

APPENDIX F: 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 care of BentallGreenOak			
Name of Contact Person:	Telephone Number:	Email Address:	
Mostafa Karroum	613-857-9544	Mostafa.karroum@bgo.com	
Street Address of Entity(ies):			
50 O'Connor/99 Bank Street			
Municipality:			
Ottawa, Ontario			
Type of Entity:			
Retail Shopping Establishment		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):
Sun Life Centre is a 571,115 sqft office building located at 50 O'Connor and 99 Bank Street, Ottawa ON, under the care of BentallGreenOak.

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)	<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 LDPE (#4). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Polypropylene (PP #5)	<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 PP (#5). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Condensed Polystyrene (PS-C #6)	<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 PS-C (#6). Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Other Plastic (P #7)	No plans to reduce, reuse, or recycle P (#7).
Aluminum Food and Beverage Cans	<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 aluminum. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Steel Food and Beverage Cans	<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 steel. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Glass Bottles & Jars for Food & Beverage	<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 glass. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>
Polycoats	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream</p> <p>Employees will be encouraged to use recycling bins to source separate polycoat containers. Bins have been provided in offices and staff areas for employees.</p>
Cardboard (Corrugated)	<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 cardboard. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.</p>

Boxboard	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream 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.
Mixed Paper (Fine Paper & Newsprint)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream 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.
Tissues & Paper Towel	Reduce: No plans Reuse: No plans Recycle: Composting stream Visitors and employees will be encouraged to use recycling bins to source separate tissues & paper towel. Bins have been provided in public spaces for visitors, as well as in offices and staff areas for employees.
Solid Food Waste	Reduce: No plans Reuse: No plans Recycle: Composting stream 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.
Other Organic Materials	Reduce: No plans Reuse: No plans Recycle: Composting stream 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.
Disposable Food Packaging	No plans to reduce, reuse, or recycle disposable food packaging.
Coffee Cups	No plans to reduce, reuse, or recycle coffee cups.
Clothing and Textiles	No plans to reduce, reuse, or recycle clothing and textiles.
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.
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:
Mostafa Karroum	Source Separation and 3R Program Implementation	613-857-9544

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/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 (<i>as stated in Part III</i>)	Estimated Annual Waste Produced* (<i>kgs</i>)	Name of Proposed 3Rs Program (<i>as stated in Part III</i>)	Projections to Reduce, Reuse or Recycle Waste (<i>kgs</i>)			Estimated Annual Amount to be Diverted** (%)
			Reduce	Reuse	Recycle	
Polyethylene Terephthalate (PET #1)	7483.86	Mixed Recycling Stream			2360.66	31.54%
High-Density Polyethylene (HDPE #2)	2257.69	Mixed Recycling Stream			1747.31	77.39%
Low-Density Polyethylene (LDPE #4)	218.47	Mixed Recycling Stream			86.73	39.70%
Polypropylene (PP #5)	3280.74	Mixed Recycling Stream			1115.81	34.01%
Condensed Polystyrene (PS-C #6)	695.38	Mixed Recycling Stream			68.58	9.86%
Other Plastic (#7)	216.26	Mixed Waste Stream			0.00	0.00%
Aluminum Food and Beverage Cans	4286.56	Mixed Recycling Stream			3059.27	71.37%
Steel Food and Beverage Cans	5635.38	Mixed Recycling Stream			3744.82	66.45%
Glass Bottles & Jars for Food & Beverage	12246.46	Mixed Recycling Stream			11743.83	95.90%
Polycoats	5562.13	Mixed Recycling Stream			3944.80	70.92%
Cardboard (Corrugated)	24246.78	Mixed Recycling Stream			23573.64	97.22%
Boxboard	2830.70	Mixed Recycling Stream			1845.87	65.21%
Mixed Paper (Fine Paper & Newsprint)	20738.47	Mixed Recycling Stream			16865.42	81.32%

Tissues & Paper Towel	34564.79	Organics Composting Stream			33.59	0.10%
Solid Food Waste	90166.48	Organics Composting Stream			13536.18	15.01%
Other Organic Materials	6933.17	Organics Composting Stream			72.91	1.05%
Disposable Food Packaging	27825.48	Mixed Waste Stream			0.00	0.00%
Coffee Cups	5513.27	Mixed Waste Stream			0.00	0.00%
Clothing and Textiles	680.02	Mixed Waste Stream			0.00	0.00%
Personal Protective Equipment	560.29	Mixed Waste Stream			0.00	0.00%
Non-Recyclable Packaging	489.46	Mixed Waste Stream			0.00	0.00%
Other Waste	6326.15	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: