

2019-2020 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:		Telephone #:	Email address:	
Llynwen Osborne		(613) 5333396	lrao@queensu.ca	
Street Address(es) of Entity(ies)				
207 Stuart Street				
Municipality: Kingston, ON				
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 type="checkbox"/>	Educational Institutions	<input type="checkbox"/>	O
Restaurants	<input type="checkbox"/>			

PLANS TO REDUCE, REUSE AND RECYCLE

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.	
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 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, . SPLasdeglasdams,</p>

Fluorescent Tubes	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 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.
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Books

Program already in place. The university currently donates 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.

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.

Follow up communications will be provided to inform employees and students of program success, challenges and/or improvements required on a continual basis. 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 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” OR “3Rs Program currently in place.”</i>

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	is not. Covers from hard cover books must be removed before placed in recycling containers.
Furniture	Material is not recyclable. Ensure employees/students are aware of campus furniture reuse practices.
Grease	Program already in place. Dining Rooms and food outlets participate in grease recycling practices with an outside contractor.
Beer & Liquor Bottle Returns	Program already in place. Campus locations that serve alcohol participate in the beer and liquor bottle take back program through their suppliers.
Paper Shredding	Program already in place. Campus departments contact preferred service provider to shred confidential paper records.
Asphalt	Program already in place. Campus Grounds department reuses asphalt dug up from resurfaced locations to pave other areas on campus.

ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED

