle.	Placed in sorting stations or mixed paper receptacles by staff and visitors to be recycled.

Organic Food Waste	May be placed in error in a garbage receptacle.	Placed in organics composting receptacles.
Coffee Cups	May be placed in error in a garbage receptacle.	Placed in organics composting receptacles.
Cold Beverage Cups	May be placed in error in a garbage receptacle.	Placed in organics composting receptacles.
Compostable Fibres/Tissues	May be placed in error in a garbage receptacle.	Placed in organics composting receptacles.
E-Waste	May be placed in error in a garbage receptacle.	Placed in electronics recycling container.
Batteries and Bulbs	May be placed in error in a garbage receptacle.	Placed in hazardous solid waste container.
Metal	May be placed in error in a garbage receptacle.	Placed in scrap metals recycling container.
Wood	Placed in a garbage receptacle to be disposed in landfill.	N/A
Plastic Strapping	Placed in a garbage receptacle to be disposed in landfill.	N/A
Non-Recyclable/Other Landfill Waste	Placed in a garbage receptacle to be disposed in landfill.	N/A
Personal Protective Equipment (PPE)	Placed in a garbage receptacle to be disposed in landfill.	N/A
Textiles	Placed in a garbage receptacle to be disposed in landfill.	N/A
Styrofoam	Placed in a garbage receptacle to be disposed in landfill.	N/A

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V. ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY

Estimated Amount of Waste Produced (tonnes)												
Categories of Waste	Generated			Reused			Recycled			Disposed		
	"A" Base Year	"B" Current Year	"C" Change (A-B)	"A" Base Year	"B" Current Year	"C" Change (A-B)	"A" Base Year	"B" Current Year	"C" Change (A-B)	"A" Base Year	"B" Current Year	"C" Change (A-B)
Fine Paper	29,311.08	7,712.04	21,599.04	0.00	0.00	0.00	24,476.12	4,380.54	20,095.58	4,834.96	3,331.50	1,503.46
Newsprint	140.18	3,087.78	-2,947.60	0.00	0.00	0.00	46.50	3,062.61	-3,016.11	93.68	25.17	68.51
Boxboard	3,141.47	5,839.42	-2,697.95	0.00	0.00	0.00	1,756.47	2,560.55	-804.08	1,330.25	3,278.88	-1,948.62
Kraft Paper	1,066.36	4,466.05	-3,399.70	0.00	0.00	0.00	574.53	1,297.01	-722.48	429.77	3,169.05	-2,739.27
Corrugated Cardboard	32,464.88	36,619.30	-4,154.42	0.00	0.00	0.00	32,394.62	11,442.96	20,951.66	70.26	2,766.34	-2,696.08
Gable Top Containers	54.68	626.74	-572.07	0.00	0.00	0.00	36.43	368.18	-331.76	18.25	258.56	-240.31
Aseptic Containers	208.45	11.44	197.01	0.00	0.00	0.00	40.55	0.00	40.55	167.90	11.44	156.46
#1 Plastic (PET)	1,026.07	3,788.85	-2,762.78	0.00	0.00	0.00	422.38	612.94	-190.56	603.69	3,175.91	-2,572.22
#2 Plastic (HDPE)	137.66	802.54	-664.88	0.00	0.00	0.00	112.66	299.15	-186.49	25.00	503.39	-478.38
#4 Plastic (LDPE)	2,398.06	1,859.46	538.60	0.00	0.00	0.00	465.43	8.37	457.06	1,855.98	1,851.09	4.89
#5 Plastic (PP)	450.50	1,547.94	-1,097.44	0.00	0.00	0.00	137.95	280.32	-142.37	312.55	1,267.62	-955.07
#6 Plastic (PS)	2,881.60	319.03	2,562.58	0.00	0.00	0.00	2,782.63	135.98	2,646.66	62.47	183.05	-120.58
Glass	1,178.33	1,507.87	-329.54	0.00	0.00	0.00	641.25	0.00	641.25	537.08	1,507.87	-970.79
Aluminum Cans	355.29	2,795.97	-2,440.69	0.00	0.00	0.00	145.84	1,928.78	-1,782.93	209.44	867.20	-657.75
Steel Cans	40.15	36.61	3.54	0.00	0.00	0.00	0.00	0.00	0.00	40.15	36.61	3.54
Organic Food Waste	29,767.08	14,319.84	15,447.25	0.00	0.00	0.00	381.83	0.00	381.83	9,565.75	11,259.84	-1,694.09
Coffee Cups	1,163.57	3,032.99	-1,869.42	0.00	0.00	0.00	300.25	401.65	-101.41	845.07	2,631.34	-1,786.26
Cold Beverage Cups	0.00	2,463.19	-2,463.19	0.00	0.00	0.00	0.00	280.32	-280.32	0.00	2,182.87	-2,182.87
Compostable Fibres/Tissues	3,328.44	20,391.61	-17,063.18	0.00	0.00	0.00	983.52	1,855.56	-872.04	2,235.42	18,536.06	-16,300.64
E-Waste	1,511.39	22.88	1,488.50	0.00	0.00	0.00	1,467.59	0.00	1,467.59	43.80	22.88	20.92
Batteries and Bulbs	4,377.53	4.58	4,372.95	0.00	0.00	0.00	4,377.53	0.00	4,377.53	0.00	4.58	-4.58

Metal	255.50	0.00	255.50	0.00	0.00	0.00	0.00	0.00	0.00	255.50	0.00	255.50
Wood	431.56	15.62	415.94	0.00	0.00	0.00	423.22	4.18	419.04	8.33	11.44	-3.11
Plastic Strapping	35.40	25.17	10.23	0.00	0.00	0.00	3.10	0.00	3.10	32.30	25.17	7.13
Non-Recyclable/Other Landfill Waste	10,514.36	3,601.93	6,912.43	0.00	0.00	0.00	4,358.27	1,142.20	3,216.06	4,433.29	2,459.73	1,973.56
Personal Protective Equipment (PPE)	321.00	283.73	37.27	0.00	0.00	0.00	36.43	0.00	36.43	284.57	283.73	0.85
Textiles	0.00	318.05	-318.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.05	-318.05
Styrofoam	0.00	389.37	-389.37	0.00	0.00	0.00	0.00	288.69	-288.69	0.00	100.68	-100.68

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:

- 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.

- 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.

Please attach any additional page(s) as required to answer the above questions.

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.		
Signature of authorized official:	Title:	Date:

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Appendix D: Waste Reduction Work Plan

**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)*

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Sun Life Assurance Company of Canada & ONTARIO Holdings Ltd. – Sun Life Financial Centre			
Name of Contact Person: Lynn Heaston		Telephone #: (613) 782-3873	Email address: Lynn.Heaston@bentallgreenoak.com
Street Address(es) of Entity(ies): 50 O’Connor Street			
Municipality: Ottawa			
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 checked="" type="checkbox"/>	Educational Institutions	<input 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 ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Sun Life Financial Centre is located at 99 Bank Street and 50 O’Connor Street in Ottawa, Ontario. The facility includes two towers of office space, retail space and an atrium. The 99 Bank Street tower has 15 storeys while 50 O’Connor has 17 storeys. The building areas for 99 Bank Street and 50 O’Connor Street are 41,827 m² and 52,771 m² respectively. The SLFC is owned by Sun Life Assurance Company of Canada & ONTARIO Holdings Ltd. and managed by BentallGreenOak.</p>
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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
Fine Paper	<p><u>Mixed Paper Recycling Program</u> <u>Reduce:</u> Encourage occupants to print on both sides of each sheet and only print when necessary. <u>Recycle:</u> Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.</p>
Newsprint	<p><u>Mixed Paper Recycling Program</u> <u>Reduce:</u> Encourage occupants to print on both sides of each sheet and only print when necessary. <u>Recycle:</u> Occupants are able to recycle. Post feedback posters to reduce contamination and increase capture rates.</p>
Boxboard	<p><u>Mixed Paper Recycling Program</u> <u>Reduce:</u> Encourage suppliers to use reusable packaging or choose suppliers that already do so. <u>Recycle:</u> Occupants are able to recycle.</p>
Kraft Paper	<p><u>Mixed Paper Recycling Program</u> <u>Reduce:</u> Encourage suppliers to use reusable packaging or choose suppliers that already do so. <u>Recycle:</u> Occupants are able to recycle.</p>
Corrugated Cardboard	<p><u>Mixed Paper Recycling Program</u> <u>Reduce:</u> Encourage suppliers to use reusable packaging or choose suppliers that already do so. Encourage occupants to reuse cardboard boxes when possible. <u>Recycle:</u> Occupants are able to recycle.</p>
Gable Top Containers	<p><u>Mixed Paper Recycling Program</u> <u>Reduce:</u> Encourage suppliers to use reusable packaging or choose suppliers that already do so. <u>Recycle:</u> Occupants are able to recycle.</p>
Aseptic Containers	<p><u>Mixed Paper Recycling Program</u> <u>Reduce:</u> Encourage suppliers to use reusable packaging or choose suppliers that already do so. <u>Recycle:</u> Occupants are able to recycle.</p>
#1 Plastic (PET)	<p><u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.</p>
#2 Plastic (HDPE)	<p><u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.</p>

#4 Plastic (LDPE)	<p><u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage bags to work. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.</p>
#5 Plastic (PP)	<p><u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.</p>
#6 Plastic (PS)	<p><u>Containers Recycling Program</u> <u>Reduce:</u> Negotiate with suppliers to have the polystyrene packaging removed or reused as part of shipping materials. Explore the option of using compostable packaging for food take-out rather than polystyrene. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.</p>
Glass	<p><u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.</p>
Aluminum Cans	<p><u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.</p>
Steel Cans	<p><u>Containers Recycling Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Occupants are able to recycle. Post guides to reduce contamination and increase capture rates.</p>
Organic Food Waste	<p><u>Organic Composting Program</u> <u>Recycle:</u> Maintain and enhance the existing organics composting program through review of signage, container placement, and tenant engagement.</p>
Coffee Cups	<p><u>Organic Composting Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Maintain and enhance the existing organics composting program through review of signage, container placement, and tenant engagement.</p>
Cold Beverage Cups	<p><u>Organic Composting Program</u> <u>Reduce:</u> Encourage occupants to bring reusable food and beverage containers to work. <u>Recycle:</u> Maintain and enhance the existing organics composting program through review of signage, container placement, and tenant engagement.</p>
Compostable Fibres/Tissues	<p><u>Organic Composting Program</u> <u>Recycle:</u> Maintain and enhance the existing organics composting program through review of signage, container placement, and tenant engagement.</p>
E-Waste	<p><u>Electronics Recycling Program</u> <u>Recycle:</u> Electronic waste is collected by a third party hauler and sent to a facility for recycling.</p>

Batteries and Bulbs	<u>Batteries and Fluorescent Tubes Recycling Program</u> <u>Recycle:</u> Hazardous solid waste is collected by a third party hauler and sent to a facility for recycling.
Metal	<u>Scrap Metals Recycling Program</u> <u>Recycle:</u> Scrap metal is collected by a third party hauler and sent to a facility for recycling.
Wood	No program identified.
Plastic Strapping	No program identified.
Non-Recyclable/Other Landfill Waste	No program identified.
Personal Protective Equipment (PPE)	No program identified.
Textiles	No program identified.
Styrofoam	No program identified.

Note: When completing this form, write “n/a” in the columns where the entity will not produce any waste for a category of waste.

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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 #
Lynn Heaston	Property Manager – SLFC BentallGreenOak	(613) 782-3873
Allison Schmidtke	Senior Property Administrator – SLFC BentallGreenOak	(613) 782-3876

V. TIMETABLE FOR IMPLEMENTING THE 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
Mixed Paper Recycling	<u>On An Ongiong Basis</u> Use education sessions and messaging to make staff and occupants aware of: (1) the importance of reducing paper use, specifically non-recyclable paper, and (2) the elements of the current recycling program (i.e., acceptable materials)
Containers Recycling	<u>On An Ongiong Basis</u> Use education sessions and messaging to make staff and occupants aware of the importance of reducing plastic use, specifically polystyrene and other non-recyclable plastics. Remind tenants of what materials are accepted in the recycling program and what materials are contaminants.
Organics Composting	<u>On An Ongiong Basis</u> Use education sessions and messaging to encourage occupants to use the Organics Composting program.

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:

Posting the results of the audit as feedback posters in the kitchenettes or front lobbies and including the information in general emails or tenant/public accessible websites would enhance the exposure of the program. This step is left to facility management to complete.

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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* (tonnes)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse, or Recycle Waste (tonnes)			Estimated Annual Amount to be Diverted** (%)
			Reduce	Reuse	Recycle	
Fine Paper	7,712.04	Mixed Paper Recycling			5,012.83	65.00%
Newsprint	3,087.78	Mixed Paper Recycling			2,007.06	65.00%
Boxboard	5,839.42	Mixed Paper Recycling			3,795.62	65.00%
Kraft Paper	4,466.05	Mixed Paper Recycling			2,902.94	65.00%
Corrugated Cardboard	36,619.30	Mixed Paper Recycling			23,802.54	65.00%
Gable Top Containers	626.74	Mixed Paper Recycling			407.38	65.00%
Aseptic Containers	11.44	Mixed Paper Recycling			7.44	65.00%
#1 Plastic (PET)	3,788.85	Containers Recycling			2,462.75	65.00%
#2 Plastic (HDPE)	802.54	Containers Recycling			521.65	65.00%
#4 Plastic (LDPE)	1,859.46	Containers Recycling			1,208.65	65.00%
#5 Plastic (PP)	1,547.94	Containers Recycling			1,006.16	65.00%
#6 Plastic (PS)	319.03	Containers Recycling			207.37	65.00%
Glass	1,507.87	Containers Recycling			980.12	65.00%
Aluminum Cans	2,795.97	Containers Recycling			1,817.38	65.00%

Steel Cans	36.61	Containers Recycling			23.80	65.00%
Organic Food Waste	11,259.84	Organic Composting			7,318.89	65.00%
Coffee Cups	3,032.99	Organic Composting			1,971.44	65.00%
Cold Beverage Cups	2,463.19	Organic Composting			1,601.07	65.00%
Compostable Fibres/Tissues	20,391.61	Organic Composting			13,254.55	65.00%
E-Waste	22.88	Electronics Recycling			14.87	65.00%
Batteries and Bulbs	4.58	Batteries and Fluorescent Tubes Recycling			2.97	65.00%
Metal	0.00	Scrap Metals Recycling			0.00	65.00%
Wood	15.62	No program identified		9.37		60.00%
Plastic Strapping	25.17	No program identified		15.10		60.00%
Non-Recyclable/Other Landfill Waste	3,601.93	No program identified	2,161.16			60.00%
Personal Protective Equipment (PPE)	283.73	No program identified	170.24			60.00%
Textiles	318.05	No program identified	190.83			60.00%
Styrofoam	389.37	No program identified	233.62			60.00%

*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:	Date:

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