

WM | Advisory Services

# Waste to Resource Assessment



Prepared for:



**Unity Health - St. Joseph's Hospital**  
**30 The Queens Way, Toronto, ON**  
**April 24, 2025**

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This assessment is designed to exceed the minimum guidelines for performing waste assessments as set forth by the US EPA and Canadian provincial regulatory authorities. This report has been prepared for the specific purpose(s) contained herein. To the extent that statements and information provided by the client, its representatives, or partners have been used in the preparation of this report, Sustainability Services and WM of Canada Corporation relied upon the same to be accurate, and for which no assurances are intended, and no representations or warranties are made. Sustainability Services and WM of Canada Corporation make no certification and gives no assurances except as explicitly set forth in this report. This report and the information contained herein, is produced for the expressed use of Unity Health - St. Joseph's Hospital, Toronto, ON. Sustainability Services and WM of Canada Corporation specifically prohibit redistribution of this report and the material contained herein in whole or part without expressed written permission of Sustainability Services and WM of Canada Corporation.






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## Executive Summary

On April 24, 2025, Advisory Services conducted a Waste to Resource™ assessment for Unity Health - St. Joseph's Hospital located at 30 The Queens Way in Toronto, ON. A few goals of the assessment were as follows:

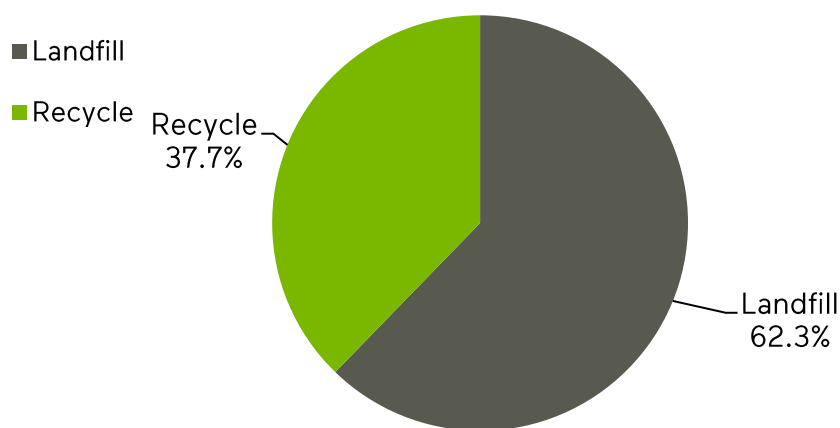
-  **Update baseline inventories for waste generation at Unity Health - St. Joseph's Hospital**
-  **To identify and quantify waste composition and commodity**
-  **To determine the recovery performance of existing programs**
-  **Identify opportunities to further increase diversion and reduce cost**
-  **Develop strategies that could be implemented throughout the facility**

Our goal is to provide Unity Health - St. Joseph's Hospital with strategies that will maximize the efficiency of your waste diversion system. During the waste assessment conducted by Advisory Services, visual inspections of waste generation points throughout the facility resulted in the discovery of additional diversion opportunities. The assessment identified five primary opportunities that should occur to improve your overall waste diversion rate. The following are our recommendations:







-  **Increase Awareness of Current Diversion Programs**
-  **Employee, Contractor, and Visitor Education and Engagement**
-  **Ensure Effective Diversion Infrastructure**
-  **Organization Wide Guidelines and Labelling**
-  **Continual Improvement and Additional Recommendations**

The facility generated a combined 1,286.49 tonnes of waste and diverted materials in the last year. The current diversion rate for your facility is 37.7%.

**Figure 1- Current Diversion Rate at Unity Health - St. Joseph's Hospital**



A team of sustainability consultants performed an assessment that involved a walkthrough of the facility and a targeted sort and weigh analysis of the waste stream. The following is a summary of key findings identified during the assessment:

-  **The current diversion rate is 37.7%**
-  **Annually, it is estimated that 800.96 tonnes of waste and 485.53 tonnes of diverted materials will be generated from your facility**
-  **Of all the material generated on site, up to 48.4% potentially could have been diverted through currently available diversion programs**
-  **Papers account for 37.4% of the waste sent to landfill**
-  **Plastics account for 17.5% of the waste sent to landfill**
-  **Organics account for 7.1% of the waste sent to landfill**

## Assessment Findings and Goals Alignment

### Facility Information

**Table 1 – Facility Information**

Item	Comments
<b>Facility Name:</b>	Unity Health - St. Joseph's Hospital
<b>Description:</b>	Unity Health - St. Joseph's Health Centre is a teaching hospital with over 420 patient beds.
<b>Address:</b>	30 The Queens Way, Toronto, ON
<b>Contact Name:</b>	Flodina Charles
<b>Contact Number:</b>	416-530-6000








**Table 2 – Assessment Summary**

Item	Comments
<b>Performed By:</b>	Kirthan Sathananthan
<b>Performed On:</b>	April 24, 2025
<b>Report Written:</b>	Kirthan Sathananthan
<b>Report Reviewed:</b>	Christopher Doyle
<b>Assessment Type:</b>	Waste to Resource Assessment
<b>Assessment Level:</b>	<input checked="" type="checkbox"/> Basic Material Characterization <input type="checkbox"/> Detailed Material Characterization <input checked="" type="checkbox"/> Basic Options Analysis <input checked="" type="checkbox"/> Detailed Option Analysis <input type="checkbox"/> Carbon Analysis <input type="checkbox"/> Material Process Mapping <input checked="" type="checkbox"/> Implementation Feasibility Analysis <input checked="" type="checkbox"/> Action Plan
<b>Account Manager:</b>	Keira Toscan

## Goals, Objectives, and Other Factors

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The following is a list of company goals, objectives, or other factors considered during this assessment.

-  **Apply findings from the waste assessment to reduce waste, maximize collection of recycling materials and optimize material management efficiencies**
-  **Set goals, monitor waste generation, and track recovery levels on a regular basis**
-  **Streamline and standardize handling routines of materials throughout the facility**
-  **Reduce waste spend and disposal costs**
-  **Provide ongoing and improved employee training and education avenues**
-  **Identify areas of new or enhanced diversion opportunity**
-  **Increase capture rate of divertible materials and reduce overall generation of non-recyclable materials**

## Regulatory Requirements

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The facility took initiative to conduct a solid nonhazardous waste audit in effort to adhere to Ministry of the Environment, Conservation and Parks Regulations 102/94 and 103/94. Under O.Reg. 102/94, all waste audits must address:

- Identify the amount, nature and composition of the waste generated in designated functional areas of the facility;
- 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.

According to O.Reg. 102/94, the Waste Reduction Work Plans or a summary of the plan must be posted at the facility in a place where it can be viewed. If a summary of the work plan is posted, the full Work Plan must be made available for review upon request by any employee.

- The waste audit report and waste reduction work plan must be retained on file for a minimum of five years;
- A waste audit report and waste reduction work plan must be conducted and updated annually.

Please see Appendix 5 – Ontario’s 3Rs Regulations for more details or <https://www.ontario.ca/laws/regulation/940103> and <https://www.ontario.ca/laws/regulation/940102> for the full regulations.

**PART IX  
HOSPITALS**

**46.** This Part applies to the operator of a public hospital classified as a class A, B or F hospital in Regulation 964 of the Revised Regulations of Ontario, 1990. O. Reg. 102/94, s. 46.

**47.** (1) The operator shall conduct a waste audit covering the waste generated by the operation of the hospital. The audit shall also address the extent to which materials or products used consist of recycled or reused materials or products.

(2) After conducting the waste audit, the operator shall prepare a written report of the audit.

(3) In every year following the initial waste audit, the operator shall update the audit and prepare an updated written report. O. Reg. 102/94, s. 47.

**48.** (1) The operator shall prepare a written waste reduction work plan, based on the waste audit, to reduce, reuse and recycle waste generated by the operation of the hospital.

(2) In every year following the preparation of the initial waste reduction work plan, the operator shall prepare an updated written plan. O. Reg. 102/94, s. 48.

**49.** The operator shall implement the waste reduction work plan as updated. O. Reg. 102/94, s. 49.

## Options Overview

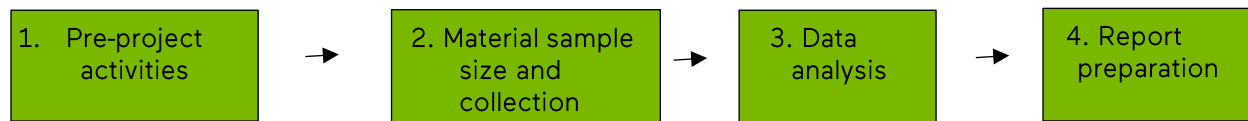
Five options were identified during the assessment. The table below lists key options that represent the most significant opportunities.

**Table 3 – Options Summary Table**

Option	Description	Benefit	Rationale
<b>Increase Awareness of Current Diversion Programs</b>	Stakeholders need to receive consistent messages about current diversion programs.	<ul style="list-style-type: none"> <li>✓ Increases diversion and capture rates</li> <li>✓ Reduced waste spends</li> </ul>	Majority of the materials generated throughout the facility can be diverted from landfill through current reuse, recycling, or compost programs.
<b>Employee, Contractor and Visitor Education and Engagement</b>	All stakeholders need to receive consistent messages about current diversion programs available to them.	<ul style="list-style-type: none"> <li>✓ Increases awareness on environmental programs and issues</li> <li>✓ Increased efficiencies</li> <li>✓ Ensures effective education is offered</li> </ul>	<p>All stakeholders need to be encouraged and re-educated regarding waste and recycling procedures within the facility.</p> <p>Dedicated and knowledgeable staff will create the opportunity for the facility to achieve superior capture rates and manage an effective program.</p>
<b>Organization Wide Guidelines and Labelling</b>	Create signage to aid all program users.	<ul style="list-style-type: none"> <li>✓ Customized to be most effective</li> <li>✓ Provides resources for employees</li> </ul>	Implement signage to improve facility-wide capture rate.
<b>Ensure Effective Diversion Infrastructure</b>	Ensure receptacles and signage is present.	<ul style="list-style-type: none"> <li>✓ Increases efficiencies in program and reduces gaps</li> </ul>	Take measures to help users and set up the diversion program for success.
<b>Continual Improvement and Additional Recommendations</b>	Continually improve the waste diversion program on site. Monitor and effectively manage all programs and methods in place at the facility.	<ul style="list-style-type: none"> <li>✓ Expands programs available</li> <li>✓ Ensures the tools and infrastructure are in place to support diversion goals</li> </ul>	<p>Control decision-making and input regarding materials brought into the facility.</p> <p>Determine how best to capture non-traditional materials for recycling or reuse.</p>

## Sampling Methodology

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- 1. Pre-project activities** - Collecting background information (such as identifying occupancy rate, changes in collection services), historical data, diversion reports, receptacle service information, etc. Establishing the plan for the assessment. Conducting a site tour of the facility to review procedures and current infrastructure.
- 2. Waste assessment and sample size** - To characterize the material stream, visual observations, and waste samples (non-hazardous solid waste) were obtained from various collection areas throughout the facility. These collection areas were identified from labels placed on the waste bags or collection receptacle. For the purposes of this assessment, a sample **generation area** is a combination of a specific collection area or department and/or waste generating process. The sample material was collected in a safe and designated location separate from other waste collection areas for the assessment.  
  
During this assessment, samples were collected from 4 unique generation areas throughout the facility over a 24-hour period. For the purposes of this project, it is assumed that the sample period chosen is a fair representation of typical activities and waste generation at the site, although daily variances are possible. The materials were sorted and divided into up to 10 waste categories and weights of each material sub-category (up to 90) were recorded.
- 3. Data analysis** – Analysis of on and off-site data provided by WM and the client. Calculation of diversion and capture rate for the site.
- 4. Report preparation** - Full report prepared including site specific recommendations and Ministry of the Environment, Conservation and Parks - Audit and Workplan forms.

## Limitations

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Hazardous, Industrial, and Liquid Industrial Wastes were not included within the scope of this assessment. These materials are not typically included in MOE Reg. 102/94 solid waste audits and specialized processes are required to handle these materials due to the health and safety concerns associated.

Staff may occasionally dispose bulk materials (e.g., broken furniture) in landfill. These materials may not be collected in the assessed sample and as a result are not included in the assessment.

A portion of the sample bags included diapers and medical fluids, auditors conducted limited or simple sorting of these sample bags.

## Material Composition Breakdown

### Landfill Waste Material Comparison by Category

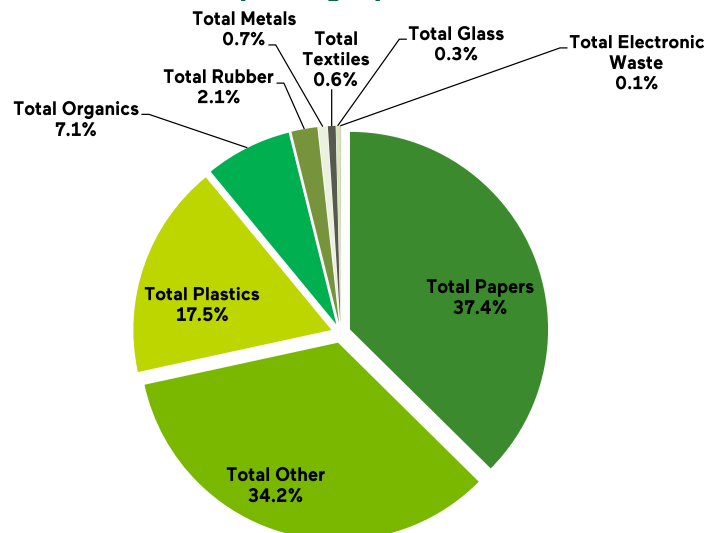
This section displays a breakdown of general material categories by weight and volume. The largest category by weight was paper materials which represented 37.4% of the landfill waste stream.

**Table 4 – Landfill Waste Material Comparison**

Waste Category	Total Audited Waste Material (kg)	Material Composition (%)	Annual Projected Volume Generated (kg)
Total Papers	101.79	37.4%	299,742
Total Other	92.92	34.2%	273,622
Total Plastics	47.54	17.5%	139,991
Total Organics	19.22	7.1%	56,597
Total Rubber	5.76	2.1%	16,962
Total Metals	2.03	0.7%	5,978
Total Textiles	1.70	0.6%	5,006
Total Glass	0.76	0.3%	2,238
Total Electronic Waste	0.28	0.1%	825
<b>Total</b>	<b>272.00</b>	<b>100.0%</b>	<b>800,960</b>

Figure 2 below represents the generation areas at the facility.

**Figure 2 – Landfill Waste Material by Category**



## Audited Waste Material Composition by Sample Collection Area

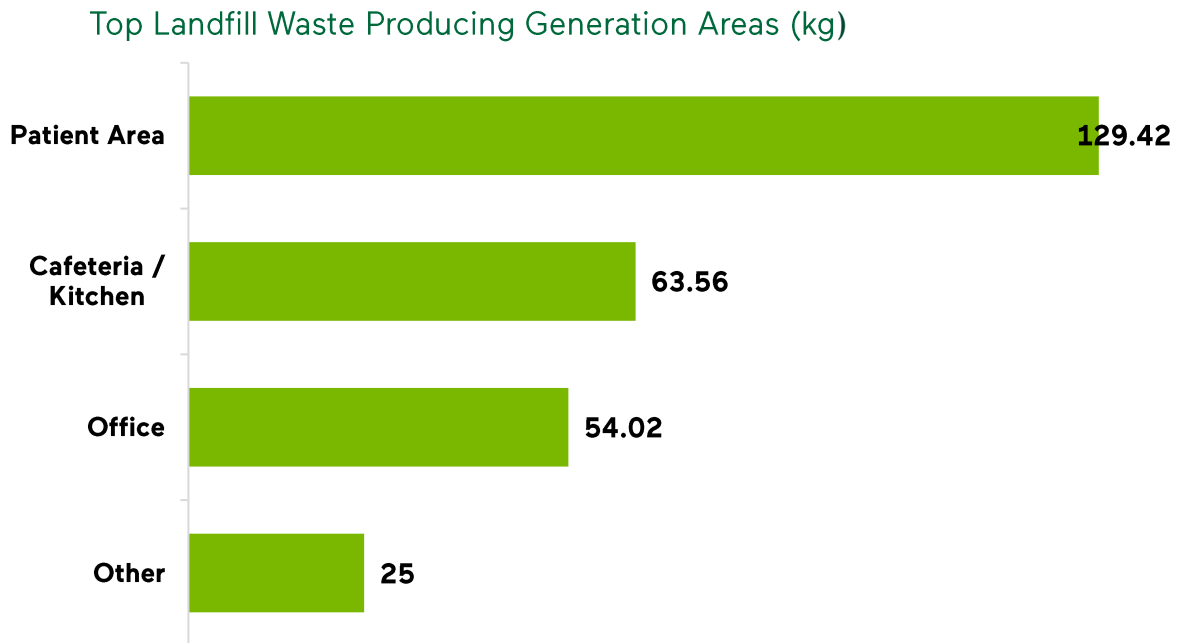
The following table displays a breakdown of the waste sources/ generation areas identified during the assessment. For further in-depth analysis of the generation areas identified, consult Appendices and (if requested) Supplementary Data. The largest generation source/ area identified was the Patient Area generation area representing 47.6% of the audited sample.

**Table 5 – Audited Waste Sources**

Generation Area	Total Audited Waste (kg)	Generation Composition (%)	Annual Projected Volume (kg)
Patient Area	129.42	47.6%	381,104
Cafeteria / Kitchen	63.56	23.4%	187,166
Office	54.02	19.9%	159,073
Other	25.00	9.2%	73,618
<b>Grand Total</b>	<b>272.00</b>	<b>100.0%</b>	<b>800,960</b>

Figure 3 below represents the top four generation areas identified at the facility and some smaller areas are not specifically noted.

**Figure 3 – Waste Generation by Collection Area**



## Diversion Opportunities

Increased diversion opportunities represent the largest potential cost savings and landfill diversion opportunity for Unity Health - St. Joseph's Hospital. While diversion programs are currently in operation, the audit shows that they are not working at their optimal efficiency.

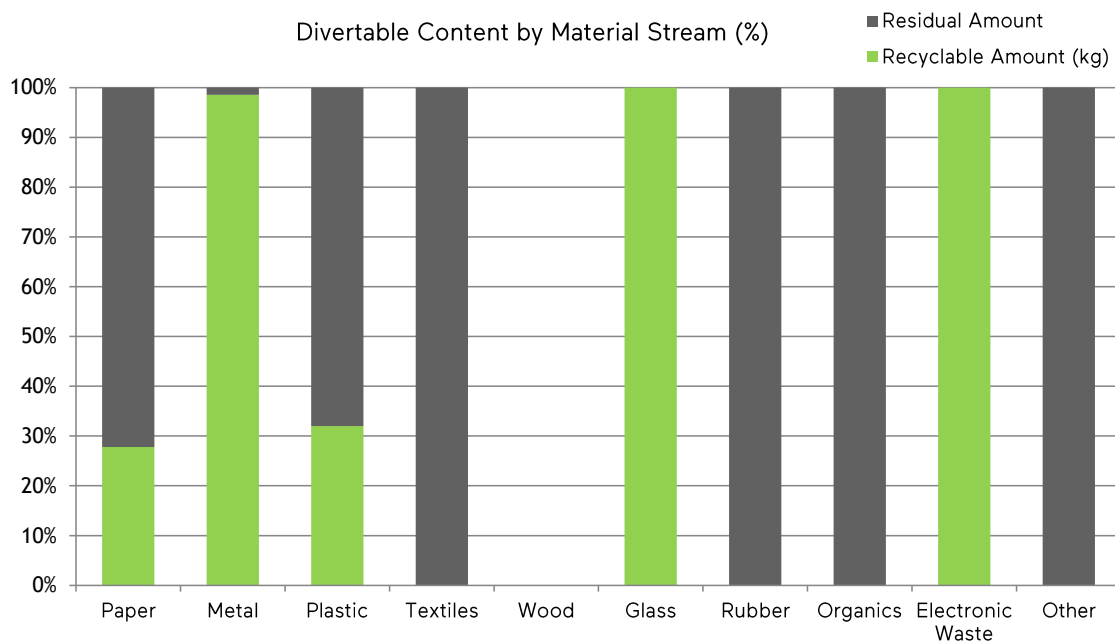
Diversion rate is calculated as follows:

$$\text{Diversion Rate} = \frac{\text{Weight of recovered material}}{\text{Total weight of material generated on-site}} \times 100\%$$

The current diversion rate at the facility is 37.7%. Based on the diversion program currently in place, 48.4% of the material generated at the facility is recyclable or divertible. Therefore, there is room for improvement within the diversion program where most employees in the facility handle their waste.

Figure 4 outlines the material in each category which could potentially be diverted.

**Figure 4 - Diversion Opportunity by Material Category**



## Year Over Year Audit Comparison

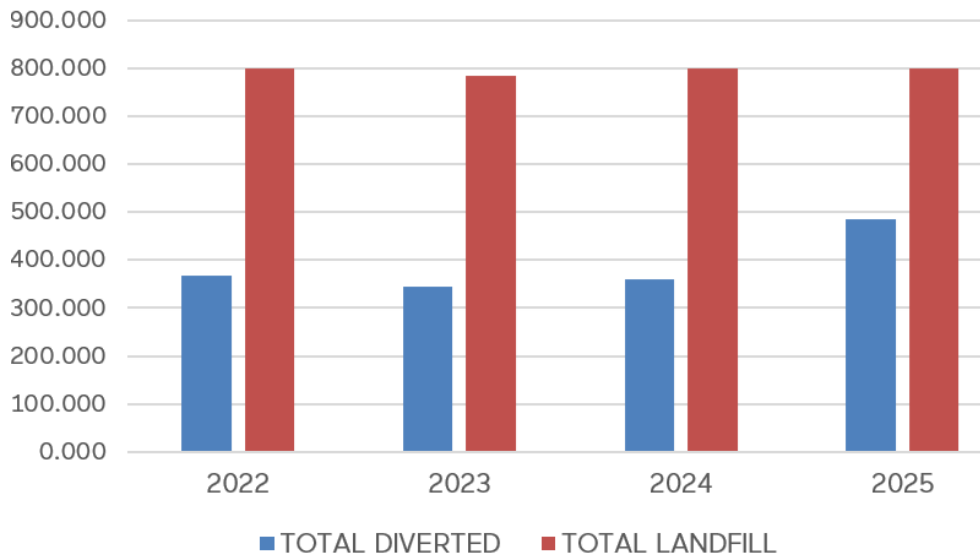
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An assessment was completed at the facility on an annual basis. It was determined that the diversion rate improved from 31.0% in 2024 to 37.7% in 2025.

The facility slightly increased the amount of landfill generated. The facility generated 799.54 MT of landfill waste in 2024, compared to 800.96 MT in 2025.

The facility captured 485.53 MT of material for diversion (recycling, reuse, or organics) in the current assessment compared to 395.58 MT in 2024.

**Figure 5 – Comparison of 2022 to 2025 results (MT)**



## Diverted Material Comparison by Category

The following table displays a breakdown of assessed diverted, recycled, reused, and composted materials. The facility currently has programs in place to capture the following waste streams:

**Table 6 – Facility Service Information**

Diversion Program	Service Provider/s	Container Type	Note
Mixed Recycling	WM	40-yard compactor	
Organics	WM	Shredding consoles	
Confidential Paper Shredding	Shred-It	35-gallon totes	
E-Waste			Service information not available at time of assessment.
Batteries			Service information not available at time of assessment.
Linen			Service information not available at time of assessment.
Scrap wood, pallets			Service information not available at time of assessment.
Construction, renovation, demolition programs			Available on an as needed basis.

Landfill at the facility was collected in a 35-yard compactor and 20-yard open top bin.

**Table 7 – Diverted Material Comparison**

Diverted Material	Annual Projected Volume (kg)	Percentage of all Diverted Materials (%)
Confidential Paper Shredding	237,469	48.9%
Mixed Recycling	147,740	30.4%
Organics	100,320	20.7%
<b>Total</b>	<b>485,529</b>	<b>100.0%</b>

## Capture Rate

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The **capture rate** indicates the percentage of a material (i.e., office paper, organics) that is being disposed of via one of the sites recovery programs (i.e., single stream, mixed recycling, organics). A 100% capture rate indicates that all recoverable materials being produced on-site has been placed in the correct receptacle and the landfill garbage contains no recoverable materials.

$$\text{Capture Rate} = \frac{\text{Recovered material (e.g. paper in mixed recycling)}}{\text{Recovered material (e.g. paper in mixed recycling)} + \text{Waste material (e.g. paper in garbage)}} \times 100\%$$






Based on the assessment findings, of the 1,286,489 kg of material generated at the facility in the last 12 months, 622,517 kg of that material is potentially divertible in the available diversion programs. As 485,529 kg of material was captured for recycling or compost, the facility wide capture rate was determined to be 78.0%. Table 8 below outlines the capture rate per material.

**Table 8 – Capture Rate Calculations by Material**

<b>Diverted Material</b>	<b>Total Generated (kg)</b>	<b>Captured for Diversion (kg)</b>	<b>Landfilled (kg)</b>	<b>Capture Rate (%)</b>
Aluminum food and beverage cans	16,766	11,819	4,947	70.5%
Cardboard	16,687	5,910	10,778	35.4%
Fine paper	252,743	243,379	9,364	96.3%
Glass food and beverage bottles/jars	5,193	2,955	2,238	56.9%
Newsprint	8,737	5,910	2,827	67.6%
Steel food and beverage cans	9,807	8,864	942	90.4%
PET (#1) plastic	23,707	17,729	5,978	74.8%
HDPE (#2)	25,572	20,684	4,888	80.9%
LDPE (#4) plastic film	33,393	-	33,393	0.0%
PP (#5) plastic containers	19,750	5,910	13,840	29.9%
Polystyrene (#6)	25,963	5,910	20,053	22.8%
Organics	156,917	100,320	56,597	63.9%
Boxboard	56,345	29,548	26,797	52.4%
Glossy magazines, catalogues, flyers	8,726	2,955	5,772	33.9%
Wood	-	-	-	
Steel	88	-	88	0.0%
Drywall	-	-	-	
Skids	-	-	-	
Paper towels	132,276	-	132,276	0.0%
Printer cartridges	-	-	-	
IT equipment/audio-visual equipment	412	-	412	0.0%
Furniture	3,975	-	3,975	0.0%
Building/renovation material	4,417	-	4,417	0.0%
Disposable food packaging (incl. polycoat)	78,557	23,638	54,919	30.1%
Cell phones	-	-	-	
Diapers	77,034	-	77,034	0.0%
Clothing/textiles	5,006	-	5,006	0.0%
Other: Mixed medical materials, miscellaneous	324,418	-	324,418	0.0%



Five options have been identified that can help Unity Health - St. Joseph's Hospital make its operations more sustainable. Each option should be carefully reviewed for operational, financial, social, and strategic fit.

-  **Increase Awareness of Current Diversion Programs**
-  **Employee, Contractor and Visitor Education and Engagement**
-  **Ensure Effective Diversion Infrastructure**
-  **Organization Wide Guidelines and Labelling**
-  **Continual Improvement and Additional Recommendations**

**Photograph 1 – Landfill Sample Collected During Sample Period**



## Landfill Sample Material Category Breakdown

### Increase Awareness of Current Diversion Programs:

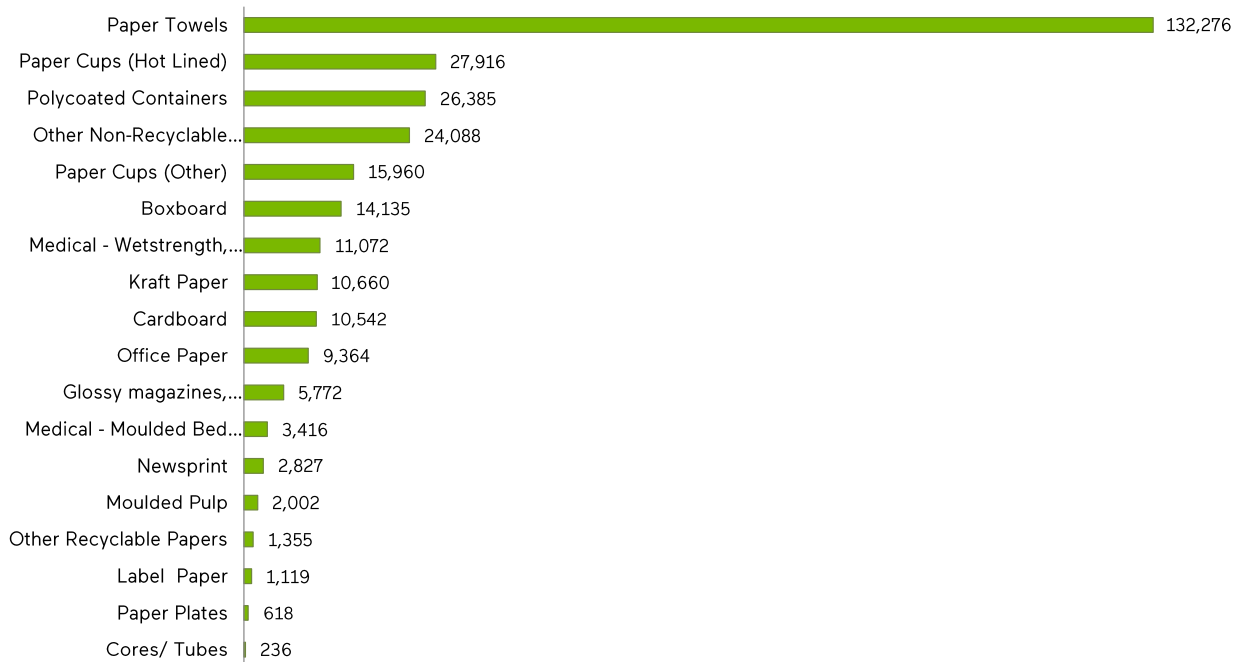
Below is a breakdown of the composition of the audited landfill material generated on site based on the analysis of the audited sample. As well as recommendations for selected sub-category material types.



### Papers

Paper materials sent to landfill accounted for 37.4% of your total waste; nearly 299,742 kg of paper is projected to be sent to landfill annually. The facility currently has programs in place to capture confidential paper shredding, cardboard, and mixed paper for recycling.

**Figure 6 - Annual Papers Disposed in Landfill (in kg)**



**Paper towel** (e.g., hand towels, facial tissue, and similar materials) represented 16.5% of the landfill waste sample. These materials were generated throughout the facility. These materials are accepted in the facility's organics compost program.

As well, the facility should consider providing alternatives including hand dryers to reduce these materials in washrooms. The facility should review hand dryer options that best suit their facility as the payback of the capital costs are often seen in reasonable time frames through reduced landfill costs and the reduction in costs of purchasing new paper towel products.

**Hot lined paper cups** (e.g., take out coffee cups) accounted for 3.3% of the audited landfill sample. These materials are not accepted in mixed recycling in this jurisdiction. The facility should promote the use of reusable mugs and containers to its tenants/staff.

**Polycoated containers** (e.g., milk carton) included 3.0% of the landfill sample. Education and signage should include these materials to increase awareness that they are recyclable.

**Other non-recyclable papers** (e.g., wax paper and soiled food packaging) this material subcategory accounted for 3.0% of the disposal weight. These materials are not accepted in mixed recycling programs.

**Paper cups – other** (e.g. compostable cups) accounted for 2.0% of the disposal weight. In some cases, these materials are accepted in the facility’s organics compost program.

**Boxboard** (e.g., tissue or nitrile glove boxes) accounted for 1.8% of the landfill sample. These materials are accepted in the existing mixed recycling program.

**Medical paper** (e.g. wet strength paper) represented 1.4% of the disposal weight. These materials are not accepted in mixed recycling programs.

**Kraft paper** (e.g., brown paper bags) accounted for 1.3% of the landfill sample. In most cases these materials could be captured through existing programs.

**Cardboard** (e.g., corrugated containers) accounted for 1.3% of the landfill sample. These materials accepted in the facility’s diversion program.

**Office paper** (e.g., white paper, printer paper) represented 1.2% of all landfilled materials audited. These materials are accepted in the facility’s mixed recycling program

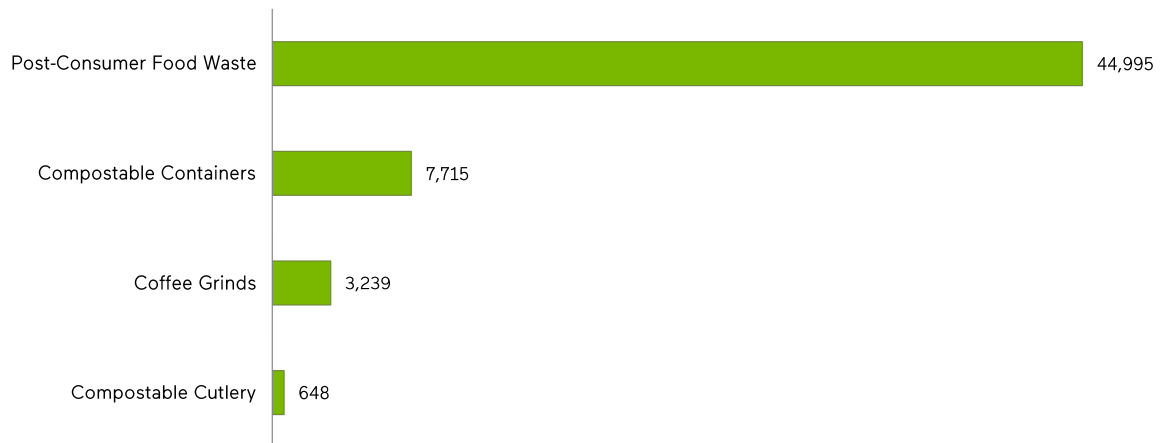
### Photographs 2 to 5 – Paper Material Examples in Landfill Sample (Paper Towel, Polycoat, Boxboard, Paper Cups)



## Organics

Organic materials sent to landfill accounted for 7.1% of your total waste; nearly 56,597 kg of organics is projected to be sent to landfill annually. A program currently exists at the facility to capture organic materials for compost. Receptacles are found throughout the facility.

**Figure 7 - Annual Organics Disposed in Landfill (in kg)**



Organic material was identified primarily as **post-consumer food waste** which represented 5.6% of the entire landfill waste stream.

**Compostable containers** (e.g., fibre-based food containers) accounted for 1.0% of the audited landfill sample. These materials could potentially be captured in a compost program if it were available to end users.

These materials are accepted in the facility's organics collection program.

**Photograph 6 – Organic Material Examples in Landfill Sample (Compostable Containers)**

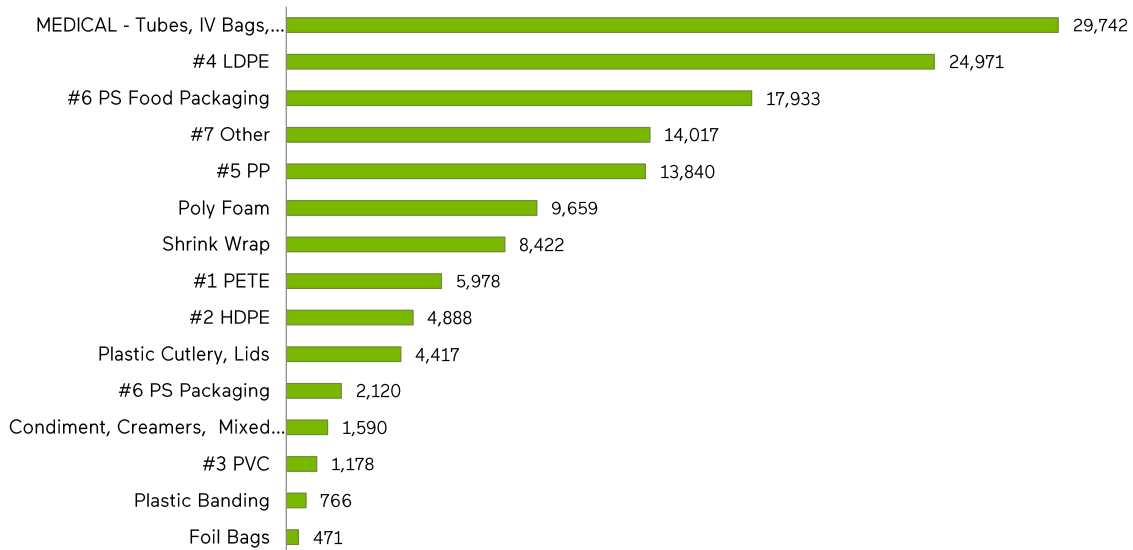




## Plastics

Plastic materials account for 17.5% of your waste stream composition; 139,991 kg of plastic materials is projected to be sent to landfill this year from your facility. The facility currently has programs in place to capture bottles and containers plastics #1-7. Plastic is generally not a heavy material, therefore the weight generated indicates a significant volume of material. Utilizing current recycling programs will ensure this material is diverted.

**Figure 8 - Annual Plastics Disposed in Landfill (in kg)**



**Medical Plastics** (e.g. tubing, IV bags, syringes) accounted for 3.7% of the audited sample. Due to health and safety issues most, medical plastics are single use plastics that are not accepted in the facility’s diversion programs. These materials were identified in patient areas.

**#4 LDPE** (e.g., soft plastic, film bags & packaging) accounted for 3.1% of landfilled materials when combined. LDPE materials are not accepted in mixed recycling programs.

**PS#6** (e.g., beverage, and food containers – excluding polyfoam) represented 2.2% of the overall sample. If clean, these are often accepted as part of mixed recycling programs.

**Other #7** (e.g., hard scrap plastics and unlabeled plastic items) represented 1.8% of the audited sample. Each of these materials should be reviewed on an individual basis regarding their recyclability.

**PP #5** (e.g., take-out beverage, yogurt/ food containers) accounted for 1.7% of the landfill sample. These materials are accepted in the facility’s mixed recycling program.

**Polyfoam/ Polystyrene** representing 1.2% of all landfill materials identified. Limited recycling options currently exist for Poly Foam plastic materials. These materials are destined for landfill.

**Shrink wrap** (i.e. stretch film) accounted for 1.1% of the facility’s disposal weight. Shrink wrap, like other soft plastic materials, are not accepted in mixed recycling programs.

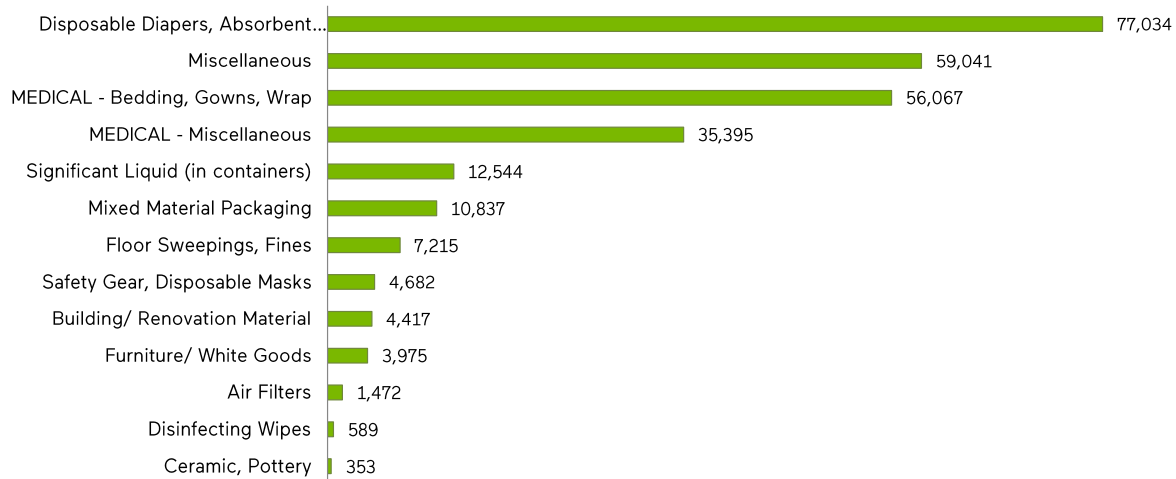
**Photographs 7 to 9 – Plastic Material Examples in Landfill Sample  
(#4 LDPE, #5 PP, #2 HDPE)**



## Other Materials

Other materials sent to landfill accounted for 34.2% of your total waste; nearly 273,622 kg of this category of material is projected to be sent to landfill annually. Currently, there are no programs in place to capture most of these materials from the landfill. Programs may be available for construction & demolition on an as needed basis.

**Figure 9 - Annual Other Disposed in Landfill (in kg)**



**Disposable diapers, absorbent padding** represented 9.6% of the audited sample. These materials are not accepted in mixed recycling programs.

The **miscellaneous category** (e.g. mixed parts, decorations, gifts, office supplies) represented 7.4% of the audited sample. These items are not accepted in mixed recycling programs but there may be specialized programs available in some cases.

**Medical – beddings, gowns, wrap** accounted for 7.0% of the audited sample. These materials are not accepted in the facility’s diversion programs due to the material involved and contact with patients.

**Medical – miscellaneous** (e.g. medical tools, cast, gauze) represented 4.4% of the disposal weight. These materials are destined for landfill.

**Photograph 10 – Other Material Examples in Landfill Sample (Diaper)**

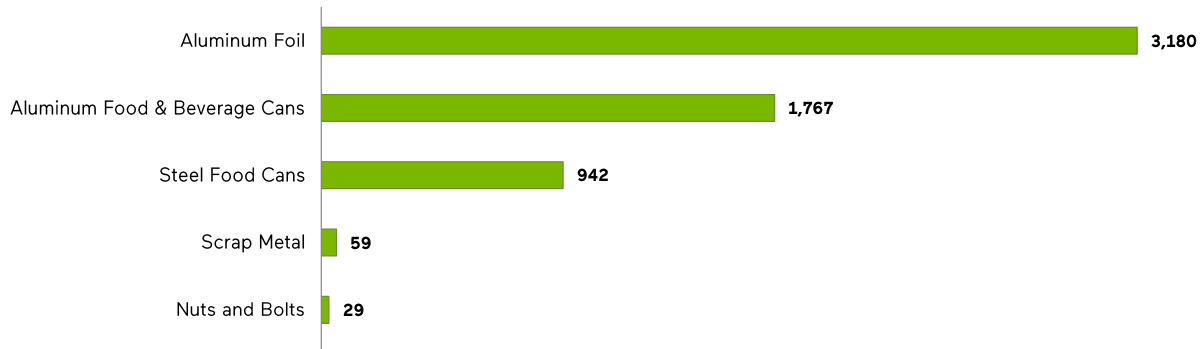




## Metals

Metal materials sent to landfill accounted for 0.7% of your total waste; nearly 5,978 kg of metals is projected to be sent to landfill annually. The facility has programs in place to capture most metal food and beverage containers in the mixed recycling program.

**Figure 10 - Annual Metals Disposed in Landfill (in kg)**



**Aluminum foil** (e.g., wrap and food trays) accounted for 0.4% of the audited sample. If clean, these items could be captured in the facility’s mixed recycling program.

**Aluminum cans** (e.g., beverage and food containers) were present at 0.2% of the landfill sample. These are recyclable materials and could be accepted in mixed recycling programs.



## Glass

Glass materials sent to landfill accounted for 0.3% of your total waste; nearly 2,238 kg of glass is projected to be sent to landfill annually. The facility has programs in place to capture most glass food and beverage containers in the mixed recycling program.

**Figure 11 - Annual Glass Disposed in Landfill (in kg)**



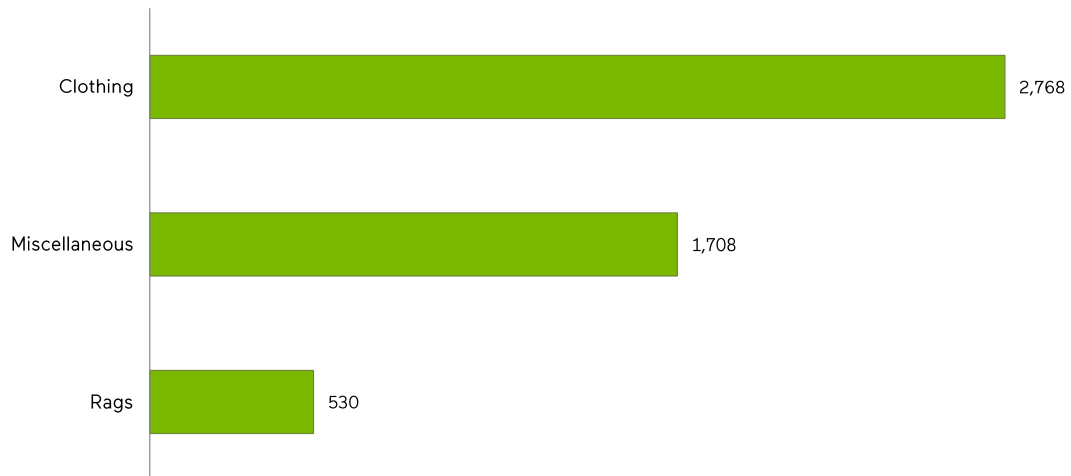
**Clear glass** (e.g., beverage bottles) represented 0.3% of the landfill sample. Clear bottles are recyclable materials in mixed recycling programs.



## Textiles

Textile materials sent to landfill accounted for 0.6% of your total waste; nearly 5,006 kg of textiles is projected to be sent to landfill annually. The facility has a program in place specific to capture, clean and reuse hospital linens.

**Figure 12 - Annual Textiles Disposed in Landfill (in kg)**



**Clothing** (e.g., pants) accounted for 0.3% of the landfill sample. These materials are not accepted in mixed recycling programs. The facility should consider a donation collection program collect clothing in good condition for reuse.

**Miscellaneous textiles** (e.g., reusable bags, accessories) accounted for 0.2% of the landfill sample. These materials are not accepted in mixed recycling programs.

**Photograph 11 – Textile Material Examples in Landfill Sample (Clothing)**





## Rubber

Rubber materials sent to landfill accounted for 2.1% of your total waste; nearly 16,962 kg of rubber is projected to be sent to landfill annually. There are currently no programs in place to capture these items.

**Figure 13 - Annual Rubber Disposed in Landfill (in kg)**



**Nitrile work gloves** (e.g., nitrile, latex disposable gloves) accounted for 2.1% of the landfill sample. These are not accepted in mixed recycling programs. The facility should consider implementing a targeted program from a recycler such as a Terracycle or Go Zero. These vendors can offer programs for diverting unique materials not typically recycled.

**Photograph 12 – Rubber Material Examples in Landfill Sample (Nitrile Gloves)**





## Electronic Waste

Electronic Waste materials sent to landfill accounted for 0.1% of your total waste; nearly 825 kg of electronic waste is projected to be sent to landfill annually. Programs are readily available for e-waste, batteries, and toner cartridges through qualified haulers or through supplier take-back programs, efforts should be made to divert these materials from the landfill to avoid negative environmental issues.

**Figure 14 - Annual Electronic Waste Disposed in Landfill (in kg)**



**Computer cords, wiring** (e.g. power cord, USB cable) identified in the audited sample included

**Photograph 13 – Electronic Material Examples in Landfill Sample (Power cord)**



## Government of Canada Actions on Plastic Waste

With the consistent growth in plastic pollution and associated carbon emissions, the Government of Canada has made robust commitments to address the developing problem of plastic use. The 'Single-Use Plastics Prohibition Regulation' (SUPPR) is a part of the Government of Canada's plan to support the concerns of pollution and GHG emissions, meeting a target of zero plastic waste by 2030.

Materials such as, single-use plastic checkout bags, ring carriers, foodservice ware, stir sticks, and straws will be prohibited from manufacture, import, and sale within Canada. The government has set explicit targets and commitments including plastic waste diversion, reducing single use materials, and procuring sustainable plastic products.

**Table 8: Goals to Reduce or Divert Plastics**

Goal and Commitment	Facility Participation	Facility Recommendations
<b>Increase Plastic Waste Diversion:</b>	Container recycling collection is in place.	<ul style="list-style-type: none"> <li>▪ Increase capture rates in existing programs through education.</li> <li>▪ Consider local procurement to reduce shipping materials.</li> <li>▪ Implementation of additional diversion program for limited materials.</li> </ul>
<b>Reduce Single-Use Plastics in Operations, Meetings and Events:</b>	<p>Currently, there are minimal in-person events and meetings.</p> <p>Most kitchens are equipped with reusable dishes that can be washed and reused, as observed on site tour.</p>	<ul style="list-style-type: none"> <li>▪ Ensure all kitchens are equipped with reusable cutlery and assess options for sanitizing dishwashing systems.</li> <li>▪ Discourage single-use beverage pods and offer refillable pods as an alternative.</li> <li>▪ Reduce foil packaging by encouraging employees to participate in 'waste-free lunches.'</li> </ul>
<b>Procure Sustainable Plastics:</b>	When procuring products that contain plastics, promote the procurement of sustainable products and the reduction of associated plastic packaging waste.	<ul style="list-style-type: none"> <li>▪ Ensure all operational plastics are accepted into the current recycling program.</li> <li>▪ Seek local procurement to avoid shipping material.</li> <li>▪ Source procurement options with minimal packaging.</li> </ul>

A considerable amount of the single-use plastics identified in the waste assessment were related to takeout food. This included plastic cutlery, hard to recycle food packaging, stir sticks, and straws. Once implemented, the facility should complete a waste assessment to determine progress and opportunities for future waste diversion programs.

## Employee, Contractor, and Visitor Education and Engagement

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The success of a diversion program is driven by user participation. If those who generated the waste are not utilizing diversion programs, success will never be achieved as it is not enough to simply implement programs and expect those programs to be effective. There are two critical factors necessary to ensure that diversion programs are effective. These factors are education and engagement.

As many different stakeholders are involved and contribute to the waste and diversion program it is important to target education towards each group.

1. Communication Program - The hospital could maintain a communication program to communicate to educate all stakeholders. The following are all methods that can ensure stakeholders understand the steps that are being taken to achieve environmental sustainability within the hospital and feel included in its successes.

**Promotion** - The hospital could use internal communication such as newsletters, internal emails, and educational boards to relay their message. As well as Earth Day or Environment Days to promote the diversion program through promotional materials or information booths; Waste Reduction Week in October is another opportunity for communication around waste reduction.



As well, the hospital could create a **slogan or branding** to help promote their diversion program and create continuity for all promotional or educational materials.

Information can be tailored to reflect the findings of this assessment. For example, create a campaign to encourage employees to take a moment to put their mixed paper in the correct receptacle, no matter where they are on site.

Green information boards, similar to health and safety boards, can be a centralized place for relevant environmental information and reference material, example below.



Below is an example of colour coded pictorial signage. Each provider should be able to provide similar material to educate stakeholders.



The following is an example of customized signage within hospital cafeterias. As seen in the photos below, some receptacles are missing signage and labelling:



2. **Training** - Regular training of employees, custodial staff and contractors on diversion procedures help demonstrate the hospital's commitment to diversion programs, update staff on policy changes and account for changes in workforce. Regular training has also been shown to aid in the elimination of inconsistency and complacency in diversion programs.
  - Training can be provided with power point presentations and examples of educational signage and recyclable materials.
  - Training can be just a few minutes during safety talks or weekly check-ins.
  - Ongoing training and education are critical due to turnover of employees and contractors as well as occasional program changes.
  - Management and supervisors could be trained on all aspects of the diversion program which will allow them to be an ambassador and a resource to support employees and visitors.
  
3. **Maintenance/ Custodial Review** - Facility management could regularly meet with the custodial manager and maintenance staff (custodians) as they may be able to provide hands on insight into aspects of the diversion program and areas of improvement.

Custodial staff should be trained on the diversion program during their orientation and reminded on a regular basis by their managers. Input from custodians and custodial managers may prove beneficial as they have firsthand knowledge of the program.

## Site Observations

- The facility should ensure that all receptacles are equipped with labelling and signage.
- Below are examples of multi-stream receptacles identified inside the hospital. Multi-stream bins were generally equipped with some labelling or signage; but there was occasional inconsistency with missing labelling or signage.



- It is recommended that the facility look to implement more comprehensive signage and labeling on all receptacles located both inside and outside of the building. As seen in the pictures below, the multi-stream receptacles and labeling but no signage.



## Ensure Effective Diversion Infrastructure

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The infrastructure of a diversion program, including the receptacles and education materials, play an integral role in its success. If containers are not present, or accessible to collect recyclable material, users will not be able to participate.

- Facility Managers should, as part of their duties, routinely tour the facilities to monitor the infrastructure. By ensuring recycling stations are available, clean, and orderly. This will aid in their effectiveness. This will also ensure that receptacles, equipped with labelling and signage, are in place for ease of use by employees, contractors, and visitors.
- Recycling receptacles should be accessible and the largest receptacles and the most available in terms of numbers.
  - As described in this report, most of the materials generated at the facility are recyclable; therefore, waste receptacles should be less prominent to encourage the use of the recycling receptacles.



- Apply a colour coding system (e.g., blue receptacles and blue labelling for mixed recycling) will help users recognize the recycling containers in different areas of the facility.



- Receptacles should be labeled (e.g., stickers, printing labels, posters, magnets) to identify what stream they are intended to collect.
  - This is a straightforward way to update current receptacles without the capital costs of new containers.



- Pictures, with simple easily recognizable images, should be used to indicate recyclable materials to those not familiar with the language or for young readers.



- Recycling receptacles should never be lined with black bags, as they may be confused for landfill and misplaced, during disposal; It should be requested that the maintenance team use clear bags to collect recyclables to ensure that recyclable or compostable materials are directed to the correct receptacle. Different bags are not as easily confused in carts.



- Promotional materials help educate and increase awareness in the necessity of the 3 Rs.



## Organization Wide Guidelines and Labelling

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Recycling receptacles identified during the site visit were often not labeled and not equipped with guidelines to help staff or visitors understand which specific materials they can recycle.

It is recommended that the facility develop educational signage and receptacle labelling to help facilitate the diversion program. Ideally the program designed is developed and approved by top managers. This approach will ensure that a consistent standard is applied and could increase buy-in throughout the organization.

Such a program could include:

- Reference posters, indicating a list of acceptable recyclable materials common at stores. For back of house and common spaces such as breakrooms;
- Labels directly for receptacles and collection bins, indicating what they are designated to collect;
- Educational/motivational materials, including companywide slogans, branding, and imagery may be applied;
- Applying a colour coding system (e.g., blue receptacles/ labelling for bottles and cans) will significantly aid users in disposing of their waste easily and understanding what goes where;

Where necessary the program should set out a recommended set up procedure, including photo examples, to advise each department how to best set up infrastructure.

It is recommended that:

- Older receptacles may be updated with labels (e.g., stickers, printing labels, posters, magnets) to remain consistent and effective, saving capital costs purchasing new receptacles;
- Pictorial recycling guidelines should be available at all recycling stations (posted on the wall or receptacles) providing recyclable examples and where appropriate, 'non-acceptable' materials; simple, easily recognizable images should be used to educate user and convey the message to those less familiar with English;
- Reference signage outlining all diversion programs should be placed on employee health and safety boards and in back-of-house areas, with a longer list of all the materials generated on site;
- Simple terms and bright colours are used as they are most effective to draw attention;

✓ **Colour coded pictorial signage and receptacles**

✓ **Labels used to update older receptacles**



## Continual Improvement and Additional Recommendations

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The following are suggested actions to help the facility improve their internal processes and strive to reach higher diversion rates while maintaining a strong, efficient diversion program.

It is recommended that the facility regularly check with their waste hauler to confirm what materials are recyclable in their jurisdiction. As some of these materials may be integral to the operations of the facility, it is recommended that you regularly review opportunities to reduce or substitute these materials in your operations.

### i. Capture Additional Materials

Some non-traditional recyclable materials were identified in the landfill waste sample. This included nitrile gloves and disposable face masks. Programs are available from companies like TerraCycle or Go Zero in to provide the resources to set up a collection station at your facility.

<https://www.terracycle.ca/en-CA/brigades/writing-instrument-retail-based-brigade>

<https://gozerorecycle.com/pages/recyclingboxes>

#### Example of Go Zero collection box



In addition, TerraCycle or Go Zero offer other recycling programs for common non-conventional materials which were identified during the audit. These include single use beverage pods, creamer containers and plastic wrappers.

## ii. Educate Staff on 'Easy Targets' for Diversion

The hospital should target specific recyclable materials used throughout the facility, particularly in active patient areas.

Examples of materials include:

- Boxboard such as Kleenex boxes or latex gloves used by cleaning staff and medical staff.
- HDPE containers of cleaning products including sanitary wipe containers, soap dispensers, and other cleaning products used by cleaning staff, vendors, and medical staff. Some of these containers may be unique to the hospital environment and may not be commonly understood as recyclable blue box items.

### Examples of materials that could be easy targets for diversion. (HDPE, Boxboard)



The following is an example of a customized signage used in a medical setting.

**Reminder:**  
Recycle Plastics whenever Possible.

It's in your hands

Please separate items into bins provided

DO'S			DONT'S			
			• Large Cardboard Boxes should be flattened and left near any office recycling containers			
			• Environmental Services will also pick up paper for recycling at work stations and offices in containers provided			
			• Used Batteries and Printer/Toner Cartridges may be packaged and must be given to Environmental Service Staff OR delivered to Material Management for recycling.			
			• For compatible and non-recyclable items, please take your items to one of the recycling stations			

### iii. Green Team

A good way to ensure engagement and consistency is to set up a Green Team, comprised of representatives from all departments of the facility. This team will be able to monitor, evaluate and provide to the group recommendations and consultation on the recycling program and other environmental issues.

Members of the team will be able to monitor receptacles; signage required and perform spot checks on all phases of the waste diversion program.

It is recommended that Recycling Ambassadors and Managers have a system in place to review the infrastructure on site monthly, including:

- Identify gaps & areas of improvement;
- Ensure recycling receptacles available and replace missing bins;
- Ensure signage or labelling is present;
- Have a protocol in place to ask for replacements for missing signage or to notify management if receptacles are damaged or missing;
- Have a protocol in place for staff suggestions on how to increase participation.

### iv. Purchasing Power

Unity Health should use its purchasing power to influence its tenants/ employees, suppliers, and contactors to follow the same recommendations. A commitment to waste diversion should be a significant aspect within future contracts with service providers.

- The facility should establish a vendor selection protocol to reflect a commitment to the 3R's: reduction, reuse, and recycling;
- The facility should conduct "vendor pre-qualifications" to evaluate the protocol and vendor environmental track records;
- Contract language should reflect the facility's objectives and allow periodic reviews to determine if those objectives are being met throughout the life of the contract;
- Get buy-in and support from contractors and service providers who work on site. All service providers, vendors or contractors should be aware of the environmental goals and be active participants, including education programs and purchasing decisions.

### v. Material Substitutions: Paper Towel

When considering environmental and financial costs of paper towel manufacturing and disposal, alternatives such as High-Speed Energy Efficient (HSEE) hand dryers would be a favourable option for the facility.

- a) The **environmental factor**: In comparing the carbon footprint of paper towel and hand dryers, material production, manufacturing, transportation, material use, and its end of life are considered. The carbon footprint for an HSEE hand dryers is estimated to be less than one third of paper towel even if produced from recycled materials.
- b) The **cost factor**: Paper towel use involves continuous costs: purchasing, handling (custodial operations), and disposal (both composting and landfilling have costs associated). The initial capital cost of hand dryers begins to see a payback within a reasonable timeframe.
- c) The **hygiene factor**: Paper towels are typically determined to be more hygienically effective in comparison to hand dryers as the hands dry more quickly. However, this can be mitigated with measures such as ensuring antibacterial soaps and guidelines of drying length on hand dryers. There is no research connecting use of hand dyers to infection. The research suggests that thorough handwashing will not lead to the spread of bacteria with use of hand dryers.

**vi. Alternatives to Recycling: Reuse Programs**

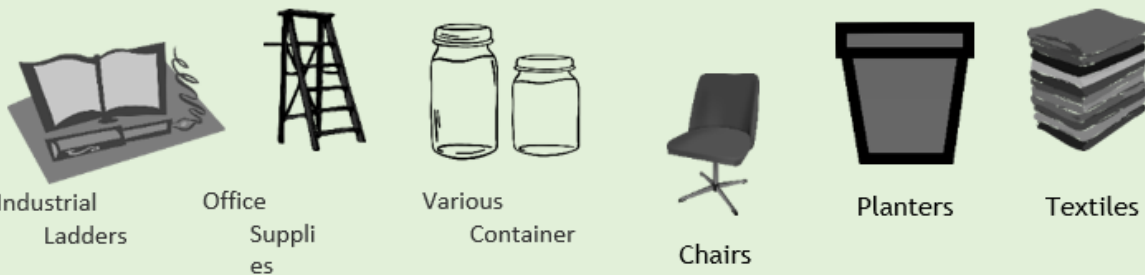
According to the waste hierarchy, recycling should be considered after reduction and reuse programs have been considered. Materials that are still usable, do not need to be disposed of, could be donated, or sold for reuse.



Several options for donations exist in your region for materials such as used furniture (ReStore, Habitat for Humanity) or bulk containers in good condition. Materials can also be bought and sold on online platforms such as Kijiji Canada, Facebook Marketplace, and Craigslist. These platforms can be used to sell items no longer serving the facility and could be repurposed. As well, there are organizations such as the Material Exchange Program that can facilitate that help facilitate reuse or repurposing of materials.

**Material Exchange Program**, operated by Partners in Project Green, is a circular economy focused platform that allows businesses and non-profit organizations access to an inventory of materials that have been donated. Conversely, the facility can also donate their reusable materials toward this inventory.

Common materials accepted in the inventory include:



[Material Exchange - Partners in Project Green: Partners in Project Green](#)

## Supplementary Information

### Appendix 1 - Detailed Waste Breakdown by Generation Area

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Area	Paper	Metal	Plastic	Textile	Wood	Glass	Rubber	Organic	Electric	Other	Total
Patient Area	37.60	0.70	19.92	0.80	0.00	0.00	5.60	6.18	0.00	58.62	129.42
Cafeteria / Kitchen	34.30	0.92	14.56	0.46	0.00	0.32	0.00	8.54	0.00	4.46	63.56
Office	29.89	0.41	8.06	0.44	0.00	0.44	0.16	4.50	0.28	9.84	54.02
Other	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	25.00
<b>Grand Total</b>	<b>101.79</b>	<b>2.03</b>	<b>47.54</b>	<b>1.70</b>	<b>0.00</b>	<b>0.76</b>	<b>5.76</b>	<b>19.22</b>	<b>0.28</b>	<b>92.92</b>	<b>272.00</b>

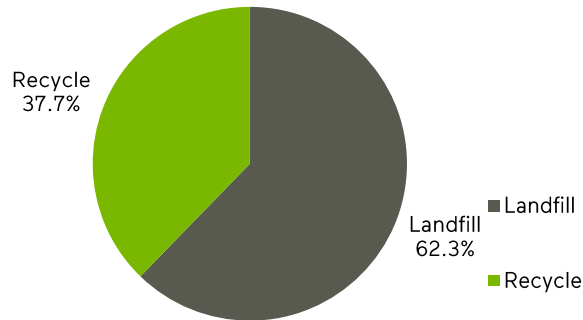
## Appendix 2 – Diversion Report



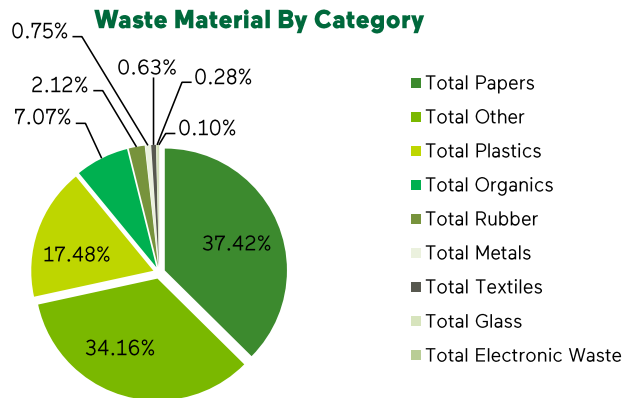
### Diversion Overview Unity Health - St. Joseph's Hospital, Toronto, ON

Diverted Materials	Annual Projected Volume (kg)	% Of Diverted Materials
Confidential Paper Shredding	237,469	48.9%
Mixed Recycling	147,740	30.4%
Organics	100,320	20.7%
<b>Total</b>	<b>485,529</b>	<b>100.0%</b>

#### Diversion Summary

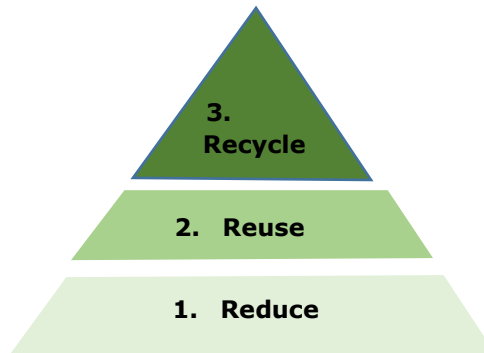


Waste Category	Material Composition (%)	Annual Projected Volume (kg)
Total Papers	37.4%	299,742
Total Other	34.2%	273,622
Total Plastics	17.5%	139,991
Total Organics	7.1%	56,597
Total Rubber	2.1%	16,962
Total Metals	0.7%	5,978
Total Textiles	0.6%	5,006
Total Glass	0.3%	2,238
Total Electronic Waste	0.1%	825
<b>Total</b>	<b>100.0%</b>	<b>800,960</b>



## Appendix 3 – Three R’s Waste Hierarchy

The three R’s waste hierarchy gives an order of priority of actions to be taken to reduce the overall amount of waste generated at the site.



Studies indicate that between 2 and 5 percent of waste streams are reusable. There are many ways to prevent waste, at the source, and reuse products to reduce waste, including:

	Material	Reduction Strategies	Reuse Strategies	Recycling Strategies
Papers	Cardboard / boxboard	Encourage suppliers to use reusable packaging (e.g., plastic totes) Purchase reusable products	Re-use of cardboard for storage and packaging	Provide enough receptacles, information and signposting for OCC and mixed recycling programs
	Office paper	Encourage use of electronic communications Encourage staff to print two sided	Encourage one sided printed paper for scrap paper Creation of scrap pads Utilize centralized notice boards	
	Paper towels	Install hand-dryers in washrooms and dish cloths in kitchens		
	Newsprint / Magazines	Provide communal newspapers in break out areas and spaces	Encourage staff to share magazines and newspapers Donate used magazines and newsprint Use newsprint for packaging materials	
	Paper cups	Place reusable coffee cups in kitchen areas Encourage users to bring reusable coffee cups Incentivize the use of own cups (discounts, loyalty cards)	Provide coffee making facilities in kitchens and encourage users to refill reusable coffee cups	
Plastics	PETE	Encourage building users to bring reusable water bottles Ensure sufficient water fountains for building users	Encourage building users to reuse plastic bottles Use refundable recycling schemes at the site	Provide enough receptacles, information, and signposting for mixed
	HDPE	Encourage bulk buying of goods to reduce volume of packaging		

		Purchase products with minimal packaging		recycling programs
	<b>LDPE</b>	Train custodial staff to empty individual waste receptacles into single black garbage bag		
	<b>Polystyrene</b>	Develop procurement policies which require on-site retailers to use compostable and recyclable packaging and cutlery		
	<b>Organics</b>	Set up partnerships and donation programs with local charities		Implement organics program
<b>Containers</b>	<b>Beverage Cans</b>	Encourage use of drinks dispensers at food courts and in kitchens	Use refundable recycling schemes at the site	Provide enough receptacles, information, and signposting for mixed recycling programs
	<b>Glass Bottles/Jars</b>	Encourage use of drinks dispensers at food courts and in kitchens		
	<b>Single Use Beverage Pods</b>	Encourage use alternative coffee making facilities (i.e., filter coffee, pod free coffee machines)	Use reusable k-cups	Set up k-cup recycling programs with local supply companies
	<b>Office supplies</b>	Set up communal stationary points in offices for building users	Establish donation programs with local schools	Set up recycling programs with specialist companies such as Teracycle

## Appendix 4 – Material Descriptions

Material	General Descriptions	Waste Stream
#1 PETE	Polyethylene Terephthalate, Water Bottles, Soft Drink Bottles	Recycle
#2 HDPE	High Density Polyethylene Containers, Chemical Containers or Jugs; High Density Polyethylene Bags or Film, Strong "crispy" Bags	Recycle
#3 PVC	Plastic pipes, Cleaning Supply Jugs, Pool Liners, Sheeting, Twine, Carpet Backing	Landfill
#4 LDPE	Low Density Polyethylene Bags and Film, Garbage Bags, Shopping Bags	Landfill
#5 PP	Poly Propylene, Yogurt Containers, Straws	Recycle
#6 PS	Poly Styrene, Beverage Containers, Packaging Materials, Take-out Food Containers, Packing Popcorn	Recycle
#7 Other (Bottles and Containers only)	Bottles and Containers Labeled #7	Recycle
#7 Other	Products Parts, Unlabeled Plastic Items	Landfill
Courier and Shipping Bags	Poly Mailer Bags	Landfill
Misc. Plastics	Plastic Utensils	Landfill
Plastic Cutlery	Plastic Forks, Spoons, Knives, Stirring Sticks	Landfill
Plastic Strapping	Plastic Shipping Straps, Plastic Banding	Landfill
Polycoat	Milk Cartons, Tetra Packs	Recycle
Polyfoam	Foam Protective Packaging Materials, Styrofoam	Landfill
Shrink Wrap	Shrink Wrap, Plastic Film	Landfill
OCC	Old Corrugated Cardboard	Recycle
Boxboard	Cereal, Tissue Box Material	Recycle
Cores and Tubes	Paper-Based Cores and Tubes	Recycle
Kraft Paper	Paper Bags, Heavy Brown Paper	Recycle
Label Paper	Sticker Paper	Landfill
Magazines	Glossy Magazines and Newspapers	Recycle
Napkins	Paper Napkins and Tissues	Organics
Newsprint	Newspapers, Weekly Flyers	Recycle
Molded Pulp	Drink Trays, Egg Cartons, Product Packaging	Recycle
Paper Cups	Paper or Polycoated Cups	Landfill
Paper Plates	Paper Food Plates	Landfill
Paper Towels	Paper Hand Towels	Organics
Tetra Pak Containers	Juice Boxes, Liquid Beverage Containers	Recycle
Tissue Paper	Thin Packing Paper	Landfill
Wax Paper	Paper for Wrapping or Packaging	Landfill
Wet Strength Paper	Wet Strength Kraft Paper, Medical Paper	Landfill
White/ Ledger/ Office Paper	White Paper, Printer Paper	Recycle
Aerosol Cans	Spray Cans	Recycle
Aluminum Cans	Aluminum Food and Beverage Cans, Pop Cans	Recycle
Aluminum Foil / Wrappers	Food Wrappers and Packaging	Recycle
Misc. Metal	Metal Straps, Nuts & Bolts	Scrap Metal
Scrap Metal	Aluminum, Copper, Steel Parts	Scrap Metal

Paint Cans	Empty Paint Cans	Landfill
Steel Cans	Steel Food Cans	Recycle
Coloured Glass	Coloured Beverage Bottles and Jars	Recycle
Clear Glass	Clear Beverage Bottles and Jars	Recycle
Drinking Glass	Glass Cups, Wine Glass	Landfill
Lab, Medical Glass	Flasks, Beaker, Dropper, Measuring Cylinder, Test Tubes, Jars	Landfill / Special
Pallets and Skids	Wooden Pallets and Skids	Special
Scrap Wood	Construction Materials, Misc. Wood Pieces	Special
Wood Shavings	Scrap Construction Shavings and Debris	Landfill
Wooden Crates	Shipping Crates	Landfill
Stir or Chop Sticks	Wooden Stir or Chop Sticks	Landfill
Batteries	Dry Cell Batteries, Large Batteries	Special
Electronics	Cables, Computer Equipment, Toasters, TVs, Phones, Printers	Special
IT Equipment	IT Visual and Audio Equipment, Wires, Cords	Special
Light Bulbs	CFL, LED, Fluorescent Bulbs and Tubes	Special
Printer Cartridges	Used Printer or Ink Cartridges	Special
Coffee Grounds	Used Coffee Grounds	Landfill
Cooking Grease	Fats, Oils and Grease	Landfill
Plants / Flowers / Yard Waste	Indoor and Outdoor Plants, Flowers, Leaves, Yard Waste	Landfill
Post-Consumer Waste	Scrap Food Waste	Landfill
Pre-Consumer Waste	Food Preparation Waste	Landfill
Compostable Containers	Compostable Take-Out Containers, Paper Plates	Landfill
Rubber Tubing	Cable Protection, Metal Coverings, Pipe Fittings	Landfill
Nitrile and Latex Gloves	Nitrile and Latex Gloves	Landfill
Rags	Used Rags and Cloths	Landfill
Shoes and Boots	Assorted Footwear	Landfill
Personal Clothing	Used Shirts, Uniforms, Hats	Landfill
Misc. Textiles	Rags, Mop Heads, Cloth Gloves	Landfill
Hospital Linen	Hospital Linen, Sheets	Special
Air Filters	Furnace Filters, Vehicle Filters	Landfill
Building Material	Construction Material, Drywall, Insulation	Special
Ceramics	Objects Formed with Clay (e.g., Pottery)	Landfill
Drywall	Regular or White Board Drywall	Special
Disposable Diapers	Disposable Diapers	Landfill
Face Coverings	Surgical Masks, Dust Masks, N95 Masks	Landfill
Floor Sweepings	Debris, Dust	Landfill
Furniture	Chairs, Desks, Lamps, Shelves	Special
Hygiene Materials	Feminine Hygiene Materials	Landfill
Liquid in Container	Significant Liquid in Bottle, Container or Cup	Landfill
Medical	Bedding, plastics, miscellaneous	Landfill
Mixed Material Packaging	Condiment Containers, Envelope with Window, Miscellaneous Product Packaging	Landfill
Safety Gear	Safety Vests, Jackets, Harness, Safety Toe Covers, Work Gloves	Landfill
Single Use Beverage Pods	K-Cups and Pods	Landfill

## Appendix 5 – Ontario’s 3Rs Regulations



### Ontario’s 3Rs Regulations

Ontario’s 3Rs Regulations governing non-hazardous solid waste from residential, industrial, commercial and institution sources became law in March 1994. Designated IC&I organizations are now required to conduct annual waste audits and update annual waste reduction work plans. This documents overviews the regulatory requirements for IC&I sector organizations.

Regulation	Intent	Requirements	Who Must Comply
<p><b>Ontario Regulation 102/94</b></p> <p><i>Waste Audits Waste Reduction Work Plans</i></p>	<p>To understand the amount and composition of all waste produced, how the waste is produced including relevant management policies and practices, and how the waste is managed</p> <p>A waste reduction work plan seeks to establish concrete goals to reduce waste</p>	<p>Annual waste audit must be completed in which the types of waste and quantities of waste are assessed.</p> <p>A waste reduction work plan must contain a strategy for reducing, reusing and recycling waste, identify who is responsible for implementation and provide a summary of timing and expected results from the waste reduction projects. This plan must be communicated with all employees</p>	<ul style="list-style-type: none"> <li>• Retail shopping complexes of 10,000+ m<sup>2</sup> floor area</li> <li>• Class A, B or F hospitals under Ontario Reg. 964</li> <li>• Schools with 350+ students at a location or campus</li> <li>• Restaurants with gross annual sales of \$3,000,000+</li> <li>• Office buildings with 10,000m<sup>2</sup> of floor area</li> <li>• Hotels and motels with 75+ units</li> <li>• Building construction projects of 2,000+ m<sup>2</sup></li> <li>• Building demolition projects of 2,000+ m<sup>2</sup></li> <li>• Manufacturing sites with 16,000 employee hours per month</li> </ul>
<p><b>Ontario Regulation 103/94</b></p> <p><i>Source Separation Programs</i></p>	<p>To promote the source separation of materials throughout the facility</p>	<p>Handling and storage facilities must be provided for recyclable materials. Efforts must be made to ensure the system is used and that source-separated materials are reused or recycled.</p> <p>Employees must be instructed on the use of the program</p>	
<p><b>Ontario Regulation 104/94</b></p> <p><i>Packaging Audits Packaging Reduction Work Plans</i></p>	<p>To examine the impact of packaging on the waste management system and identify waste reduction plans.</p> <p>Packaging refers to all materials used to protect, contain or transport a product.</p>	<p>Bi-annual audit must address; types and quantities of packaging used, reusability or recyclability of packaging, the environmental impact of the waste and the lifecycle of the packaging materials.</p> <p>Reduction work plan must identify ways to reduce packaging used, increase reuse or recyclability content, reduce the environmental impact and reduce the burden of waste for the consumer.</p>	<ul style="list-style-type: none"> <li>• Manufactures or packagers of packaged food, beverage, paper or chemical products with total employee hours of 16,000+ per month</li> <li>• Importers of packaged food, beverage, paper or chemical products for sale in Ontario with value of goods imported \$20,000,000 per year</li> </ul>

**THINK GREEN!**