

POLICY



Policy on Resource Recovery & Waste Diversion

Category:	<i>Operations</i>
Approval:	<i>PVP</i>
Responsibility:	<i>Associate Vice-President, Facilities Management</i>
Date:	<i>Date initially approved: March 27, 2017</i> <i>Date of implementation: March 28, 2017</i> <i>Date of last revision: New policy</i>

Definitions:

Waste Diversion: Waste diversion refers to the management of waste through reduction, reuse, composting and/or recycling instead of disposal to landfill.

Waste Diversion Transition Act, 2016: A Provincial act to repeal the Waste Diversion Act, 2002. The purpose of this Act is to promote the reduction, reuse and recycling of waste, to provide for the operation of waste diversion programs, and support the shift in waste governance to Ontario's *Resource Recovery and Circular Economy Act, 2016*.

Building Resource Recovery Stations: These stations are located inside of buildings and include colour-coded signage and matching bins for resource recovery. These stations will meet the Trent standard for Building Resource Recovery Stations (see Attachment A). Limitations of municipal recovery systems available may dictate minor differences between each campus (i.e. containers, paper, cardboard, and waste). All stations will include compost bins where appropriate and where composting service is available. Compost bins will not be placed inside areas where there is signage indicating that food is specifically not allowed in the space, unless for a special event where food is being provided. Some recovery stations will have additional collection for specialty recyclable materials including batteries, cell phones, and printer cartridges.

External Resource Recovery Stations: These stations are located outside of buildings on campus, and will include separate bins for recycling containers and paper as well as a bin for landfill waste. These stations will meet the Trent standard for External Resource Recovery Stations (see Attachment A).

Purpose/Reason for Policy:

The policy aims to position the University to lead by example by reducing the environmental impact of operations by ensuring the use of environmentally sustainable waste management practices that go beyond legislative compliance.

Scope of this Policy:

This policy applies to all Trent University buildings and external spaces, including but not limited to Symons Campus, Durham Campus, University-run residences, and University held events.

This policy applies to all departments, clubs/groups, foodservice providers and tenants affiliated with Trent University.

This policy does not incorporate Hazardous Waste procedures.

Policy Statement:

Trent University will reduce the amount of waste going to landfill by:

- a) Fully implementing and actively maintaining standardized multi-bin resource recovery stations in campus buildings and at external locations throughout campus;
 - a.i) The University will not allow for single-stream only landfill waste collection in University buildings, including classrooms, academic and public spaces. All single-stream landfill waste bins shall be removed or replaced by ***Building Resource Recovery Stations*** by September 1, 2017.
 - a.ii) The University will not allow for single-stream only landfill waste collection at external waste collection bins. Single-stream landfill waste bins will be removed or replaced with ***External Resource Recovery Stations***; by September 1, 2017.
- b) Immediately banning polystyrene/styrofoam use on campus in retail operations, foodservice operations and food served at special events.
- c) Minimizing the use of single-use plastic carry-out bags on campus in retail and foodservice operations.
- d) Eliminating black garbage bags for waste operations (lining of bins, etc.); only clear as well as compostable bags are to be used.
- e) Optimizing the reduction and diversion of organic waste.
- f) Continuing to ensure specialty recycling is available and promoted on campus for items including, but not limited to, batteries, cellphones, computers, printer cartridges, and fluorescent lights.
- g) Optimizing waste diversion from all construction and renovation projects by requiring external parties to report on their waste diversion efforts and detail these in a project waste report (see Attachment B). All renovation projects managed by the University will continue to divert waste through the dedicated construction and demolition bin provided and the dedicated scrap metal and wood collections.

Trent University will also optimize waste reduction/reuse, by:

- i) Implementing programs to reduce the use of paper/printed materials created for campus operations.
- j) Working with the foodservice provider(s) to implement programs to reduce the amount of food waste generated in kitchens.
- k) Continuing to encourage reuse of operational items, furniture, etc. through programs such as Swap Shop and continued support of organizations such as OPRIG by providing space for their bins.

Responsibilities

Facilities Management is to install and maintain resource recovery stations in multiple locations for buildings across campus and maintain compost recovery systems where possible. They will ensure single-stream only landfill waste bins are removed or replaced with standardized resource recovery stations.

The Sustainability Office will encourage proper use of recycling programs and paper reduction programs on campus, including but not limited to, campus academic and administrative spaces, residences, dining halls as well as at campus events. The Sustainability Office will continue to track and report on waste diversion as per Provincial legislation, will continue to provide/enhance specialty recycling programs (i.e. battery recycling, cellphone recycling, printer cartridge, etc.) and will strive to improve waste diversion through new programs as opportunities arise. The Sustainability Office will assist foodservice providers with ensuring all food packaging is compatible with Trent's diversion system with the aim of maximizing diversion of waste from landfill.

Foodservice providers will work closely with the Sustainability Office to ensure organic food waste is minimized as well as diverted from landfill through composting where available. Changes in non-franchised packaging will only be made in consultation with the Sustainability Office to ensure optimized waste reduction and ease of diversion through our campus system. When packaging changes occur in franchised locations, Trent Food Services will notify the Sustainability Office and will provide samples in a timely manner. Foodservice providers will no longer purchase polystyrene/styrofoam cups, bowls, etc. for use on campus as of the approval date of this policy, and will phase out carry-out plastic bags by September 1, 2017. Current franchise agreements may be grandfathered until contract negotiations (i.e. Subway).

Foodservice Providers at campus events will be asked to comply with this policy and provide information on the types of waste they will be generating on campus (see Attachment C).

Trent University Departments will aim to reduce the amount of printed materials required for University operations by increasing electronic processes and procedures and reducing the requirement for printed forms, etc. They will comply with the banned packaging including polystyrene/styrofoam and single-use plastic bags at University functions and events. Departments using/producing hazardous waste will comply with all applicable legislation and Trent policy/procedures regarding same. Departments will be encouraged to share challenges and successes in waste reduction with the Sustainability Office in an effort to develop system-wide approaches to waste reduction.

Trent University Bookstore will comply with this policy.

<i>Contact Officer</i>	<i>Associate Vice President, Facilities Management</i>
<i>Date for Next Review</i>	<i>April 1, 2022</i>
<i>Related Policies, Procedures and Guidelines</i>	Environment & Sustainability Policy Policy on Single Unit Bottled Water Environmental Procurement Policy
<i>Policies Superseded by This Policy</i>	n/a

ATTACHMENT A: TRENT UNIVERSITY WASTE STATION STANDARDS

The current internal Building Resource Recovery Station standard as of February 1, 2017. Note that this standard is updated periodically and bins are adapted to match operational requirements and space limitations.



The current External Resource Recovery Station standard as of February 2017 is illustrated below:



ATTACHMENT B: Construction, Renovation and Demolition Waste Guidelines

Form can be found at www.trentu.ca/sustainabilityoffice/

Trent University Construction, Renovation and Demolition Waste Guidelines

Projects are expected to follow O.Reg. 102/94 requiring construction/renovation and/or demolition projects over 2,000 square meters to clearly identify project waste streams, to reduce waste to the greatest extent possible and then maximize waste diversion. Smaller projects are expected to follow the spirit of this regulation by minimizing waste, tracking and reporting diverted waste.

Project Name/Description: _____ Project Type: Construction Renovation Demolition

Estimated Completion Date: _____ Size(m³): _____ Manager/Supervisor: _____

Project Waste Check List:

- Did you receive a copy of the pre-project waste audit/projections?
- Did you receive a copy of the waste reduction work plan?
- Was the work plan posted on site?
- Has the Project Minimization and Diversion Summary been completed?

Please provide a copy of the project waste summary to the Sustainability Office for waste tracking and Ministry reporting.

Project Waste Minimization and Diversion Summary

Material	% PC Recycled Content/ Reused Material	Anticipated Cause of Waste	Strategy to minimize waste	Destination of waste		Weight		
				For disposal	For recycling / reuse	Total Material	Total waste	Diverted from landfill
Drywall	20%	Off-cuts	Right size largest % of boards	n/a	M&M recyclers	15,000Kg	400Kg	400Kg

ATTACHMENT C: Guide to Being a Temporary Event Food Service Provider

Form can be found at www.trentu.ca/sustainabilityoffice/

Guide to Being a Temporary Event Food Service Provider at Trent University

Thank you for being part of an upcoming event at Trent University. We look forward to working with you. To start, we are sending you this information/request in advance to help you best fit in to our campus culture as it relates to food.

Most food service will generate waste material of some kind. Trent strives to minimize this impact as much as we can. In order to comply with our policies, do not use of the following waste materials at your event on campus:

- single use water bottles
- polystyrene (most commonly known as Styrofoam)
- plastic carry-out bags

In addition to our comprehensive recycling program, Trent does have an on-campus organics diversion program that can compost paper-based containers such as fry boats and paper clam-shell style take out containers. Please note that materials must be truly compostable to be included in our system.

To assist us with providing waste diversion options at the event you are part of please fill out the following information.

Name of Event: _____ Date: _____ Location: _____

Your Name: _____ Phone Number: _____

Trent Contact Person: _____

Type of Material	Purpose of material	Destination of Material			Approximate Quantity	Notes/ Comments
		Compost	Recycling	Garbage		
Paper cups	Sampling food	Yes			800	
Mini plastic forks	Sampling food			Yes	800	Looking for compostable options