

2017-2018 REPORT OF WASTE REDUCTION WORK PLAN – GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Queen's University

Name of Contact Person:

Llynwen O(n)4f-8 (s)-4 (o)-5 (n)4 (:)]TJ

207 Stuart Street

Municipality: Kingston, ON

PLANS TO REDUCE, REUSE AND RECYCLE

<p>For each category of waste described in Part V of "Report of a Waste Audit" (on which this 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.</p>	
Waste Category	Source Separation and 3Rs Program
Mixed Fibre	<p>Program already in place. Students, staff and faculty recycle mixed materials in deskside and centralized receptacles. Receptacles are labeled clearly to ensure users are aware of what is accepted in the program and what is not.</p> <p>Fine Paper 3 Rs:</p> <p>Reduce: Employees/students are encouraged to send correspondence electronically, only print documents when necessary, print double sided.</p> <p>Reuse: Employees/students are encouraged to use paper with only one sided printing for scrap/note paper.</p> <p>Recycle: Paper that cannot be reused is recycled in deskside or centralized recycling containers. Custodial staff picks up the material and recycle exterior recycling containers for collection by the contracted recycling company.</p>
Cans, Glass & Plastic	<p>Program already in place. Students, staff and faculty recycle cans, glass plastic materials in centralized receptacles. Receptacles are labeled clearly to ensure users are aware of what is accepted in the program and what is not.</p>
Organics	<p>Program already in place. The campus dining halls and detail outlets participate in the organics program in the front and back of house of their operations. This material is sent to a composting facility. All buildings on campus have been equipped with organics collection containers as part of the campus recycling program. Signage is provided to show campus users what materials are accepted in this stream.</p>
Electronics	<p>Program already in place. Employees are asked to fill out an online E-waste Disposal Request Form to dispose of electronic equipment such as computers,</p>

Fluorescent Tube	<p>PPS staff place all burnt out fluorescent tubes in their original boxes and compact fluorescent lamps are to be stored in a regular cardboard box. Staff tape the box closed and transport to the designated pick up location. Any broken fluorescent tubes are to be swept up and put in a plastic bag before placing in a cardboard box and taping it shut with either duct tape or packing tape. Bulbs are picked up monthly and sent for recycling.</p>
Books	<p>Program already in place. The university currently donates books to Textbooks for Change. For-profit company that collects and sells books online to fund literacy initiatives around the world. Students, staff and faculty can donate their unwanted books by placing them in public collection boxes in buildings across campus.</p> <p>Paperback and hardcover books that are not accepted by Textbooks for change can be recycled through the Mixed Fibre recycling program. Covers must be removed from hardcover books prior to recycling.</p>

Furniture

Follow up communications will be provided to inform employees and students of pro-
 success, challenges and/or improvements required on a continual basis via departmental social
 media, university communications and email distribution lists
 Communication Posters <http://www.queensu.ca/sustainability/resources/posters>

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" — "3Rs Program currently in place."</i>
Mixed Fibre	Program already in place. Continue to educate all employees/students about the materials accepted in the mixed fibre recycling program.
Cans, Glass & Plastic	Program already in place. Continue to educate all employees/students about the materials accepted in the cans, glass and plastic recycling program.

Asphalt	220	Asphalt Recycling			220	100
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I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.

Signature of authorized official:	Title: Waste & Information Coordinator	Date: June 30, 2018
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