

**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**

**General Information**

<b>Name of Owner and/or Operator of Entity and Company Name:</b>			
Durham College			
<b>Name of Contact Person:</b>		<b>Telephone #:</b>	<b>Email address:</b>
Tanya Roberts, Sustainability Coordinator		905.721.2000 ext.2609	Tanya.Roberts@dc-uoit.ca
<b>Street Address of Entity:</b>			
2000 Simcoe St N, Oshawa, ON L1G 0C5			
<b>Municipality:</b>			
Region of Durham			
<b>Type of Entity (check one)</b>			
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 type="checkbox"/>	Educational Institutions	<b>X</b>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

**Note:** O. Reg. 102/94 does not apply to multi-unit residential buildings.

**Description of Entity**

Provide a brief overview of the entity:

Durham College is a multi-building, multi-facility educational institution that has approximately 14,000 students, staff and faculty. It has two campuses, one in Oshawa and one in Whitby. This report was prepared to assist the college in achieving their goal of reducing waste disposed to landfill.

## Plans to Reduce, Reuse and Recycle Waste

<b>Waste Category</b> (as stated in "Report of a Waste Audit" above)	<b>Source Separation and 3Rs Program</b>
Branded single-use packaging	<p><u>Reduce</u>: Display price of single use packaging separately</p> <p><u>Reuse</u>: Provide reusable takeout containers as an option</p> <p><u>Recycle</u>: Continue to encourage students and staff to place all recyclable paper and plastic packaging in appropriately marked containers at 'recycling stations' located at public areas, cafeterias/food service locations or individual bins within the office area. These areas are collected by the cleaning staff and placed in the appropriate central bin to be transported to a recycling facility.</p>
Coffee cups	<p><u>Reduce</u>: Require food service locations/cafeterias to display the price of single use coffee cups separately</p> <p><u>Reuse</u>: Students and staff should be encouraged to use refillable vessels for beverages</p> <p><u>Recycle</u>: No foreseeable way to recycle coffee cups at the moment</p>
Recyclable bottles and cans packaging	<p><u>Reduce</u>: Consider increasing the price of products sold at vending machines so less products are purchased and therefore less waste is generated</p> <p><u>Reuse</u>: Students and staff should be encouraged to use reusable containers and reduce use of prepackaged meals</p> <p><u>Recycle</u>: Continue to encourage students and staff to place all recyclable paper and plastic packaging in appropriately marked containers at 'recycling stations' located at public areas, cafeterias/food service locations or individual bins within the office area. These areas are collected by the cleaning staff and placed in the appropriate central bin to be transported to a recycling facility.</p>
Non-recyclable food packaging	<p><u>Reduce</u>: Display the price of single use non-recyclable packaging separately so students and staff are encouraged to bring their own reusable and refillable containers</p> <p><u>Reuse</u>: No foreseeable way to reuse non-recyclable food package</p> <p><u>Recycle</u>: No foreseeable way to recycle non-recyclable food package</p>

## Plans to Reduce, Reuse and Recycle Waste

<b>Waste Category</b> (as stated in "Report of a Waste Audit" above)		<b>Source Separation and 3Rs Program</b>
Cardboard	<u>Reduce</u> : None	
	<u>Reuse</u> : None	
	<u>Recycle</u> : Staff/Students will be reminded of existing recycling program	
Fine paper	<u>Reduce</u> : Staff/Students will be encouraged to print on both sides of paper to reduce the number of pages used	
	<u>Reuse</u> : None	
	<u>Recycle</u> : Staff and students will be reminded of existing recycling programs	
Paper towels	<u>Reduce</u> : Consider equipping washrooms with hand dryers and remove paper towel dispensers	
	<u>Reuse</u> : None	
	<u>Recycle</u> : Brown paper towels should be diverted into the organic waste stream if possible and white paper towels in recycling if possible	
Other recyclable fibres	<u>Reduce</u> : None	
	<u>Reuse</u> : None	
	<u>Recycle</u> : Students and staff will be reminded of existing recycling programs	
Textiles	<u>Reduce</u> : None	
	<u>Reuse</u> : None	
	<u>Recycle</u> : Students and staff will be reminded of existing recycling programs	

## Plans to Reduce, Reuse and Recycle Waste

<b>Waste Category</b> (as stated in "Report of a Waste Audit" above)	<b>Source Separation and 3Rs Program</b>
Organic waste	<u>Reduce</u> : None
	<u>Reuse</u> : None
	<u>Recycle</u> : Staff and students will be reminded of existing organic collection programs
Wood	<u>Reduce</u> : Very little is generated but staff will be encouraged to not dispose of unless no other use for the product
	<u>Reuse</u> : Wood pallets are re-used where possible
	<u>Recycle</u> : Wood pallets will be returned to the manufacturer if they cannot be reused
Electronics	<u>Reduce</u> : None
	<u>Reuse</u> : None
	<u>Recycle</u> : Staff and students will be reminded of the E-waste recycling programs
Scrap metal	<u>Reduce</u> : Staff will be encouraged to not place scrap metal in the garbage
	<u>Reuse</u> : Scrap metal can be reused within the trades classrooms and will be placed in the scrap metal bins
	<u>Recycle</u> : Staff and students will place all scrap metal into the bins provided for collection
Other non-recyclable items	All non-recyclable waste is sent to landfill

## Responsibility for Implementing the Waste Reduction Work Plan

Name of Person	Responsibility	Telephone #
Tanya Roberts, Sustainability Coordinator	Consult with management to ensure that the Waste Reduction Work Plan is implemented at the college. Supervision and implementation of Waste Reduction Work Plan.  Initiate recycling pick-up with haulage company or drop-off at local recycling facility.	905.721.2000 ext.2609