

APPENDIX D: REPORT OF A WASTE AUDIT FORM

Ministry of the Environment, Conservation and Parks
Report of a Waste Audit
Industrial, Commercial and Institutional Establishments
As required by Ontario Regulation 102/94

I. General Information

Name of Owner and/or Operator of Entity(ies) and Company Name:		
Sun Life Centre (SLC) care of BentallGreenOak		
Name of Contact Person:	Telephone Number:	Email Address:
Vicki Lemieux Allison Schmidtke	1 613-782-3869	Vicki.Lemieux@bgo.com Allison.Schmidtke@bgo.com
Street Address of Entity(ies):		
50 O'Connor/99 Bank Street		
Municipality:		
Ottawa, Ontario		
Type of Entity:		
Office Buildings with Ground Floor Retail		

II. Description of Entity

Provide a brief overview of the entity(ies):
Sun Life Centre is home to some of the most notable companies in the world, including many of Canada's business leaders. Designed to reflect the changing nature of the business community, Sun Life Centre is the premiere choice in Ottawa for local, national, and international organizations.

III. How Waste is Produced and Decisions Affecting the Production of Waste

Categories of Waste:	How is the Waste Produced and What Management Decisions/Policies Affect Its Production?
Polyethylene Terephthalate (PET #1)	Waste is generated when materials are brought to the site by visitors and employees, or when the material is purchased for daily operations onsite. Waste is commonly generated from water bottles or condiment bottles.
High-Density Polyethylene (HDPE #2)	Waste is generated when materials are brought to the site by visitors and employees, or when the material is purchased for daily operations onsite. Waste is commonly generated from cleaning bottles or soap bottles.
Low-Density Polyethylene (LDPE #4)	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite. Waste is commonly generated from shopping bags, clear food containers, squeezable bottles, and general "soft plastics".

Polypropylene (PP #5)	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite. Waste is commonly generated from yogurt containers or butter containers.
Condensed Polystyrene (PS-C #6)	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite. Waste is commonly generated from coffee cup lids, and disposable plates and cups.
Aluminum Food and Beverage Cans	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite.
Steel Food and Beverage Cans	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite.
Glass Bottles & Jars for Food & Beverage	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite.
Polycoats	Waste is generated when materials are brought to the site by visitors and employees. Waste is commonly generated from juice boxes, soup boxes or gable top cartons.
Cardboard (Corrugated)	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite. Waste is commonly generated through the packaging associated with the purchase or consumption of products.
Boxboard	Waste is generated when materials are brought to the site by visitors and employees. Waste is commonly generated through the packaging associated with the purchase or consumption of products.
Mixed Paper (Fine Paper & Newsprint)	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite.
Electronic Waste	Waste is generated when materials are brought to the site by employees or when the material is purchased for daily operations onsite. Waste is commonly generated through small electronic tools that are used in the kitchen for food preparations.
Tissues & Paper Towel	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite. Waste is commonly generated when product is used for cleaning purposes onsite.
Solid Food Waste	Waste is generated during the consumption of food products onsite by employees and visitors.
Other Organics	Waste is generated when organic materials are brought to the site by visitors and employees.
Disposable Food Packaging	Waste is generated during the consumption of food products onsite by employees and visitors.
Coffee Cups	Waste is generated when single-use coffee cups are brought to the site by visitors and employees.
Personal Protective Equipment	Waste is generated when the material is purchased for protection against hazardous conditions at the site.
Non-Recyclable Packaging	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite.

Hazardous Waste	Waste is generated when material is improperly disposed of at the site.
Other Waste	Waste is generated when materials are brought to the site by visitors and employees or when the material is purchased for daily operations onsite.

IV. Management of Waste

Category:	Waste to be Disposed:	Reused or Recycled Waste:
Polyethylene Terephthalate (PET #1)	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
High-Density Polyethylene (HDPE #2)	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Low-Density Polyethylene (LDPE #4)	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Polypropylene (PP #5)	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Condensed Polystyrene (PS-C #6)	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Aluminum Food and Beverage Cans	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Steel Food and Beverage Cans	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Glass Bottles & Jars for Food & Beverage	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Polycoats	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Cardboard (Corrugated)	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees place this material in the compactor to be recycled.
Boxboard	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.

Mixed Paper (Fine Paper & Newsprint)	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees and visitors place this material in the recycling bins to be recycled.
Electronic Waste	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current recycling program.	Employees place this material in the designated recycling bins to be recycled.
Tissues & Paper Towel	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current composting program.	Employees and visitors place this material in the bins to be composted.
Solid Food Waste	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current composting program.	Employees and visitors place this material in the bins to be composted.
Other Organic Material	Material is occasionally disposed of as waste by employees and visitors due to non-compliance with the current composting program.	Employees and visitors place this material in the bins to be composted.
Disposable Food Packaging	This material is handled as mixed waste and is placed in a bin for disposal.	Not applicable.
Coffee Cups	This material is handled as mixed waste and is placed in a bin for disposal.	This material cannot be recycled or reused. Occasionally, it is incorrectly disposed of in the recycling totes by employees and visitors.
Personal Protective Equipment	This material is handled as mixed waste and is placed in a bin for disposal.	Not applicable.
Non-Recyclable Packaging	This material is handled as mixed waste and is placed in a bin for disposal.	Not applicable.
Hazardous Waste	This material is handled as mixed waste and is placed in a bin for disposal.	Not applicable.
Other Waste	This material is handled as mixed waste and is placed in a bin for disposal.	Not applicable.

Part V	Estimated Amount of Waste Produced in Kilograms (kg)											
	Generated			Reused			Recycled			Disposed		
Waste Categories:	"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)
Polyethylene Terephthalate (PET #1)		5,551.47						3,589.62			1,961.85	
High-Density Polyethylene (HDPE #2)		1,989.75						358.72			1,631.03	
Low-Density Polyethylene (LDPE #4)		58.88						26.13			32.74	
Polypropylene (PP #5)		967.49						197.18			770.31	
Condensed Polystyrene (PS-C #6)		47.07						0.00			47.07	
Aluminum Food and Beverage Cans		2,703.49						156.79			2,546.70	
Steel Food and Beverage Cans		731.60						479.88			251.71	
Glass Bottles & Jars for Food & Beverage		1,215.74						311.21			904.53	
Polycoats		1,037.82						902.75			135.07	
Cardboard (Corrugated)		33,415.70						33,082.83			332.87	
Boxboard		1,155.04						294.58			860.45	
Mixed Paper (Fine Paper & Newsprint)		23,254.39						11,011.17			12,243.22	
Tissues & Paper Towel		10,127.98						496.40			9,631.58	
Solid Food Waste		58,226.39						12,019.00			46,207.39	
Other Organic Materials		487.90						487.90			0.00	
Disposable Food Packaging		7,573.89						0.00			7,573.89	
Coffee Cups		851.33						0.00			851.33	
Personal Protective Equipment		212.35						0.00			212.35	
Non-Recyclable Packaging		1,156.88						0.00			1,156.88	
Electronic Waste		370.00						370.00			0.00	
Other Waste		1,896.65						0.00			1,896.65	
Total:		153,031.80						63,784.17			89,247.63	
Percent Change (total C/total A x 100)												

VI. Extent to which Materials or Products used or sold by the Entity Consist of Recycled or Reused Materials or Products.

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.
	Yes, the 'ForeverGreen' engagement program provides Bentall GreenOak with a consistent messaging strategy on sustainability initiatives that involve their clients, tenants, and suppliers.
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.
	No plans currently in place to increase the extent to which materials/products used consist of recycled or reused materials.

*Information regarding materials or products “sold” that consist of recycled or reused materials or products is only required from owners of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments.

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

APPENDIX E: REPORT OF A WASTE REDUCTION WORK PLAN

Ministry of the Environment, Conservation and Parks
Report of a Waste Reduction Work Plan
Industrial, Commercial and Institutional Establishments
As required by Ontario Regulation 102/94

I. General Information

Name of Owner and/or Operator of Entity(ies) and Company Name:			
Sun Life Centre (SLC) care of BentallGreenOak			
Name of Contact Person:	Telephone Number:	Email Address:	
Vicki Lemieux Allison Schmidtke	1 613-782-3869	Vicki.Lemieux@bgo.com vicki.lemieux@bentallgreenoak.com Allison.Schmidtke@bgo.com	
Street Address of Entity(ies):			
50 O'Connor/99 Bank Street			
Municipality:			
Ottawa, Ontario			
Type of Entity:			
Retail Shopping Establishment	X	Hotel and Motel	
Retail Shopping Complex		Hospital	
Office Building	X	Educational Institution	
Restaurant		Large Manufacturing Establishment	

II. Description of Entity

Provide a brief overview of the entity(ies):
<p>Sun Life Centre is home to some of the most notable companies in the world, including many of Canada's business leaders. Designed to reflect the changing nature of the business community, Sun Life Centre is the premiere choice in Ottawa for local, national, and international organizations.</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.	
Polyethylene Terephthalate (PET #1)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate PET (#1). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.

High-Density Polyethylene (HDPE #2)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate HDPE (#2). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.
Low-Density Polyethylene (LDPE #4)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate LDPE (#4). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.
Polypropylene (PP #5)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate PP (#5). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.
Condensed Polystyrene (PS-C #6)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate PS-C (#6). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.
Aluminum Food and Beverage Cans	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate aluminum. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.
Steel Food and Beverage Cans	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate steel. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.
Glass Bottles & Jars for Food & Beverage	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Visitors and employees will be encouraged to use recycling bins to source separate glass. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.
Polycoats	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Employees will be encouraged to use recycling bins to source separate polycoat containers. Bins have been provided in offices and staff areas for employees.

Cardboard (Corrugated)	<p>Reduce: No plans Reuse: No plans Recycle: Cardboard recycling stream</p> <p>Visitors will be encouraged to use recycling bins to source separate cardboard. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees, and a compactor is available for employees to use.</p>
Boxboard	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream</p> <p>Visitors and employees will be encouraged to use recycling bins to source separate boxboard. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Mixed Paper (Fine Paper & Newsprint)	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream</p> <p>Visitors and employees will be encouraged to use recycling bins to source separate paper. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Electronic Waste	<p>Reduce: No plans Reuse: No plans Recycle: Electronic waste recycling stream</p> <p>Employees will be encouraged to use recycling bins to source separate electronic waste. Bins have been provided for staff and employees to use.</p>
Tissues & Paper Towel	<p>Reduce: No plans Reuse: No plans Recycle: Composting stream</p> <p>Visitors and employees will be encouraged to use recycling bins to source separate solid food waste. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Solid Food Waste	<p>Reduce: No plans Reuse: No plans Recycle: Composting stream</p> <p>Visitors and employees will be encouraged to use recycling bins to source separate solid food waste. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Other Organic Materials	<p>Reduce: No plans Reuse: No plans Recycle: Composting stream</p> <p>Employees will be encouraged to use recycling bins to source separate acceptable organic waste. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Disposable Food Packaging	No plans to reduce, reuse, or recycle disposable food packaging.
Coffee Cups	No plans to reduce, reuse, or recycle coffee cups.

Personal Protective Equipment	No plans to reduce, reuse, or recycle personal protective equipment.
Non-Recyclable Packaging	No plans to reduce, reuse, or recycle non-recyclable packaging.
Hazardous Waste	No plans to reduce, reuse, or recycle hazardous waste.
Other Waste	No plans to reduce, reuse, or recycle other waste items.

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 Number:
Vicki Lemieux Allison Schmidtke	Source Separation and 3R Program Implementation	1 613-782-3869

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:
<p>Optimize the Diversion Streams: Consider optimizing diversion streams through the use of signage and engagement with stakeholders onsite.</p> <p>Reduce Waste Materials: Consider reducing the disposal of single-use products onsite through stakeholder engagement and participation in re-use programs onsite.</p>	<p>Ongoing – Sun Life Centre (SLC)/BentallGreenOak will continuously work towards a more sustainable waste management strategy onsite through optimizing diversion streams, increasing stakeholder engagement in the waste management programs, and reducing waste where possible.</p>

VI. Communication to Staff and Visitors

Explain how the Waste Reduction Work Plan will be communicated to employees, visitors, tenants, and students:
The waste reduction work plan will be posted for tenants and staff to review. Tenants and staff will be briefed on new changes to diversion programs.

VII. Estimated Waste Produced by Material Type and the Projected Amount

Material Categories (as stated in Part III)	Estimated Annual Waste Produced* (kgs)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (kgs)			Estimated Annual Amount to be Diverted** (%)
			Reduce	Reuse	Recycle	
Polyethylene Terephthalate (PET #1)	5551.47	Mixed Recycling Stream			3589.62	64.66%
High-Density Polyethylene (HDPE #2)	1989.75	Mixed Recycling Stream			358.72	18.03%
Low-Density Polyethylene (LDPE #4)	58.88	Mixed Recycling Stream			26.13	44.39%
Polypropylene (PP #5)	967.49	Mixed Recycling Stream			197.18	20.38%
Condensed Polystyrene (PS-C #6)	47.07	Mixed Recycling Stream			0.00	0.00%
Aluminum Food and Beverage Cans	2703.49	Mixed Recycling Stream			156.79	5.80%
Steel Food and Beverage Cans	731.60	Mixed Recycling Stream			479.88	65.59%
Glass Bottles & Jars for Food & Beverage	1215.74	Mixed Recycling Stream			311.21	25.60%
Polycoats	1037.82	Mixed Recycling Stream			902.75	86.99%
Cardboard (Corrugated)	33415.70	Cardboard Recycling Stream			33082.83	99.00%
Boxboard	1155.04	Mixed Recycling Stream			294.58	25.50%
Mixed Paper (Fine Paper & Newsprint)	23254.39	Mixed Recycling Stream			11011.17	47.35%
Tissues & Paper Towel	10127.98	Organics Composting Stream			496.40	4.90%
Solid Food Waste	58226.39	Organics Composting Stream			12019.00	20.64%

Other Organic Materials	487.90	Organics Composting Stream			487.90	100.00%
Disposable Food Packaging	7573.89	Mixed Waste Stream			0.00	0.00%
Coffee Cups	851.33	Mixed Waste Stream			0.00	0.00%
Personal Protective Equipment	212.35	Mixed Waste Stream			0.00	0.00%
Non-Recyclable Packaging	1156.88	Mixed Waste Stream			0.00	0.00%
Electronic Waste	370.00	Electronic Waste Stream			370.00	100.00%
Other Waste	1896.65	Mixed Waste Stream			0.00	0.00%

* 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: