



# Waste Audit Report

**Prepared for:**

**Providence Healthcare**  
**3276 St. Clair Avenue East**  
**Scarborough, ON**  
**M1L 1W1**

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# 1 INTRODUCTION

The numbers within this report are based off of the physical waste audit that was completed in 2019. Due to the COVID-19 pandemic situation of 2020, and workplace social distancing measures in effect, a physical audit will be completed and updated results compiled when it is deemed safe to do so. The pandemic has resulted in a drop in waste production, which is reflected in this report.

The overall purpose of the waste audit is to identify, quantify and analyze the composition of the waste stream to ensure compliance with the requirements outlined in the Ministry of the Environment Ontario (MOE) Regulations 102/94 and 103/94. Under O.Reg. 102/94, all waste audits must address:

- The amount, nature and composition of the waste generated in designated functional areas of the entity;
- How the waste is produced, including relevant management decisions and policies;
- How the waste is managed, and;
- The extent to which materials or products used or sold consist of recycled or reused materials or products.

Waste audits are also used to determine:

- The ability to reduce, reuse and recycle materials from the existing waste stream;
- Identify the overall diversion rates for all recyclable materials;
- Identify further opportunities for greater diversion, and;
- Pinpoint new recycling opportunities, and to enhance and strengthen the existing recycling initiatives currently in place.

This analysis aids the formation of a Waste Reduction Work Plan; a plan to go forward with a successful diversion program, drawing from the audit results and the subsequent diversion recommendations made by GFL Environmental Inc., in partnership with input and insight from Providence Healthcare.

## 2 AUDITEE PROFILE AND PROJECT SCOPE

The following section provides contextual information regarding Providence Healthcare at 3276 St. Clair Avenue East.

Providence Healthcare is located in Scarborough, Ontario. This hospital specializes in rehabilitation for patients who have suffered from strokes, orthopedic surgery and lower limb amputation. There is not only a hospital on site, but also a long-term care facility, which is home to 288 residents.

### 2.2 CURRENT WASTE MANAGEMENT PROGRAM

Providence Healthcare at 3276 St. Clair Avenue East currently has programs in place for landfill waste, mixed (commingled) recycling, and organics and cardboard recycling. The table below describes the containers used on site and the service schedule for each material stream.

Material Stream	Container	Service Schedule
Landfill Waste	1 x 40 yard compactor	Serviced on-call
Landfill Waste	2 x 8 cubic yard bin	Serviced six (6) times per week (Mon- Sat)
Mixed Recycling	1 x 8 cubic yard bin	Serviced five (5) times per week (Mon- Fri)
Organics	1 x 32 gallon tote	Serviced twice (2) per week
Cardboard	1 x 6 yard compactor	Service three (3) times per week



### 3 WASTE AUDIT METHODOLOGY

#### 3.1 WASTE AUDIT PROCEDURE (2019)

To collect an appropriate sample of waste for the audit, a 40 cubic yard bin was utilized for the collection of labelled bags removed from specific, identified areas of the facility. After a 24-hour collection period, the bin was removed, and the GFL Environmental Inc. team received the waste sample and conducted the audit and analysis of the waste stream at an offsite location.

An overall survey was completed by the GFL Environmental Inc. audit team; bags of waste material were opened and separated into commodity type (paper, plastic, metal, glass, organic and 'other') and the resulting sub categories (as listed in *Appendix I*, page 20). Each commodity type and sub category was weighed individually.

#### 3.2 AUDITOR PROFILE

Laura McAlpine, Christy Jamieson, Faye Wood, and Evelina Wolejszo were the lead auditors who conducted the audit organization, preparation and supervision; Laura, Christy, Faye, and Evelina are all 3R Certified auditors through the Recycling Council of Ontario (RCO).

#### 3.3 COMMODITIES SORTED

The following is a list of commodity categories. The major categories of commodities sorted are paper, plastic, metal, glass, household special waste, organics, and other materials. Within these major categories are subcategories, and these help to further sort the commodities.

<b>Paper</b>	
Newspaper	Non-glossy; colour flyers, daily papers
Magazines	Glossy; magazines and catalogues
Cardboard	Corrugated cardboard boxes and tubes
Boxboard	Thin paper board boxes (cereal, crackers, tissue, etc.)
Mixed paper	Printer paper, envelopes
Molded pulp	Egg cartons, take-out beverage trays
Other paper	Cold beverage cups, layered paper envelopes, waxed papers, etc.
Coffee cups	Take-out, non-styrofoam paper coffee cups
Spiral Wound Containers	Pringles cans, concentrated juice cans, etc.
Gable Top Containers	Milk and juice cartons
Aseptic (Tetra) Containers	Juice boxes, wine cartons, etc.
<b>Plastic</b>	
#1 PET	Single-use water, juice and pop bottles; clear clamshells, take-out packaging, food packaging and bottles
#2 HDPE	Bottles and jugs, buckets, tubs, bags, etc.
#3 PVC	Clamshell packaging
#4 LDPE	Bags, bottles, tubs and containers
#5 PP	Cups and take-out packaging, jugs and tubs
#6 Styrofoam	Take out styrofoam containers

#6 Styrofoam (Packaging)	Styrofoam peanuts, block packaging
#6 Rigid	Coffee cup lids, cups, clamshells, take-out food packaging, etc.
#7 Other	Durable containers, packaging
Rigid Plastic	Pens, tooth brushes, gift cards, straws, cutlery, etc.
Plastic Strapping	Plastic binding for newspapers, packages, etc.
<b>Metal</b>	
Aluminum cans	Pop and juice cans
Aluminum foil	Foil wrap
Aluminum trays	Catering trays, pie plates, etc.
Aerosol cans	Hair spray, paint, compressed air, etc.
Steel cans	Large soup cans
Scrap metal	Wire hangers, nuts and bolts, metal cookie tins, metal strapping
<b>Glass</b>	
Clear/ Coloured	Clear and coloured glass food and beverage packaging
Liquor Bottles	Refundable containers
Other glass	Ceramics, cups, plates, mirrors, window glass, non-LED or fluorescent lightbulbs
<b>Household Special Waste (HSW)</b>	
Batteries	All types
Toner cartridges	Printer toner cartridges
Chemicals/ Liquids	Paints, solvents, oils, etc.; cosmetics, lotions, healthcare products, etc.
E-Waste	Electronics, small appliances, phones, computer equipment, cables, etc.
Lightbulbs	Fluorescent tubes, LED
<b>Organics</b>	
Food waste	All food scraps, peels, bones, skin, pits, coffee grounds and filters, tea bags
Tissue/ Toweling	Facial tissue, napkins, paper towel
Beverage liquids	Water, coffee, pop, juice, soup, etc.
Compostable Ware	Compostable packaging, coffee cups, cutlery; wooden stir sticks, bamboo serveware, wooden chopsticks, etc.
Plants and Flowers	Flowers, potted plants, dead leaves
<b>Other Materials</b>	
Other	Many different other materials are found in audit samples. Additional notes and subcategories are to be recorded on the waste audit sorting sheet.

*Note: Commodities sorted consists of materials found in the audit. However, additional materials known to be generated at the facility may not have been in the audit sample. The additional materials have been included in the audit results as part of the diversion program in place.*

### 3.4 ANOMALIES

Anomalies are physical items or operational challenges that would alter the composition of the waste stream as a one off occurrence. No anomalies were found in the waste audit sample.

### 3.5 METHOD OF ANNUALIZATION

The Mass Ratio Method was used when calculating the mass of materials generated for the entire year at Providence Healthcare, 3276 St. Clair Avenue East. This is the more useful and preferred method when annual waste and recycling records are deemed accurate and verifiable. The extrapolation method formula is as follows:

$$m = \left( \frac{T_s}{T_c} \right) (T_t) + T_r$$

**m** = total annual mass of each material. Note that this should be calculated for each category of waste and for each method of disposition (reuse, recycling and disposal.)

**T<sub>s</sub>** = total material generated in a specific category found in the audit sample.

**T<sub>c</sub>** = total mass of all materials found in the audit sample with a specific method of disposition (reuse or recycling or disposal.) For materials analyzed during the audit, there will likely be a different value of T<sub>c</sub> for all materials sent for disposal, for all materials sent for reuse, and for all materials sent for recycling during the sampling period.

**T<sub>t</sub>** = total annual mass of material, substantiated by records, per container. For example, a site may have records for each haul of a 40-yard bin of waste. Therefore, T<sub>t</sub> for this container would be the sum of the mass of all hauls that year for that container.

**T<sub>r</sub>** = annual mass per category of materials of items not found in the audit sample for which there are records or reasonable estimates. These would be materials that would not have been found in the audit sample but are a regularly generated waste stream, such as furniture or wood pallets offered for external reuse. This is quantified and substantiated by records kept by the auditee. These materials should be accounted for in the final calculation.



## 4 AUDIT RESULTS

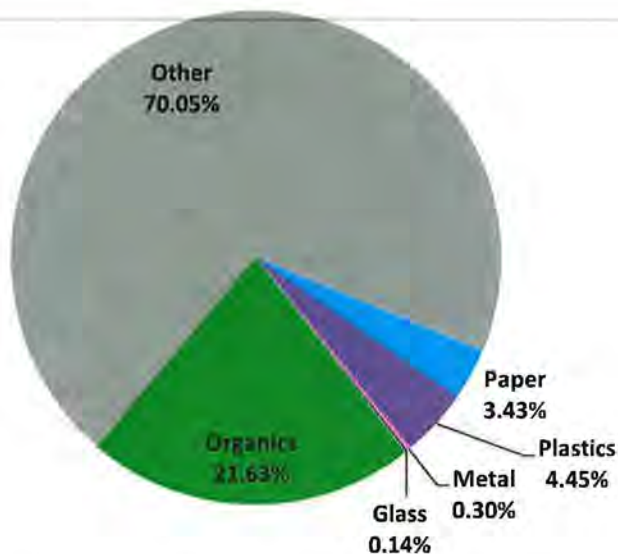
Based on the waste audit sample, the total amount of waste generated and disposed of in the landfill waste stream at 3276 St. Clair Avenue East is estimated to be 831.42 kilograms (kg) during a 24-hour period or 303,470.00 kg annually.

From the audited waste sample, 'other' materials represent 70.05%; organics materials represent 21.63%; plastic materials represent 4.45%; paper materials represent 3.43%; metal materials represent 0.30% and glass materials represent 0.14% of the total annual waste disposed and sent to landfill.

### Total Annual Waste Generated 2020\*

COMMODITY CATEGORY	KILOGRAM (kg)	PERCENTAGE (%)
'Other'	212,588.69	70.05
Organics	65,630.70	21.63
Plastics	13,493.26	4.45
Paper	10,421.11	3.43
Metal	917.42	0.30
Glass	418.81	0.14
<b>TOTAL</b>	<b>303,470.00</b>	<b>100.00</b>

### Total Annual Waste Composition 2020\*



*\*Figures are based on 24-hour waste audit sample. Annual projection is based on number of operational days.*



## Total Annual Waste Generated 2020\*



*\*Figures are based on 24-hour waste audit sample. Annual projection is based on number of operational days.*

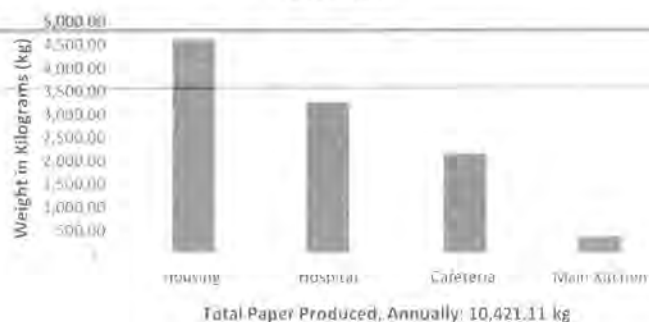
## Categorical Waste Composition

The following tables and graphs illustrate the composition breakdown of the audited waste sample from Providence Healthcare at 3276 St. Clair Avenue East. Seven (7) commodity categories were audited: paper, plastic, metal, glass Household Special Waste (HSW), organics and 'other' materials. Materials were found in all commodity categories except HSW.

### Total Annual Paper Materials Generated (kg/yr)

GENERATING AREAS	Newspaper	Magazines	Cardboard	Boxboard	Mixed Papers	Molded Pulp	Kraft Paper	Other Paper	Spiral Wound	Coffee Cups	Aseptic Containers	Gable Top Containers	TOTAL PAPER
Housing	150.18	-	-	2,402.91	300.36	-	-	400.48	-	100.12	1,051.27	200.24	4,605.58
Hospital	261.75	-	235.58	732.91	157.05	104.70	52.35	523.51	-	1,151.72	-	52.35	3,271.94
Cafeteria	-	-	30.36	68.32	-	30.36	182.18	1,199.36	-	637.63	-	15.18	2,163.40
Main Kitchen	301.02	-	-	-	13.74	-	-	13.09	-	52.35	-	-	380.20
<b>TOTAL</b>	<b>712.95</b>	<b>-</b>	<b>265.94</b>	<b>3,204.14</b>	<b>471.16</b>	<b>135.07</b>	<b>234.53</b>	<b>2,136.44</b>	<b>-</b>	<b>1,941.83</b>	<b>1,051.27</b>	<b>267.78</b>	<b>10,421.11</b>
	6.84%	0.00%	2.55%	30.75%	4.52%	1.30%	2.25%	20.50%	0.00%	18.63%	10.09%	2.57%	100.00%

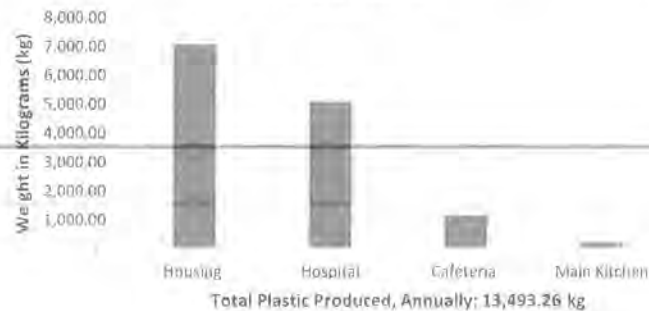
### TOP PAPER PRODUCERS IN THE LANDFILL WASTE STREAM



### Total Annual Plastic Materials Generated (kg/yr)

GENERATING AREAS	# 1 PETE Soft Drinks	# 2 HDPE	# 3 PVC	# 4 LDPE Recyclable Film	# 5 PP	# 6 PS (Styrofoam)	# 6 PS (Clear/ Hard)	# 7 Other	Non- Recyclable Film	Rigid Plastics	Plastic Strapping	TOTAL PLASTICS
Housing	400.48	250.30	-	-	1,151.39	200.24	1,051.27	-	3,153.82	851.03	-	7,058.55
Hospital	418.81	-	-	-	471.16	209.40	366.46	-	2,408.14	1,204.07	-	5,078.04
Cafeteria	349.18	-	-	-	91.09	60.73	273.27	-	197.36	182.18	-	1,153.82
Main Kitchen	26.18	-	-	-	6.54	13.09	26.18	-	117.79	13.09	-	202.86
<b>TOTAL</b>	<b>1,194.65</b>	<b>250.30</b>	<b>-</b>	<b>-</b>	<b>1,720.19</b>	<b>483.46</b>	<b>1,717.18</b>	<b>-</b>	<b>5,877.12</b>	<b>2,250.37</b>	<b>-</b>	<b>13,493.26</b>
	8.85%	1.86%	0.00%	0.00%	12.75%	3.58%	12.73%	0.00%	43.56%	16.68%	0.00%	100.00%

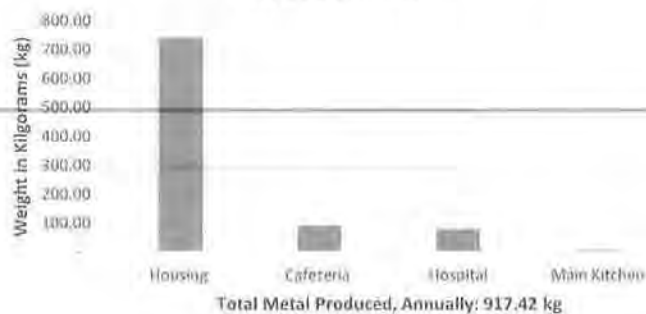
### TOP PLASTIC PRODUCERS IN THE LANDFILL WASTE STREAM



**Total Annual Metal Materials Generated (kg/yr)**

GENERATING AREAS	Aluminum Cans	Aluminum Foil	Aluminum Trays	Aerosol Cans	Steel	Scrap Metal	TOTAL METALS
<b>Housing</b>	75.09	400.48	200.24	-	-	65.44	<b>741.26</b>
<b>Cafeteria</b>	30.36	15.18	-	-	45.55	-	<b>91.09</b>
<b>Hospital</b>	-	-	78.53	-	-	-	<b>78.53</b>
<b>Main Kitchen</b>	-	-	6.54	-	-	-	<b>6.54</b>
<b>TOTAL</b>	<b>105.45</b>	<b>415.67</b>	<b>285.31</b>	<b>-</b>	<b>45.55</b>	<b>65.44</b>	<b>917.42</b>
	<b>11.49%</b>	<b>45.31%</b>	<b>31.10%</b>	<b>0.00%</b>	<b>4.96%</b>	<b>7.13%</b>	<b>100.00%</b>

**TOP METAL PRODUCERS IN THE LANDFILL WASTE STREAM**

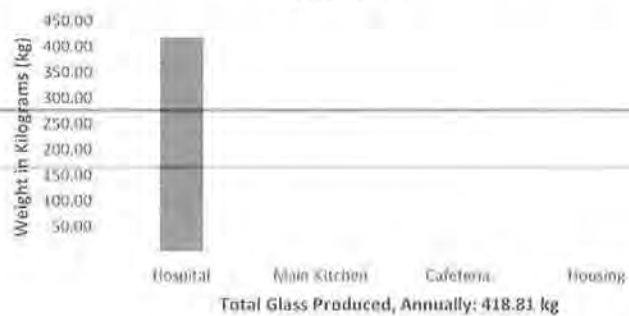




**Total Annual Glass Materials Generated (kg/yr)**

GENERATING AREAS	Glass (Clear/ Coloured)	Other Glass	TOTAL GLASS
Hospital	418.81	-	418.81
Main Kitchen	-	-	-
Cafeteria	-	-	-
Housing	-	-	-
<b>TOTAL</b>	<b>418.81</b>	<b>-</b>	<b>418.81</b>
	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>

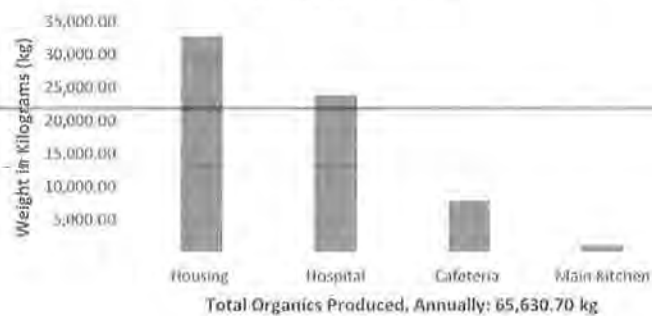
**TOP GLASS PRODUCERS IN THE LANDFILL WASTE  
STREAM**



**Total Annual Organic Materials Generated (kg/yr)**

GENERATING AREAS	Food Waste	Tissue/ Toweling	Beverage Liquids	Compostable Containers	Yard/ Plant Waste	TOTAL ORGANICS
Housing	18,622.55	12,915.64	1,201.45	-	-	32,739.64
Hospital	16,909.36	6,596.22	-	261.75	60.20	23,827.54
Cafeteria	6,376.35	1,062.72	485.82	-	-	7,924.89
Main Kitchen	746.00	392.63	-	-	-	1,138.63
<b>TOTAL</b>	<b>42,654.26</b>	<b>20,967.22</b>	<b>1,687.27</b>	<b>261.75</b>	<b>60.20</b>	<b>65,630.70</b>
	<b>64.99%</b>	<b>31.95%</b>	<b>2.57%</b>	<b>0.40%</b>	<b>0.09%</b>	<b>100.00%</b>

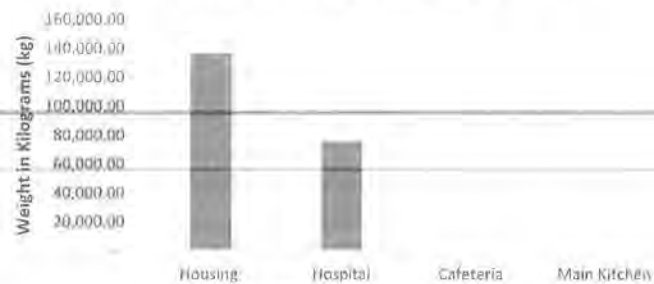
**TOP ORGANICS PRODUCERS IN THE LANDFILL  
WASTE STREAM**



**Total 'Other' Materials Generated (kg/yr)**

GENERATING AREAS	Textiles	Disposable Gloves	Diapers & Absorbent Pads	TOTAL OTHER
<b>Housing</b>	750.91	1,752.12	134,312.62	<b>136,815.65</b>
<b>Hospital</b>	1,177.90	1,413.48	73,029.60	<b>75,620.97</b>
<b>Cafeteria</b>	91.09	15.18	-	<b>106.27</b>
<b>Main Kitchen</b>	26.18	19.63	-	<b>45.81</b>
<b>TOTAL</b>	<b>2,046.07</b>	<b>3,200.41</b>	<b>207,342.21</b>	<b>212,588.69</b>
	<b>0.96%</b>	<b>1.51%</b>	<b>97.53%</b>	<b>100.00%</b>

**TOP 'OTHER' MATERIAL PRODUCERS IN THE  
LANDFILL WASTE STREAM**

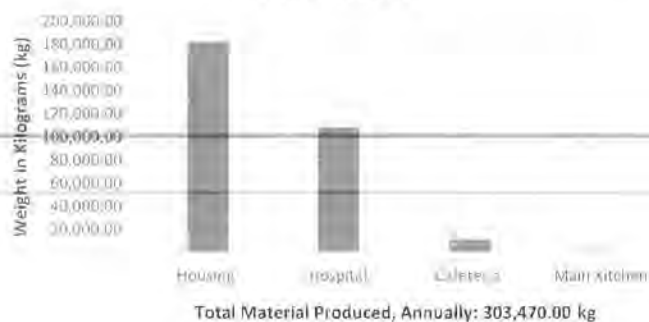


Total 'Other' Materials Produced, Annually; 212,588.69 kg

### Total Annual Materials Generated (kg/yr)

GENERATING AREAS	Paper	Plastic	Metal	Glass	HSW	Organics	Other Materials	TOTAL MATERIALS
<b>Housing</b>	4,605.58	7,058.55	741.26	-	-	32,739.64	136,815.65	<b>181,960.66</b>
<b>Hospital</b>	3,271.94	5,078.04	78.53	418.81	-	23,827.54	75,620.97	<b>108,295.82</b>
<b>Cafeteria</b>	2,163.40	1,153.82	91.09	-	-	7,924.89	106.27	<b>11,439.47</b>
<b>Main Kitchen</b>	380.20	202.86	6.54	-	-	1,138.63	45.81	<b>1,774.04</b>
<b>TOTAL</b>	<b>10,421.11</b>	<b>13,493.26</b>	<b>917.42</b>	<b>418.81</b>	<b>-</b>	<b>65,630.70</b>	<b>212,588.69</b>	<b>303,470.00</b>
	<b>3.43%</b>	<b>4.45%</b>	<b>0.30%</b>	<b>0.14%</b>	<b>0.00%</b>	<b>21.63%</b>	<b>70.05%</b>	<b>100.00%</b>

### TOP MATERIAL PRODUCERS IN THE LANDFILL WASTE STREAM



In summary, the waste audit sample consisted of primarily 'other' materials (70.05%) and organic materials (21.63%). Focusing on signage, bin placement and education surrounding the recyclability of organic materials would have the greatest impact on the overall diversion rate for Providence Healthcare.



## 5 DIVERSION RATE

A **waste diversion rate** is the percentage of total materials that are diverted from landfill. The annual diversion rate is calculated as follows:

**Landfill Waste + Recycling = Total Generated**

$$303,470.00 \text{ kg} + 136,403.06 \text{ kg} = 439,873.06 \text{ kg}$$

**Recycling ÷ Total Generation = Diversion Rate Percentage**

$$= \frac{136,403.06 \text{ kg}}{439,873.06 \text{ kg}}$$

$$= 0.3101 \times 100\%$$

$$= \mathbf{31.01\%}$$

Based on industry standards, service information and available monthly data reporting, 136,403.06 kilograms (kg) of materials are removed and recycled from 3276 St. Clair Avenue East on an annual basis.

MATERIAL DESTINATION	WEIGHT GENERATION (Kg)	WEIGHT GENERATED (t)	Percentages (%)
Landfill	303,470.00	303.47	68.99
Recycled	136,403.06	136.40	31.01
<b>TOTAL GENERATED</b>	<b>439,873.06</b>	<b>439.87</b>	<b>100.00</b>

Therefore the current annual diversion rate percentage when all initiatives are accounted for is **31.01%**.

**Annual Diversion Rate Percentage 2020**



## 6 CAPTURE RATE

The **capture rate (c)** indicates the proportion of divertible waste, expressed as a percentage, which is successfully diverted for disposal. This figure includes all generated divertible waste, from all streams (recycling and waste).

**Total Recycling Generated + Total Divertible Materials Found in Waste Stream = Total Divertible Materials Generated**

- Total recycling generated: 136,403.06 kg
- Divertible materials found in landfill waste stream: 79,718.25 kg
- Total divertible material generated: 136,403.06 kg + 79,718.25kg = 216,121.30 kg

**Total Recycling Generated ÷ Total Divertible Materials Generated = Capture Rate**

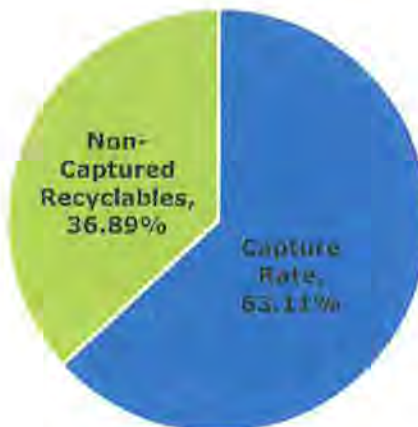
$$c = \frac{136,403.06 \text{ kg}}{216,121.30 \text{ kg}}$$

$$c = 0.6311 \times 100\%$$

$$c = 63.11\%$$

Therefore, the capture rate for Providence Healthcare at 3276 St. Clair Avenue East is **63.11%**.

### Annual Capture Rate Percentage 2020



## 7 POTENTIAL DIVERSION

The **potential current diversion rate (P)** is the percentage of total materials that could be diverted from landfill if all divertible materials were placed in the proper recycling stream. The potential current diversion rate is calculated as follows:

**Total Recycling Generated + Total Divertible Materials Found in Waste Stream = Total Divertible Materials Generated**

- Total recycling generated: 136,403.06 kg
- Divertible materials found in landfill waste stream: 79,718.25 kg
- Total divertible material generated: 136,403.06 kg + 79,718.25 kg = 216,121.30 kg

**Total Divertible Materials Generated ÷ Total Materials Generated = Potential Current Diversion Rate**

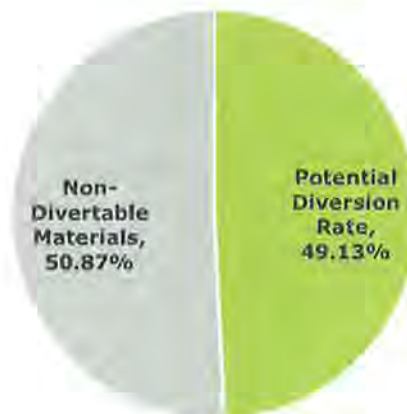
$$p = \frac{216,121.30 \text{ kg}}{439,873.06 \text{ kg}}$$

$$p = 0.4913 \times 100\%$$

$$p = 49.13\%$$

Therefore, the potential current diversion rate for Providence Healthcare at 3276 St. Clair Avenue East is **49.13%**.

### Annual Potential Diversion Rate Percentage 2020



## 8 CONCLUSION

Based on the waste audit figures, Providence Healthcare at 3276 St. Clair Avenue East generates 439,873.06 kg (439.87 t) of material annually, 136,403.06 kg (136.40 t) of which is diverted as recycling and 303,470.00 kg (303.47 t) of which is disposed of as landfill waste. 79,718.25 kg (79.72 t) of the total landfill waste could have been diverted and recycled.

In order to address and monitor the effectiveness of the recycling program at Providence Healthcare, consider the following suggestions to improve the existing program and efforts of employees, tenants and visitors:

- Provide recycling receptacles wherever garbage bins exist so that there are no excuses for not participating in the recycling program;
- Ensure that adequate signage is placed on or above all recycling receptacles and that the signage remains consistent throughout the building;
- Education throughout the facilities can be promoted through promotional and awareness events (especially during Earth Month in April and Waste Reduction Week in October), and;
- Provide employees/ tenants/visitors with information on recycling procedures and services (for example inform employees upon hiring and have information when visitors enter the building).

The success of these initiatives depends on the involvement of all parties, from management to employees. The more involved all parties are in the waste reduction goals of Providence Healthcare, the greater the success of the program.

As always, please post and make available the MOE work plan for all employees and tenants, and sign documents in all applicable areas (as located on pages 28 and 38 of this report).



## APPENDIX I - TABLE OF WASTE AUDIT DATA

NAME: Providence Healthcare		WASTE AUDIT DATA				
ADDRESS: 3276 St. Clair Avenue East, Toronto, ON						
DATE: July 1, 2020						
PAPER	%	%	(KGS) Annual	(KGS) Monthly	(KGS) Weekly	(KGS) Daily
Newspaper		6.84%	712.95	59.41	13.71	1.95
Magazines		0.00%	-	-	-	-
Cardboard		2.55%	265.94	22.16	5.11	0.73
Boxboard		30.75%	3,204.14	267.01	61.62	8.78
Mixed Papers		4.52%	471.16	39.26	9.06	1.29
Molded Pulp		1.30%	135.07	11.26	2.60	0.37
Kraft Paper		2.25%	234.53	19.54	4.51	0.64
Other Paper		20.50%	2,136.44	178.04	41.09	5.85
Spiral Wound		0.00%	-	-	-	-
Coffee Cups		18.63%	1,941.83	161.82	37.34	5.32
Aseptic Containers		10.09%	1,051.27	87.61	20.22	2.88
Gable Top Containers		2.57%	267.78	22.31	5.15	0.73
Total Paper	3.43%	100.00%	10,421.11	868.43	200.41	28.55
PLASTICS						
# 1 PETE Soft Drinks		8.85%	1,194.65	99.55	22.97	3.27
# 2 HDPE		1.86%	250.30	20.86	4.81	0.69
# 3 PVC		0.00%	-	-	-	-
# 4 LDPE Recyclable Film		0.00%	-	-	-	-
# 5 PP		12.75%	1,720.19	143.35	33.08	4.71
# 6 PS (Styrofoam)		3.58%	483.46	40.29	9.30	1.32
# 6 PS (Clear/ Hard)		12.73%	1,717.18	143.10	33.02	4.70
# 7 Other		0.00%	-	-	-	-
Non-Recyclable Film		43.56%	5,877.12	489.76	113.02	16.10
Rigid Plastics		16.68%	2,250.37	187.53	43.28	6.17
Plastic Strapping		0.00%	-	-	-	-
Total Plastics	4.45%	100.00%	13,493.26	1,124.44	259.49	36.97
METALS						
Aluminum Cans		11.49%	105.45	8.79	2.03	0.29
Aluminum Foil		45.31%	415.67	34.64	7.99	1.14
Aluminum Trays		31.10%	285.31	23.78	5.49	0.78
Aerosol Cans		0.00%	-	-	-	-
Steel		4.96%	45.55	3.80	0.88	0.12
Scrap Metal		7.13%	65.44	5.45	1.26	0.18
Total Metals	0.30%	100.00%	917.42	76.45	17.64	2.51
GLASS						
Glass (Clear/ Coloured)		100.00%	418.81	34.90	8.05	1.15
Other Glass		0.00%	-	-	-	-
Total Glass	0.14%	100.00%	418.81	34.90	8.05	1.15
HSW						
Batteries		0.00%	-	-	-	-
Lightbulbs		0.00%	-	-	-	-
Chemicals/ Liquids		0.00%	-	-	-	-
Total HSW	0.00%	0.00%	-	-	-	-
ORGANICS						
Food Waste		64.99%	42,654.26	3,554.52	820.27	116.86
Tissue/ Toweling		31.95%	20,967.22	1,747.27	403.22	57.44
Beverage Liquids		2.57%	1,687.27	140.61	32.45	4.62
Compostable Containers		0.40%	261.75	21.81	5.03	0.72
Yard/ Plant Waste		0.09%	60.20	5.02	1.16	0.16
Total Organics	21.63%	100.00%	65,630.70	5,469.23	1,262.13	179.81
OTHER MATERIALS						
Textiles		0.96%	2,046.07	170.51	39.35	5.61
Disposable Gloves		1.51%	3,200.41	266.70	61.55	8.77
Diapers & Absorbent Pads		97.53%	207,342.21	17,278.52	3,987.35	568.06
Total Other	70.05%	100.00%	212,588.69	17,715.72	4,088.24	582.43
TOTAL ANNUAL WASTE						
Total Annual Divertable Materials	100.00%		303,470.00	25,289.17	5,835.96	831.42
Total Annual Non-Divertable Materials	26.27%		79,718.25			
	73.73%		223,751.75			
*The highlighted items are not acceptable items for recycling in the regular recycling bin.						

\*The highlighted items are not acceptable items for recycling in the regular recycling bin.

## **MOE FORMS**

### **APPENDIX II – WASTE AUDIT SUMMARY SHEET**

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**Ministry of the Environment Waste Form**  
**Report of a Waste Audit – Waste Audit Summary Sheet**  
**Industrial, Commercial and Institutional Establishments**

**As required by O. Reg. 102/94**

***This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and retained on file for at least five years after it is prepared, and be made available to the ministry upon request.***

**I. GENERAL INFORMATION**

<b>Name of Owner and/or Operator of Entity(ies) and/or Company Name:</b> Providence Healthcare		
<b>Name of Contact Person:</b> Sharmie Budhu	<b>Telephone #:</b> 416-285-3666	<b>Email address:</b> sbudhu@providence.on.ca
<b>Street Address(es) of Entity(ies):</b> 3276 St. Clair Avenue East		
<b>Municipality:</b> Scarborough, ON		
<b>Type of Entity (check one)</b>		
<input type="checkbox"/> Retail Shopping Establishments	<input type="checkbox"/> Hotels and Motels	<input type="checkbox"/>
<input type="checkbox"/> Retail Shopping Complexes	<input type="checkbox"/> Hospitals	<input checked="" type="checkbox"/>
<input type="checkbox"/> Office Buildings	<input type="checkbox"/> Educational Institutions	<input type="checkbox"/>
<input type="checkbox"/> Restaurants	<input type="checkbox"/> Large Manufacturing Establishments	<input type="checkbox"/>

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

**II. DESCRIPTION OF ENTITY**

<b>Provide a brief overview of the entity(ties):</b>
Providence Healthcare is located in Scarborough, Ontario. This hospital specializes in rehabilitation for patients who have suffered from strokes, orthopedic surgery and lower limb amputation. There is not only a hospital on site, but also a long-term care facility, which is home to 288 residents.

### 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?
Newspaper	Generated by participants. Material is deposited into designated container for recycling.
Magazines	Generated by participants. Material is deposited into designated container for recycling.
Cardboard	Generated by participants. Material is deposited into designated container for recycling.
Boxboard	Generated by participants. Material is deposited into designated container for recycling.
Mixed Papers	Generated by participants. Material is deposited into designated container for recycling.
Molded Pulp	Generated by participants. Material is deposited into designated container for recycling.
Kraft Paper	Generated by participants. Material is deposited into designated container for recycling.
Other Paper	Generated by participants. Material is deposited into designated container for waste.
Spiral Wound	Generated by participants. Material is deposited into designated container for waste.
Coffee Cups	Generated by participants. Material is deposited into designated container for recycling.
Aseptic Containers	Generated by participants. Material is deposited into designated container for recycling.
Gable top Containers	Generated by participants. Material is deposited into designated container for recycling.
# 1 PETE Soft Drinks	Generated by participants. Material is deposited into designated container for recycling.
# 2 HDPE	Generated by participants. Material is deposited into designated container for recycling.
# 4 LDPE Recyclable Film	Generated by participants. Material is deposited into designated container for recycling.
# 5 PP	Generated by participants. Material is deposited into designated container for recycling.
# 6 PS (Styrofoam)	Generated by participants. Material is deposited into designated container for waste.
# 6 PS (Clear/Hard)	Generated by participants. Material is deposited into designated container for recycling.
# 7 Other	Generated by participants. Material is deposited into designated container for waste.
Non-Recyclable Film	Generated by participants. Material is deposited into designated container for waste.
Rigid Plastics	Generated by participants. Material is deposited into designated container for waste.
Plastic Strapping	Generated by participants. Material is deposited into designated container for waste.
Aluminum Cans	Generated by participants. Material is deposited into designated container for recycling.
Aluminum Foil	Generated by participants. Material is deposited into designated container for waste.



Aluminum Trays	Generated by participants. Material is deposited into designated container for recycling.
Aerosol Cans	Generated by participants. Material is deposited into designated container for waste.
Steel	Generated by participants. Material is deposited into designated container for recycling.
Scrap Metal	Generated by participants. Material is deposited into designated container for recycling.
Glass (Clear/ Coloured)	Generated by participants. Material is deposited into designated container for recycling.
Food Waste	Generated by participants. Material is deposited into designated container for organics recycling.
Tissue / Toweling	Generated by participants. Material is deposited into designated container for organics recycling.
Beverage Liquids	Generated by participants. Material is deposited into designated container for organics recycling.
Compostable Containers	Generated by participants. Material is deposited into designated container for organics recycling.
Yard/Plant Waste	Generated by participants. Material is deposited into designated container for organics recycling.
Textiles	Generated by participants. Material is deposited into designated container for waste.
Disposable Gloves	Generated by participants. Material is deposited into designated container for waste.
Diapers & Absorbent Pads	Generated by participants. Material is deposited into designated container for waste.
Medical Waste	Generated by participants. Material is collected for diversion through third party company to properly dispose of, separate from regular waste.
Chemotherapy Waste	Generated by participants. Material is collected for diversion through third party company to properly dispose of, separate from regular waste.
Pharmaceutical Waste	Generated by participants. Material is collected for diversion through third party company to properly dispose of, separate from regular waste.
Product Drop- Offs	Generated by participants. Material is collected for diversion through third party company to properly dispose of, separate from regular waste.

#### IV. MANAGEMENT OF WASTE

Category	Waste to be Disposed	Reused or Recycled Waste
Newspaper		Participants deposit newsprint into the recycling bins provided.
Magazines		Participants deposit magazines into the recycling bins provided.
Cardboard		Staff flattens all cardboard and deposits into designated collection bins.
Boxboard		Staff flattens all boxboard and deposits into designated bins.

Mixed Papers		Participants deposit mixed papers into recycling bins provided.
Molded Pulp		Participants deposit molded pulp materials into the recycling bins provided.
Kraft Paper		Participants deposits kraft paper materials into the recycling bins provided.
Other Paper	Participants place in waste bins.	
Spiral Wound	Participants place in waste bins.	
Coffee Cups		Participants deposit coffee cups with lids into recycling bins provided.
Aseptic Containers		Participants deposit aseptic containers (i.e. juice boxes) into recycling bins provided.
Gable top Containers		Participants place gable top cartons (i.e. milk cartons) into recycling bins provided.
# 1 PETE Soft Drinks		Participants deposit PETE #1 plastics into recycling bin provided.
# 2 HDPE		Participants are asked to rinse HDPE #2 plastics, if needed, before depositing into recycling bin provided.
# 4 LDPE Recyclable Film		Participants deposit recyclable film into recycling bins provided.
# 5 PP		Participants deposit #5 plastics into recycling bins provided.
# 6 PS (Styrofoam)	Participants place in waste bins.	
# 6 PS (Clear/Hard)		Participants deposit #6, clear/hard plastics into recycling bins provided
# 7 Other	Participants place in waste bins.	
Non-Recyclable Film	Participants place in waste bins.	
Rigid Plastics	Participants place in waste bins.	
Plastic Strapping	Participants place in waste bins.	
Aluminum Cans		Participants deposit aluminum cans into recycling bins provided.
Aluminum Foil	Participants place in waste bins.	
Aluminum Trays		Participants deposit aluminum trays into recycling bins provided.
Aerosol Cans	Participants place in waste bins.	
Steel		Participants are asked to rinse steel cans, if needed, before depositing into recycling bins provided.

Scrap Metal		Participants deposit scrap metal into designated bin(s) provided.
Glass (Clear/ Coloured)		Participants are asked to rinse glass containers, if needed, before depositing into recycling bins provided.
Food Waste		Participants deposit food waste into organic bins in all applicable areas.
Tissue / Toweling		Participant deposits tissue and toweling in organics bins in all applicable areas.
Beverage Liquids		Participants are to deposit remaining liquids down the drain and place container into the appropriate recycling container.
Compostable Containers		Participants deposit compostable materials in organics bins in all applicable areas.
Yard/Plant Waste		Participants deposit yard/plant waste in organics bins in all applicable areas.
Textiles	Participants place in waste bins.	
Disposable Gloves	Participants place in waste bins.	
Diapers & Absorbent Pads	Participants place in waste bins.	
Medical Waste		Participants deposit materials into designated bins provided.
Chemotherapy Waste		Participants deposit materials into designated bins provided.
Pharmaceutical Waste		Participants deposit materials into designated bins provided.
Product Drop- Offs		Participants deposit materials into designated bins provided.

## V. ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY

ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY									
NAME: Providence Healthcare									
ADDRESS: 3276 St. Clair Avenue East, Toronto, ON									
Categories of Waste	Generated (t)			Recycled (t)			Disposed (t)		
	"A" Base Year (2019)	"B" Current Year (2020)	"C" Change (A-B)	"A" Base Year (2019)	"B" Current Year (2020)	"C" Change (A-B)	"A" Base Year (2019)	"B" Current Year (2020)	"C" Change (A-B)
Newspaper	1.83	2.06	0.23	1.11	1.35	0.24	0.73	0.71	(0.01)
Magazines	0.74	0.45	(0.29)	0.74	0.45	(0.29)	0.00	-	-
Cardboard	23.07	23.07	(0.00)	22.80	22.80	0.00	0.27	0.27	(0.01)
Boxboard	6.96	6.58	(0.38)	3.69	3.38	(0.31)	3.27	3.20	(0.07)
Mixed Papers	6.01	7.22	1.21	5.53	6.75	1.22	0.48	0.47	(0.01)
Molded Pulp	0.51	0.59	0.08	0.37	0.45	0.08	0.14	0.14	(0.00)
Kraft Paper	0.42	0.46	0.04	0.18	0.23	0.04	0.24	0.23	(0.00)
Other Paper	2.18	2.14	(0.04)	0.00	-	-	2.18	2.14	(0.04)
Spiral Wound	-	-	-	0.00	-	-	0.00	-	-
Coffee Cups	2.15	8.25	6.10	5.16	6.30	1.14	1.98	1.94	(0.04)
Aseptic Containers	1.44	1.50	0.06	0.37	0.45	0.08	1.07	1.05	(0.02)
Gabletop Containers	1.56	1.17	(0.40)	1.29	0.90	(0.39)	0.27	0.27	(0.01)
# 1 PETE Soft Drinks	26.15	27.25	1.10	24.93	26.05	1.12	1.22	1.19	(0.02)
# 2 HDPE	1.86	1.93	0.07	1.61	1.68	0.07	0.26	0.25	(0.00)
# 3 PVC	-	-	-	0.00	-	-	0.00	-	-
# 4 LDPE Recyclable Film	2.41	2.52	0.11	2.41	2.52	0.11	0.00	-	-
# 5 PP	4.17	4.24	0.07	2.41	2.52	0.11	1.76	1.72	(0.03)
# 6 PS (Styrofoam)	0.49	0.48	(0.01)	0.00	-	-	0.49	0.48	(0.01)
# 6 PS (Clear/Hard)	10.60	10.96	0.36	8.85	9.24	0.40	1.75	1.72	(0.03)
# 7 Other	-	-	-	0.00	-	-	0.00	-	-
Non-Recyclable Film	6.00	5.88	(0.12)	0.00	-	-	6.00	5.88	(0.12)
Rigid Plastics	2.30	2.25	(0.05)	0.00	-	-	2.30	2.25	(0.05)
Plastic Strapping	-	-	-	0.00	-	-	0.00	-	-
Aluminum Cans	7.27	7.59	0.32	7.16	7.49	0.32	0.11	0.11	(0.00)
Aluminum Foil	0.50	0.49	(0.00)	0.08	0.08	0.00	0.42	0.42	(0.01)
Aluminum Trays	0.37	0.36	(0.00)	0.08	0.08	0.00	0.29	0.29	(0.01)
Aerosol Cans	-	-	-	0.00	-	-	0.00	-	-
Steel	0.12	0.12	0.00	0.08	0.08	0.00	0.05	0.05	(0.00)
Scrap Metal	0.22	0.22	0.01	0.15	0.16	0.01	0.07	0.07	(0.00)
Glass (Clear/Coloured)	2.94	3.05	0.10	2.51	2.63	0.11	0.43	0.42	(0.01)
Food Waste	62.94	59.52	(3.42)	19.39	16.87	(2.52)	43.55	42.65	(0.90)
Tissue / Toweling	24.48	23.64	(0.84)	3.07	2.67	(0.40)	21.40	20.97	(0.44)
Beverage Liquids	2.43	2.30	(0.13)	0.71	0.62	(0.09)	1.72	1.69	(0.03)
Compostable Containers	0.74	0.67	(0.07)	0.42	0.41	(0.00)	0.32	0.26	(0.06)
Yard/Plant Waste	0.06	0.06	(0.00)	0.00	-	-	0.06	0.06	(0.00)
Textiles	2.03	2.05	(0.04)	0.00	-	-	2.03	2.05	(0.04)
Disposable Gloves	3.27	3.20	(0.07)	0.00	-	-	3.27	3.20	(0.07)
Diapers & Absorbent Pads	211.65	207.34	(4.32)	0.00	-	-	211.65	207.34	(4.32)
Medical Waste	3.34	7.15	3.81	3.34	7.15	3.81	-	-	-
Chemotherapy Waste	0.08	-	(0.08)	0.08	-	(0.08)	-	-	-
Pharmaceutical Waste	1.83	1.19	(0.64)	1.83	1.19	(0.64)	-	-	-
Product Drop-Offs	-	11.91	11.91	-	11.91	11.91	-	-	-
<b>Total</b>	<b>430.19</b>	<b>439.87</b>	<b>9.69</b>	<b>120.41</b>	<b>136.40</b>	<b>16.00</b>	<b>309.78</b>	<b>303.47</b>	<b>(6.31)</b>
<b>Percent Change (C÷A x 100)</b>			<b>2.25%</b>			<b>13.29%</b>			<b>-2.04%</b>

**VI. TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY 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.

**Not at this time.**


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.

**Not applicable**

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

Please attach any additional page(s) as required to answer the above questions

**I hereby certify that the information provided in this Report of Waste Audit is complete and correct.**

<b>Signature of authorized official:</b> 	<b>Title:</b> <i>Manager</i>	<b>Date:</b> <i>Oct. 28/21</i>
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## **MOE FORMS**

### **APPENDIX III - REPORT OF WASTE REDUCTION WORK PLAN**

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## Ministry of the Environment Waste Form

### Report of a Waste Audit

#### Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

***This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and retained on file for at least five years after it is prepared, and be made available to the ministry upon request.***

#### I. GENERAL INFORMATION

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> Providence Healthcare			
<b>Name of Contact Person:</b> Sharmie Budha	<b>Telephone #:</b> 416-285-366	<b>Email address:</b> sbudhu@providence.on.ca	
<b>Street Address(es) of Entity(ies):</b> 3276 St. Clair Avenue East			
<b>Municipality:</b> Scarborough, ON			
<b>Type of Entity (check one)</b>			
<input type="checkbox"/> Retail Shopping Establishments	<input type="checkbox"/> Hotels and Motels	<input type="checkbox"/>	
<input type="checkbox"/> Retail Shopping Complexes	<input type="checkbox"/> Hospitals	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Office Buildings	<input type="checkbox"/> Educational Institutions	<input type="checkbox"/>	
<input type="checkbox"/> Restaurants	<input type="checkbox"/> Large Manufacturing Establishments	<input type="checkbox"/>	

#### II. DESCRIPTION OF ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>Providence Healthcare is located in Scarborough, Ontario. This hospital specializes in rehabilitation for patients who have suffered from strokes, orthopedic surgery and lower limb amputation. There is not only a hospital on site, but also a long-term care facility, which is home to 288 residents.</p>
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### III. PLANS TO REDUCE, REUSE AND RECYCLE

Waste Category	Source Separation and 3Rs Program
Newspaper	<b>Reduce:</b> Provide digital copies of newspaper to participants. <b>Reuse:</b> Newsprint can be reused for moving and shipping as packaging. <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Magazines	<b>Reduce:</b> Encourage use of electronic documents only and to think before purchasing. <b>Reuse:</b> Magazines are shared in guest common areas. <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Cardboard	<b>Reduce:</b> Encourage suppliers to provide goods in reusable containers. Purchase supplies in bulk to avoid excess packaging. <b>Reuse:</b> Cardboard boxes can be reused for moving and shipping. <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Boxboard	<b>Reduce:</b> Encourage suppliers to provide goods in reusable containers. Purchase supplies in bulk to avoid excess packaging. <b>Reuse:</b> Boxboard can be reused for packaging small goods. <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Mixed Papers	<b>Reduce:</b> Encourage use of electronic documents only and reconsidering printing. <b>Reuse:</b> Reuse one sided documents for other print jobs. <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Molded Pulp	<b>Reduce:</b> Encourage suppliers to provide goods in reusable containers. Purchase supplies in bulk to avoid excess packaging. <b>Reuse:</b> Reuse for packaging and protecting small goods. <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Kraft Paper	<b>Reduce:</b> Encourage suppliers to provide goods packaged in reusable products. <b>Reuse:</b> Reuse for packaging and protecting small goods. <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Other Paper	<b>Reduce:</b> Refuse products packaged in this material. <b>Reuse:</b> N/A <b>Recycle:</b> Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Spiral Wound	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Coffee Cups	<b>Reduce:</b> Encourage tenants and staff to bring reusable coffee mugs to work. <b>Reuse:</b> N/A <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Aseptic Containers	<b>Reduce:</b> Encourage suppliers to provide goods packaged in reusable products. <b>Reuse:</b> N/A <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Gable top Containers	<b>Reduce:</b> Encourage suppliers to provide goods packaged in reusable products. <b>Reuse:</b> N/A <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.

# 1 PETE Soft Drinks	<p><b>Reduce:</b> Encourage suppliers to provide goods in bulk to cut down on amount of material produced. Promote reusable containers to participants.</p> <p><b>Reuse:</b> Reuse material for water throughout the day.</p> <p><b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 2 HDPE	<p><b>Reduce:</b> Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p><b>Reuse:</b> Containers are reused in kitchen areas for collection of organic waste (i.e. large white tubs).</p> <p><b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 4 LDPE Recyclable Film	<p><b>Reduce:</b> Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p><b>Reuse:</b> Use plastic bags for other uses such as in back-of house small garbage containers (i.e. in employee offices/washrooms); use as protective packaging for shipments.</p> <p><b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 5 PP	<p><b>Reduce:</b> Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p><b>Reuse:</b> Reuse container for food or snacks throughout the day.</p> <p><b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 6 PS (Styrofoam)	<p><b>Reduce:</b> Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material.</p> <p><b>Reuse:</b> Reuse as protective packaging for shipments.</p> <p><b>Recycle:</b> Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 6 PS (Clear/Hard)	<p><b>Reduce:</b> Encourage suppliers to provide goods in bulk to cut down on amount of material produced.</p> <p><b>Reuse:</b> N/A</p> <p><b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
# 7 Other	<p><b>Reduce:</b> Encourage suppliers to provide goods in alternative material, other than plastic. Refuse products packaged in this material.</p> <p><b>Reuse:</b> N/A</p> <p><b>Recycle:</b> Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Non-Recyclable Film	<p><b>Reduce:</b> Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material.</p> <p><b>Reuse:</b> Reuse as protective packaging for shipments.</p> <p><b>Recycle:</b> Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Rigid Plastics	<p><b>Reduce:</b> Encourage suppliers to provide goods packaged in reusable products. Refuse products packaged in this material.</p> <p><b>Reuse:</b> N/A</p> <p><b>Recycle:</b> Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Plastic Strapping	<p><b>Reduce:</b> Encourage suppliers to provide goods in alternative material, other than plastic.</p> <p><b>Reuse:</b> Reuse current material for shipping/receiving and packaging.</p> <p><b>Recycle:</b> Material is not recyclable. Through education and awareness, ensure all participants understand current recycling programs and initiatives.</p>
Aluminum Cans	<p><b>Reduce:</b> N/A</p> <p><b>Reuse:</b> N/A</p> <p><b>Recycle:</b> Program in place. Ensure all employees understand current recycling programs and initiatives.</p>

Aluminum Foil	<b>Reduce:</b> Encourage participants to use beeswax wraps (reusable) instead of aluminum foil. <b>Reuse:</b> N/A <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Aluminum Trays	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Aerosol Cans	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Steel	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Scrap Metal	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Glass (Clear/ Coloured)	<b>Reduce:</b> N/A <b>Reuse:</b> Encourage the use of glass bottles for refills of water throughout the day. <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Food Waste	<b>Reduce:</b> Implement sustainable purchasing policy to ensure amounts are not ordered in excess. <b>Reuse:</b> N/A <b>Recycle:</b> Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Tissue / Toweling	<b>Reduce:</b> Install hand driers in all washroom areas to reduce the necessity of paper towels. <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Beverage Liquids	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Compostable Containers	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Yard/Plant Waste	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Textiles	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Alternative recycling program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Disposable Gloves	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Alternative recycling program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.

Diapers & Absorbent Pads	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Alternative recycling program not yet in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Medical Waste	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Chemotherapy Waste	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Pharmaceutical Waste	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.
Product Drop- Offs	<b>Reduce:</b> N/A <b>Reuse:</b> N/A <b>Recycle:</b> Program in place. Through education and awareness, ensure all participants understand current recycling programs and initiatives.

#### 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 #
Sharmie Budhu	Implementing Waste Reduction Work Plan	416-285-3666



## V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

Source Separation and 3Rs Program	Schedule for Completion
Newspaper	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Magazines	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Cardboard	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Boxboard	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Mixed Papers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Molded Pulp	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Kraft Paper	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Other Paper	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.
Spiral Wound	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.
Coffee Cups	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Aseptic Containers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Gable top Containers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 1 PETE Soft Drinks	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 2 HDPE	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 4 LDPE Recyclable Film	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 5 PP	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 6 PS (Styrofoam)	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.
# 6 PS (Clear/Hard)	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
# 7 Other	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.
Non-Recyclable Film	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.
Rigid Plastics	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.
Plastic Strapping	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.
Aluminum Cans	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Aluminum Foil	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.
Aluminum Trays	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Aerosol Cans	Material is not recyclable. Ensure participants understand what is accepted in the recycling program by late-2020.

Steel	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Scrap Metal	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Glass (Clear/ Coloured)	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Food Waste	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Tissue / Toweling	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Beverage Liquids	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Compostable Containers	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Yard/Plant Waste	3Rs Program is currently in place. The facility is continuously working on improving diversion and reduction initiatives.
Textiles	Ensure participants understand what is accepted in the recycling program by late-2020
Disposable Gloves	Ensure participants understand what is accepted in the recycling program by late-2020
Diapers & Absorbent Pads	Ensure participants understand what is accepted in the recycling program by late-2020
Medical Waste	Third Party programs are currently in place to collect and recycle these materials.
Chemotherapy Waste	Third Party programs are currently in place to collect and recycle these materials.
Pharmaceutical Waste	Third Party programs are currently in place to collect and recycle these materials.
Product Drop- Offs	Third Party programs are currently in place to collect and recycle these materials.

## VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

A copy of the Waste Reduction Work Plan will be posted in an area where most employees will see it and will be made available to employees upon request.

To ensure all participants in the recycling program understand where materials go, new receptacles and new signage will be applied to recycling and waste receptacles and to large collection bins in the loading dock.

**VII. ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED  
AMOUNT TO BE DIVERTED BY THE 3 Rs**

Material Categories (as stated in Part III)	Estimated Annual Waste Produced (tonnes)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (tonnes)			Estimated Annual Amount to be Diverted (%)
			Reduce	Reuse	Recycle	
<b>Example: Fine Paper</b>	<b>1.8 t</b>	<b>Fine Paper 3Rs Program</b>	<b>200 t</b>	<b>100 t</b>	<b>1.2 t</b>	<b>60%</b>
Newspaper	2.06	Paper Recycling			1.24	<b>60.00</b>
Magazines	0.45	Paper Recycling			0.27	<b>60.00</b>
Cardboard	23.07	Cardboard Recycling			13.84	<b>60.00</b>
Boxboard	6.58	Paper Recycling			3.95	<b>60.00</b>
Mixed Papers	7.22	Paper Recycling			4.33	<b>60.00</b>
Molded Pulp	0.59	Paper Recycling			0.35	<b>60.00</b>
Kraft Paper	0.46	Paper Recycling			0.28	<b>60.00</b>
Other Paper	2.14	Waste	0.21			<b>10.00</b>
Spiral Wound	-	Waste	-			<b>10.00</b>
Coffee Cups	8.25	Paper Recycling			4.95	<b>60.00</b>
Aseptic Containers	1.50	Paper Recycling			0.90	<b>60.00</b>
Gable top Containers	1.17	Paper Recycling			0.70	<b>60.00</b>
# 1 PETE Soft Drinks	27.25	Commingled Recycling			16.35	<b>60.00</b>
# 2 HDPE	1.93	Commingled Recycling			1.16	<b>60.00</b>
# 4 LDPE Recyclable Film	2.52	Commingled Recycling			1.51	<b>60.00</b>
# 5 PP	4.24	Commingled Recycling			2.54	<b>60.00</b>
# 6 PS (Styrofoam)	0.48	Waste	0.05			<b>10.00</b>
# 6 PS (Clear/Hard)	10.96	Commingled Recycling			6.58	<b>60.00</b>
# 7 Other	-	Waste	-			<b>10.00</b>
Non-Recyclable Film	5.88	Waste	0.59			<b>10.00</b>
Rigid Plastics	2.25	Waste	0.23			<b>10.00</b>
Plastic Strapping	-	Waste	-			<b>10.00</b>
Aluminum Cans	7.59	Commingled Recycling			4.55	<b>60.00</b>
Aluminum Foil	0.49	Waste	0.05			<b>10.00</b>
Aluminum Trays	0.36	Commingled Recycling			0.22	<b>60.00</b>
Aerosol Cans	-	Waste	-			<b>10.00</b>
Steel	0.12	Commingled Recycling			0.07	<b>60.00</b>
Scrap Metal	0.22	Commingled Recycling			0.13	<b>60.00</b>
Glass (Clear/ Coloured)	3.05	Commingled Recycling			1.83	<b>60.00</b>

Food Waste	59.52	Waste			35.71	<b>60.00</b>
Tissue / Toweling	23.64	Organics Recycling Program			14.18	<b>60.00</b>
Beverage Liquids	2.30	Organics Recycling Program			1.38	<b>60.00</b>
Compostable Containers	0.67	Organics Recycling Program			0.40	<b>60.00</b>
Yard/Plant Waste	0.06	Organics Recycling Program			0.04	<b>60.00</b>
Textiles	2.05	Alternative Diversion Program	0.20			<b>10.00</b>
Disposable Gloves	3.20	Alternative Recycling Program	0.32			<b>10.00</b>
Diapers & Absorbent Pads	207.34	Alternative Recycling Program	20.73			<b>10.00</b>
Medical Waste	7.15	Third Party Recycling Program			4.29	<b>60.00</b>
Chemotherapy Waste	-	Third Party Recycling Program			-	<b>60.00</b>
Pharmaceutical Waste	1.19	Third Party Recycling Program			0.71	<b>60.00</b>
Product Drop-Offs	11.91	Third Party Recycling Program			7.14	<b>60.00</b>

\* 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:**

*S. Budhu*

*Manager*

*Oct. 28/21*

## APPENDIX IV – QUESTIONS TO ASSESS COMPLIANCE

**PURPOSE:** TO OBTAIN INFORMATION THAT WILL SUPPORT AND ASSESSMENT OF A GENERATOR'S COMPLIANCE WITH ONTARIO REGULATION 103/94 SUB-SECTION 2(1) (D) THAT A SOURCE SEPARATION PROGRAM MUST INCLUDE "REASONABLE EFFORTS TO ENSURE THAT FULL USE IS MADE OF THE PROGRAM AND THAT THE SEPARATED WASTE IS REUSED OR RECYCLED."

Please answer the following questions **for each** waste management company that you have retained for the collection of the source separated material from your site?

1. Which waste management services company do you have a contract or agreement with to collect source separated materials from your site? (Please provide a copy of the contract/agreement for each waste management service company and if applicable, their Environmental Compliance Approval –ECA- or Environmental Activity and Sector Registry registration number)

**GFL Environmental Inc. is the contracted waste and recycling service provider. Please contact your sales representative for a current copy of an invoice if required. GFL provides all solid, non-hazardous waste and recycling removal for the facility.**

2. a.)Where are the recyclable materials being sent to? (Please provide a letter including the name, location and ECA –if applicable of each receiving facility)

**Please see letter attached in Appendix V.**

b.)If the waste is going to a waste transfer station, where are the recyclables being taken further? (Please provide a letter including the name, location and ECA –if applicable- of each final destination)

**Please refer to same letter attached in Appendix V.**

c.)If the source separated material was sent for disposal (e.g., landfill, incineration, etc.) what explanation was provided to you by your waste management services company on the amount of source separated material that was sent for disposal?

**No source separated materials are sent to landfill.**

3. Please describe any additional efforts made to demonstrate compliance with s. 2(1) (d) of Reg. 103/94 (i.e. that reasonable efforts are made to ensure that the separated waste is reused or recycled). Please provide any documents that outline your efforts.

**No, not at this time.**



## **APPENDIX V – FINAL DESTINATION LETTER**

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## LETTER OF DECLARATION

### Recyclable Material Diversion

GFL Environmental Inc. receives materials at their Greater Scarborough Area (GTA) facilities and they are processed, diverted from landfills and recycled in the following manner:

**Fibre Materials including Corrugated Cardboard, Office Paper, and Newsprint Rolls** – These materials are collected and sorted by type and shipped to Cascades and Canada Fibres for processing.

**Comingled Plastics, Metal, and Glass Recycling** – These materials are collected and sent to Canada Fibres or AAA Recycling for processing into new material.

**Wood** – Wood skids are reused in-house. Other wood waste is sent to 905 Wood in Scarborough to be processed into various products, such as garden mulch and animal bedding.

**Organics** – Uncontaminated organics material is taken to Seaciff Energy, located in Leamington, Ontario. Seaciff Energy is an organics recycling and bioenergy facility. The material is diverted from landfill and recycled into renewable energy and organic fertilizer.

**Waste-** All materials disposed of as waste are taken to local transfer stations, and then trucked to a landfill. All wastes disposed of at GFL transfer stations are taken to The Ridge Landfill, owned by Waste Connections, in Blenheim, Ontario.

**Scrap Metal** – Ferrous and non-ferrous metals are collected and shipped to metal recyclers for reuse. They are typically brought to Don Mills Steel where the material is sorted into separate classes, such as aluminum, brass, copper, stainless steel, and any other residuals. The materials are then sent to a foundry, where they are melted into usable castings. Additionally, the material may also be taken to National Iron & Metal or AIM Recycling, where it is similarly sorted into separate classes and sent to be processed.

<b>Company</b>	<b>Address</b>	<b>Tel. #</b>	<b>ECA Number</b>
Cascades	66 Shorncliffe Road, Scarborough, ON	416-231-2525	6051-ALSL9M
Canada Fibres	122 Arrow Road, Scarborough, ON	416-253-0400	1262-875PPC
AAA Recycling	5033 Maingate Drive, Mississauga, ON	905-206-9696	Not Required
Seacliff Energy	1200 Mersea Road 1, Leamington, ON	519-791-4198	4259-7X7K3U
The Ridge Landfill	20262 Erieau Road, Blenheim, ON	519-676-5000	A021601
905 Wood	793190 3rd Line EHS Mono, ON	905-301-8107	Not Required
Don Mills Steel and Metal	11967 Wookdbine Ave, Gormley, ON	908-887-5821	Available Upon Request
AIM Recycling	75 Steel City Court, Hamilton ON	905-547-5533	Available Upon Request
SEJ Environmental Solutions Corp.	117 Toryork Dr., Scarborough, ON	416-748-7897	Available Upon Request
National Iron & Metal	270 Vaughan Valley Blvd, Woodbridge, ON	905- 264-0444	Available Upon Request

If you have any questions, please contact:

**Laura McAlpine**  
**Environmental Manager**

C: 647-624-1439

E: [lmcalpine@gflenv.com](mailto:lmcalpine@gflenv.com)